

Procedure Manual



69th session and on

Preface

The Model Congress Procedural Manual serves as the parliamentary authority for the American International College Model Congress. Upon writing this manual, references have been made to both Robert's Rules of Order and the rules of the United States Senate and House of Representatives; however, the rules in this manual are presented through a simplified manner, thus allowing a more practical set of guidelines for the conference. Because of this, only the rules, motions, and procedures written within this manual will be recognized. If an situation arises that was not covered in the manual, then the Legislative and General Chairperson(s), Chairperson of the Committee and/or the Parliamentarian in the Senate and the House of Representatives reserves the ultimate authoritative voice.

Sincerely,
Model Congress Staff

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Housing, Drug, and Alcohol Policies

1. Drugs and alcohol are strictly prohibited on the College campus and at the hotel. Advisors, please note that you are responsible for your students' actions.
2. The Model Congress Residence Life Staff will confiscate any drugs and/or alcohol that they may discover. They will alert the offenders' respective advisor(s), who will then be in charge of the material's disposal.
3. An immediate report will be made to the General Chairperson who **will** suspend the delegate(s) (and possibly the entire delegation) from the Model Congress if he/she deems it appropriate.
4. The hotel management reserves the right to implement a curfew.

Conduct Code

**While the Model Congress is an atmosphere where free speech is promoted, respect for your fellow delegates, observers, advisors, judges, and Model Congress Staff is required. Students should refrain from derogatory comments and expressions. While not in session, students should maintain a high level of maturity and discipline as a representation of themselves and their school with the utmost respect.*

**We ask the advisors to instill these rules with your students prior to their attendance and subsequent participation throughout the conference at American International College. However, the Judges and Chairpersons will also receive a copy of this notice. Judges will be asked to deduct points from students who do not abide by these rules; Chairpersons may remove students for gross infractions of these rules.*

Dress Code

* Dress for men should consist of a suit jacket, tie, long-sleeved shirt, slacks, and dress shoes while present at the Congress. Ties should stay properly tied during all sessions and if jackets are removed due to discomfort, the delegate must have on a well-ironed shirt. Jeans and sneakers will NOT be tolerated.

* Dress for women should consist of dress pants or knee-length skirts, a sleeve-bearing, waist-length shirt, and dress shoes. A modest, well-ironed fashion must also be considered. Jeans and sneakers will also NOT be tolerated.

* The violating student may be asked to return to the hotel and will only be allowed to return if he/she has modified one's attire to a reasonable extent. The General Chairperson reserves the right to **terminate** a student's participation if that student's attire is considered inappropriate.

* Being in an academic setting, students should feel obligated to represent their school and themselves in the best possible light. Please remember that your attire reflects your individuality; the Judges are interested in professionalism, not fashion.

We wish to maintain the academic integrity of the Model Congress.

Attendance

* In previous years some schools have left the HOUSE and SENATE after their BILL has been considered (debated), but before the sessions have been adjourned; this is completely UNACCEPTABLE. This act is extremely unprofessional and very inconsiderate to those delegations in debate, because a quorum will not exist; therefore, legal consideration and voting cannot occur.

* Unless specific arrangements have been made with a member of the Executive Staff (the Dean of the Model Congress and the General Chairperson), any school guilty of this desertion WILL NOT be considered by the Judges.

Coaching

The Chairperson cannot monitor all conversations within a room full of people. The following limitations have been created for every session while it is in order:

-Advisors **cannot** speak or pass notes to Delegates or Observers and/or vice versa during any session that is in order.

-Delegates and Observers can speak at any appropriate time during the session (ex= in between BILLS). Notes can be passed.

-No electronics are permitted in any session, i.e. cell phones, calculators, computers, two-ways, Side-Kicks, computers and so forth. This is a measure to prevent the use of the Internet and stored information during debate.

-During the Emergency Session laptops are permitted as long as the delegates are using them for debating purposes only.

If the Chairperson feels that coaching is occurring, he/she has the authority to remove from the room all those involved in the act. The General Chairperson will be alerted to all incidences of coaching. These limitations may seem extreme to some, but to those who debate honestly these limitations are obvious in their nature and fairness. Special consideration will be made in the case of an emergency. In those cases, Advisors would need to speak to the General Chairperson.

Legislation

Each delegation is requested to introduce **one** piece of legislation at the Model Congress. Each bill (piece of legislation) will receive adequate and equal consideration in the Committee, and if passed or discharged, the House of Representatives and Senate sessions.

Any bill considered appropriate for consideration by the Congress of the United States is appropriate for consideration by the Model Congress. In the past, legislation concerning the prohibition of the sale of mail order firearms, the prohibition of the further construction of nuclear power plants, the legalization of marijuana, to repeal the Patriot Act, to replace the Electoral College, and to ban abortion have all been considered. These are only examples, and are not meant to limit your choice of subject matter in any way; we encourage you to be as creative as possible.

A typed copy of your legislation (bill) should be sent by the specific deadline in your Pre-Congress Schedule. Legislation postmarked after this date will not be included in the legislation packet, nor will the non-compliant school(s) receive their pre-Congress copy of the legislation packet; if a school does not allow others to review and research their bill, that school will not receive the privilege of reviewing and researching others' bills. Also, late bills will not be considered for the Best Bill Award. Within a few weeks following the deadline you will receive a Legislation Packet, from which you will have ample time to prepare any remarks on the material.

When drafting your legislation, refer to the "Essentials for Drafting an Exceptional Bill" that is listed, as well as the sample bill on the following pages. The Model Congress staff reserves the right to correct and edit obvious grammatical and spelling errors, in addition to needed format changes (the numbering of lines etc.). This change has been instituted to maintain a high level of professionalism and readability in all pieces of legislation. **We have not, and will never edit any content, purpose or specific wording in any piece of legislation.** When you receive your complete legislation packets in the mail, please make sure to carefully review your bills. Contact the Model Congress office with questions or concerns about changes made.

Essentials for Drafting an Exceptional Bill

1. **NUMBERS:** Do not mark your bill with page numbers, a bill number, or line numbers. The numbers will be added when the bills are configured by the Model Congress Staff. The bill number is assigned as it is received in the Model Congress Office.
2. **SPONSOR:** The name and location of the high school sponsoring the bill should be typed on the upper right hand corner. Type the name(s) sponsoring the bill in the indicated space on the sample bill. A maximum of two individuals may sponsor one piece of legislation. The sponsors of a said bill must be in the same delegation. Advisors cannot be sponsors!
3. **JOINT RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS:** Any bill that seeks to add, delete, or substitute any part of the Constitution of the United States of America is known as a Constitutional Amendment. All other bills are known as Joint Resolutions.
4. **PURPOSE:** Every bill should consider only one subject. Make the purpose of the bill as concise as possible but broad enough to indicate clearly the scope of the bill. **The purpose of the bill cannot be amended during the Model Congress!**
5. **ENACTING CLAUSE:** Every bill should begin as, “Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled that...” This is automatically assumed to be Section 1, (and should not be labeled as such).
6. **BODY OF THE BILL:** Your bill should be a consistent unit. Permanent and general provisions should come first. Also, be sure that dependent clauses follow those that they are dependent on.
7. **DEFINITIONS:** A definition should be given when any ambiguity of a word or phrase may create an issue with interpreting the bill in the correct intended manner. For those bills that need it, definitions should be stated in Section 2 of your bill. For those bills that do not need definitions please do NOT omit section 2.
8. **REPEALER AND PENALTY CLAUSES:** An act calling for the cancellation of a law or part of a law should contain a repealing clause. If needed, the clause should provide for the penalty to be imposed for failure to carry out the provisions of the bill.
9. **LANGUAGE:** As much as possible, words should be used in their ordinary and accepted sense. Please refrain from using any “street” or slang language as well.
10. **SPACING:** Each bill should be double-spaced for ease of formatting.

MC #_
In the Model Congress
January __, __

Mr. _____ (for himself and Mr. _____) introduce the following resolution:

A Constitutional Amendment

It is the purpose of this Safe Airwaves Act to prohibit the music industry from glamorizing blatant acts of sex, drugs, and violence.

Be it enacted by the Senate and the House of Representatives assembled that any radio station found playing music, which glamorizes blatant violent, sexual, and/or illicit drug situations be subject to penalties.

Section 2. For the purpose of the act the following definitions shall apply:

- A. Glamorization of blatant sexual, violent, and/or illicit drug situations: lyrics or phrases that directly portray violent, sexual, and drug situations from a positive perspective.
- B. Database: The compilation of any and all songs and artists that have the possibility of being aired.
- C. Music: Vocal, instrumental, or mechanical sounds; having rhythm, melody, or harmony.

Section 3. The FCC shall have the sole authority to judge the content and use of content played over the public airwaves.

Section 4. Radio stations shall be required to submit a list of every song and artist in their databases to the FCC. It is the responsibility of the radio stations to update the list as new music is inserted into the database.

Section 5. The FCC shall be required to post a list of unacceptable music on its official government website (www.fcc.gov) and inform each radio station of unacceptable music.

Section 6. Only songs that portray blatant acts of violence, sexual and/or drug situations from a negative perspective will be allowed to air. The right of songs not containing aforementioned situations to be aired shall not be infringed upon.

Section 7. Radio stations that do not submit database records or choose to play music that is banned by the FCC shall be subject to the following penalties:

- A. A first offense would render a fine of no more than \$50,000.
- B. A second offense would render a fine of no more than \$100,000 for every song that is declared unacceptable by the FCC.
- C. A third offense would render a fine of \$500,000 and radio station review by the FCC.

Section 8. This Amendment shall go into effect 6 months after passage.

Consideration of the Main Motion/ Call to Order

At the beginning of the morning sessions in both Committee and House and Senate, there will be a vote on the order of the bills. This is the agenda that the Chair follows, and is chosen at random by the Staff. After motioning for a vote, and voting on the agenda for that day the Chairperson will ask if the sponsor of the first bill is present. If the sponsor is present he/she is given the opportunity to speak first on the Bill. The floor cannot be directly yielded to another delegate except in the case of a Co-Sponsor in the House of Representatives and the Senate. This continues till the agenda is finished.

After the sponsor speaks there is a 1st Opposed, 2nd in Favor, 2nd Opposed. This completes Primary Debate.

The Chairperson then calls for General Debate. The floor will be taken by alternating positions as best as the Chairperson can determine. A delegate cannot rise to claim the floor before it has been yielded.

No member of the assembled Committee may make a motion or speak before he/she has obtained recognition from the Chairperson. The Chairperson will recognize any member who is seeking the floor while entitled to it. A speaker will raise his/her placard stating, "Seek the Floor" and will yield the floor by stating, "I yield the floor" and resuming his/her seat. If two (2) or more members rise to claim the floor simultaneously the member who first addressed the Chairperson after the floor has been yielded will be recognized.

Committee, House, and Senate Procedures

-A COMMITTEE may amend, revise, approve, or defeat any BILL that is brought before it. If a BILL is defeated it may be brought to the floor of the HOUSE or SENATE by means of a **Discharge Petition**.

-There are no time limits in COMMITTEE unless the COMMITTEE wishes to impose one through the **motion to limit debate**.

-If a BILL is not defeated in Committee it is placed in one of two calendars. If the BILL received a two-thirds vote in COMMITTEE it is placed on the CONSENT Calendar. A BILL receiving a simple majority vote in COMMITTEE it is placed on the POLICY calendar. These calendars determine the time period that each BILL shall be debated in the HOUSE and SENATE sessions.

-In the COMMITTEE, HOUSE and SENATE the Chairperson will insist that the speaker (delegate) identify himself/herself by name, school and delegate number **EACH** time he/she rises to speak.

-In COMMITTEE the Chairperson will not recognize the point of “*Will the delegate yield the floor?*” In the HOUSE and SENATE, this is in order and the CHAIRPERSON will repeat the question to the speaker. The speaker is not compelled to yield the floor unless they have exceeded their given time limits.

Discharge Procedure

-In order to bring a bill that did not pass in Committee over to House or Senate, a Discharge Petition must be acquired, completed, and delivered to the Parliamentarian of the chamber in which your delegation is present.

-The petition may be obtained through the Clerk of your committee. In order for this petition to be considered valid and effective the signatures of two-thirds of the voting assembly of your Chamber (House or Senate) must be present and legible.

-The petition must be presented to the Clerk of your Chamber by the end of the lunch recess to allow for ample time for considering the petition.

-The Discharge Petitions will be brought to the floor only after all other business has been completed and will be considered in the order of their presentation to the Clerk of the Chamber at the Chairperson’s discretion.

Rhetorical Questions

Rhetorical Question: Any question that conveys information in the question itself, not in the response. Any question that requires a “yes” or “no” answer instead of an informed response.

-Avoid using questions that begin with, “*Do you feel that...?*”, “*Is it true that...?*”, “*Is it not true that...?*”, “*What about if...?*”

-Also avoid the use of double negatives.

- Please refrain from sarcasm, as all sarcastic remarks will be seen as rhetorical. Even sarcasm used by the delegate who has possession of the floor will be noted as rhetorical.

-Upon recognition of a rhetorical remark the Chairperson will force the speaker to rephrase or yield his/her question.

-Please keep in mind that the judges are interested in your informed responses and not your ability to outwit, demean, and/or embarrass your fellow delegates.

Permission to Preface

You may ask to preface if you feel that you must add a fact as a way for the speaking delegate to answer your question properly. However, the chair possesses no obligation to grant you permission. If allowed, please keep your statements to a 30 second maximum. *Ex: "Permission to preface?" "Yes, briefly."*

Cross Debate

Cross Debate: Any statement the Chairperson believes is addressing or directed at another delegate.

All questions, comments, points, and motions must move through the Chairperson. This can be ensured by using the comment, "Through the Chair..." before any individual verbalizes his/her remarks. Also avoid the pronouns *you, I, we, they, us* etc. when asking the delegate a question. You can replace these words with phrases such as, "Through the Chair can the delegate please specify the definition of...?"

Parliamentary Points and their Precedence

The order of Precedence:

- Point of Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Point of Information
- Point of Inquiry
- Point of Query

Precedence: The order in which the Chairperson of Committee, House, and Senate will recognize delegates.

No vote is required to entertain any of these points.

1. **Point of Privilege:**
 - To consider the rights and privileges of the assembly as a whole, or any of its members individually
 - Usually connected with matters of physical discomfort such as lighting, heating, or inability to hear a speaker
 - May be introduced and may interrupt the speaker at any time
 - EX: *"Point of Privilege!"* Chairperson will ask *"On Privilege, delegate _____", "(name), (school), (delegate #) Through the Chairperson: I cannot hear the speaker."*
2. **Point of Order:**
 - To call attention to a procedural rule that has been violated
 - May be introduced and may interrupt the speaker at any time
 - EX: *"Point of Order!"* *"On Order delegate _____", "(name), (school), (delegate #). Through the Chairperson: The speaker never stated what school he was from."*
3. **Point of Parliamentary Inquiry:**
 - To request information on parliamentary procedure of the proper course of a parliamentary motion
 - May be introduced and may interrupt the speaker at any time
 - EX: *"Point of Parliamentary Inquiry!"* *"On Parliamentary Inquiry delegate _____" "(name), (school), (delegate #). Through the Chairperson: What is the proper way to get my amendment recognized?"*
4. **Point of Information:**
 - To seek knowledge from the CHAIRPERSON or to direct a question to the CHAIRPERSON
 - May be introduced and may interrupt the speaker at any time
 - EX: *"Point of Information!"* *"On Information delegate _____", "(name), (school), (delegate #). Through the Chairperson: When is this session over?"*
5. **Point of Inquiry:**
 - To address one (1) question to a speaker (delegate) on the floor
 - May be introduced when the speaker is "open" to questions. The speaker does not have to answer if he/she does not wish to address the question
 - EX: *"Point of Inquiry!"* *"On inquiry delegate #...." "(name), (school), (delegate #) Through the Chair,.....?"* at this point the speaker either answers the question through the Chairperson or simply states through the Chairperson, *"I wish to not answer."*
6. **Point of Query:**
 - To address up to three (3) **related** questions to the speaker on the floor
 - May be introduced when the speaker is "open" to questions. The speaker does not have to answer if he/she does not wish to address the question.
 - EX: *"Point of Query!"* *"On query delegate #...." "(name), (school),(delegate #) Through the Chairperson,.....?"* at this point the speaker either answers the question through the Chairperson or simply states through the Chairperson, *"I wish to*

*not answer.” And the two remaining **related** questions can follow (if you wish to yield [give up] your third question you may do so)*

- In order to be recognized by the Chairperson the delegate must raise his/her placard when introducing a point.
- If a speaker wishes to close him/herself to points of inquiry and query (disallow questions to be asked), then the speaker will simply state, “I close myself to all points at this time.” To reverse this process and open oneself to points (allow questions to be asked), one will state, “At this time I open myself to all points.”

Parliamentary Motions

Motion: a proposal made by a delegate to bring about certain actions, and in some instances also require a second, and possibly a vote by the assembled delegates.

-A motion must be recognized by the CHAIRPERSON, but before recognizing a delegate for a motion, the Chairperson may ask for further information. This will most often happen in motions to extend and limit debate; however, this may happen for ANY motion. The Chairperson then, based upon this information, will decide whether or not to recognize the motion.

I. Motions recognized in Committee, House, and Senate

A. TO ADJOURN:

- To conclude a session
- Will not be recognized by the Chairperson until all business is completed
- Requires a second
- Requires a majority vote
- EX: “*Motion to Adjourn!*”

B. TO AMEND:

- To modify a bill or primary amendment by addition, deletion, or substitution
- May also be used to modify the agenda. Motions to amend the agenda may only be introduced before debate has begun or between BILLS.

- May be introduced **only** in general debate
- Requires a second
- Requires a majority vote
- EX: *“Motion to move my amendment!”*
- EX: *“Motion to amend the agenda!” The Chairperson may then ask, “On what grounds?” “To move bill number 5 to the beginning of the agenda”*

C. TO LIMIT DEBATE:

- To cut down on the number of speakers, questions or total time of debate on a bill in **general debate**
- Only in HOUSE and SENATE may the **time** of speakers in **general debate** be limited
- May be introduced at any time and should specify whether the limit is just for the pending BILL or for each BILL thereafter
- EX: *“Motion to limit debate!” The Chairperson may then ask, “On what terms?” “To limit debate to three more speakers with two questions each.” At this point the Chairperson may accept the motion for a second, and vote or reject it outright.*

D. TO MOVE THE PREVIOUS QUESTION:

- To end debate on the Main Motion (the bill itself) or an Amendment and bring it to an immediate vote
- Requires a second
- Requires a two-thirds vote to terminate debate
- If achieved, immediate voting on the specified question occurs
- EX: *“Motion to move the Previous question!”*

E. TO RECESS:

- To temporarily stop proceedings
- Motion must state how lengthy the desired recess is to be
- May be introduced at any time
- Requires a second
- Requires a majority vote
- Is amendable
- EX: *“Motion to recess!” “For what length of time?” “For 15 minutes.”*

F. TO RECONSIDER:

- To bring a previous action of the body before it again, enabling the body to confirm or annul that action
- Requires a completed Discharge Petition.
- May be entertained only after all other business of the body has been disposed of
- Requires a second
- Requires a majority vote
- The Chairperson may accept or reject this motion depending upon time

-EX: *“Motion to reconsider!” “On what terms?” “On bill number 23.”*

G. TO REVOTE:

- To have a supplementary vote
- Only in order if the voting procedure was out of order
- The motion must state why the vote was illegal
- Motion must be made before the Chairperson pounds the gavel the third time
- Upon the third bang the vote is final and can only be brought about through a motion to reconsider and a complete discharge petition.
- Requires a second
- Requires a majority vote
- EX: *“Motion to revoke!” “On what grounds?” “Delegate number 32 voted twice.”*

II. Motion recognized only in Committee

-TO SUSPEND THE RULES:

- * To bring a decision of the Chairperson up before the body assembled to vote, thus overturning or confirming the decision of the Chairperson
- * A two-thirds vote is required to bring the decision before the body
- * A three-fourths vote is required to overturn a decision by the Chairperson

III. Motion recognized only in the House and the Senate

A. TO APPEAL TO THE PARLIAMENTARIAN:

- To appeal a decision of the Chairperson to the Parliamentarian for a second and final ruling
- May be introduced at any time
- Requires a second
- Requires a two thirds vote
- EX: *“Motion to appeal to the Parliamentarian!” “On what grounds?” “That the Chairperson recognizes the motion to extend debate.”*

B. TO EXTEND DEBATE:

- To set up an extension of the debate when the time for debate is ruled ended by the CHAIRPERSON and/or the time limits
- One must specify a time period, number of questions, and/or number of speakers
- May be introduced only when debate has ended unnaturally (by time, or question limit...)

- Debate may only be extended four times for a maximum of three (3) minutes for bills on the Consent Calendar and five (5) minutes for bills on the Policy Calendar, or by an additional three (3) questions per speaker.
- EX: *“Motion to extend debate!” the Chairperson may then ask “On what terms?” “To extend debates to three more speakers with two questions each.” At this point the Chairperson may accept the motion for a second, and vote, or reject it outright.*
- The limit of extension depends on the bill calendar

-All motions will be recognized at the CHAIRPERSON’S discretion; there is no order of precedence.

Amendments

I. Amendments are made by:

- A. Insertion/Addition
- B. Deletion
- C. Substitution

II. Two types of Amendments:

- A. Primary Amendments: Amendments of the first rank that make changes in the pending BILL. These are the most commonly occurring amendments.
- B. Secondary Amendments: These amendments make changes to the pending Primary Amendment.

III. Rules pertaining to Amendments:

- A. Only Primary and Secondary Amendments are allowed.
- B. Amendments cannot change the stated purpose of the BILL.
- C. All amendments must be submitted to the CLERK in written form before being introduced.
- D. The vote is taken on the Secondary Amendment, if one is pending, then on the Primary Amendment if it passes
- E. Both Consent and Policy items are amendable in House and Senate.
- F. Friendly Amendments: Amendments that are acceptable to the sponsor(s) of the pending motion. Friendly PRIMARY Amendments to the BILL are allowed only in House and Senate. In Committee, only friendly SECONDARY Amendments are acceptable. The Chair will ask the sponsor of the pending motion

whether or not the amendment is friendly. If the amendment is accepted as friendly, it is incorporated into the pending motion without debate or vote.

- G. When debating an amendment the sponsor shall obtain the floor, then a speaker opposed, and then there will be a general debate.

Time Limits

The time limits in HOUSE and SENATE are as follows:

- 1) CONSENT Calendar BILLS:
 - Nineteen (19)** total minutes of debate time
 - During Primary Debate Sponsors have **three (3)** minutes total speaking time between them, shared however they wish or **five (5)** questions each.
 - During Primary Debate if a Sponsor, or both Sponsors, does not wish to speak then the speaker(s) become first and/or second in favor and are allotted **two (2)** minutes each to present their remarks or **four (4)** questions each. (These rules also apply for the first and second opposed.)
 - In General Debate each speaker is allotted **one (1)** minute to present remarks or **three (3)** questions each.

- 2) POLICY Calendar BILLS:
 - Twenty-five (25)** total minutes of debate time
 - During Primary Debate Sponsors shall have **five (5)** minutes total speaking time between them, shared however they wish or **five (5)** questions each.
 - During Primary Debate if a Sponsor or both Sponsors does not wish to speak then the speakers(s) become first and/or second in favor and are allotted **two (2)** minutes each to present their remarks or **four (4)** questions each. These rules also apply for the first and second opposed.
 - In General Debate each speaker is allotted **two (2)** minutes to present remarks or **three (3)** questions each.

Upon the conclusion of the allotted time the Chairperson shall notify the delegation that the time on the BILL has expired and that a vote is in order. Upon the conclusion of the allotted time a motion can be made to extend debate; if it is seconded and two-thirds of the delegation vote in favor of the motion the debate shall be extended.

Charts and Graphs

We encourage delegates to make use of charts and graphs for both Committee and House and Senate, as a well made visual object is helpful to illustrate to both the judges and other delegates the point of the legislation. All Charts and Graphs must be appropriate and in keeping with the decorum of the chamber. All Charts and Graphs need to be checked by either the General or Legislative Chairperson and bear their signature. If you do intend to use visual objects, please inform the staff when submitting a copy of your bill and have the object present on the morning of Committee.

Quorum

Quorum: *a simple majority of schools assigned to the HOUSE and SENATE.*

EX: Fourteen schools are assigned to the Senate, 1 voting delegate must be present from at least 8 schools to make a quorum. Although the number of schools in attendance determines quorum, each individual delegate will retain his/her voting rights.

-No quorum count is needed in COMMITTEE; the voting is based on a tally and percentage.

Termination of Debate

-Debate will be considered to have ended naturally when no other delegate wishes to seek the floor or (In House and Senate) when time has expired on the pending motion. The Chair will then put the voting process in motion.

-Debate may end through a motion to “Move the Previous Question”; this requires a second and a two-thirds vote to terminate debate and begin the voting process.

Voting

-In Committee the Chairperson will conduct all voting as the delegates raise their placards at the appropriate time to vote in favor, in opposition, or in abstention.

-No voting is to be conducted until the chamber is in order.

-In House and Senate each school will tally their votes and when asked one speaker shall report its tally of in favor, opposed, and abstentions.

- Two types of BILLS (Main Motions): Joint Resolutions, which require a majority vote in order to be passed; and Constitutional Amendments, which require a three-fourths vote in order to be passed.
- In the case of any tie vote the Chairperson will always vote in favor of the BILL; however, if this is not sufficient in meeting the required percentage the bill may not pass.
- During all voting process the chambers will be secured and NO ONE will be allowed in or out.

Abstentions

- A delegate may abstain from a vote as opposed to voting in favor or in opposition. By abstaining, the delegate is expressing his/her inability to reach a decision on the vote due to lack of information (ex. missing part of the debate, had to leave the room for the moment, etc.), not because he/she simply cannot make up his/her mind.
- Also, abstaining should not be used to passively vote down another school's bill. If the Chairperson feels that delegates are abstaining for an inappropriate reason the Chairperson has the authority to call a revote.

Judging

So that all students can be recognized fairly, please always state your name, delegate number, and school name whenever you are speaking in front of the judges.

***Thank you very much for your participation in this Model Congress. We look forward to a great session. Please help us by maintaining proper etiquette and dress. Good Luck to all of you.**

If you have any questions, comments or concerns please contact us at the Model Congress Office at American International College by phone: 1-413-205-3406 by e-mail: model.congress@aic.edu

Notes

Time & Question Limits for HOUSE & SENATE

	PRIMARY DEBATE	GENERAL DEBATE	TOTAL DEBATING TIME	EXTENSIONS
CONSENT BILLS	*Sponsor(s): 3 min. &/or 5 questions shared In Favor & 1 st & 2 nd Opposed: 2 min. &/or 4 questions each	Speaker(s): 1 minute &/or 3 questions each	19 minutes	Speaker: 2 minutes &/or 3 questions Total: 2 minutes (only 1 speaker)
POLICY BILLS	*Sponsor(s): 5 min. &/or 5 questions shared In Favor & 1 st & 2 nd Opposed: 2 min. &/or 4 questions each	Speaker(s): 2 minutes &/or 3 questions each	25 minutes	Speaker: 2 minutes &/or 3 questions Total: 4 minutes (up to 2 speakers)
PRIMARY / SECONDARY AMENDMENTS	*Sponsor: 1 min. &/or 5 questions 1 st in Favor & 1 st Opposed: 1 min. &/or 4 questions each	Speaker(s): 2 minutes &/or 3 questions each	4 minutes	Speaker: 1 minute &/or 3 questions Total: 1 minute (only 1 speaker)
DISCHARGE PETITIONS	*Sponsor(s): 5 min. &/or 5 questions shared In Favor & 1 st & 2 nd Opposed: 1 min. &/or 4 questions each	Speaker(s): 2 minutes &/or 3 questions each	20 minutes	Speaker: 2 minutes &/or 3 questions Total: 4 minutes (up to 2 speakers)

*Sponsor may yield any remaining debate time and any remaining questions to the co-sponsor.

*Debate can be extended up to 4 times only using the stipulations above.