

2 Procedure of the General Assembly

The Presidency calls for the resolution and invites the Committee to the stand.

1. **Openingspeech:** Is not a real speech, merely a report by the CP about the co-operation in the committee during the committee meetings. (2 minutes)

2. **Textual Changes:** The President announces the textual changes that they have noticed as to grammatical, spelling mistakes or unclear phrasing. No discussion or voting will follow.

Or:

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Presidency invites the Committee to present a change if requested. This request was handed in to the Presidency in advance and co-signed by all the delegates in the Committee. The Presidency reads out the change first. Prior to this the Presidency had decided if this proposed change alters the OC slightly or fundamentally. The committee member reads the textual change and answers factual questions about it (2 minutes)

a) If the proposal fundamentally changes the OC, a member of the Committee can motivate this change in 1 minute. If it is just a minor change, this motivation is not needed and it is considered just a textual change.

b) The Presidency instructs the GA to make note of this change after which this OC including the change will be debated. The Presidency sees to it that this changed OC is debated upon and not the previous without the change. Once this OC is sufficiently debated upon, it will be put to a vote. Here the question is just to accept or refuse the change, not if it will be left out totally, as this can be done later (see request to delete an OC).

c) In order to save time, this voting is by raising hands in favour or against. If this procedure is not clear, the usual voting procedure per delegation will decide.

d) This OC cannot be discussed any more, as it was sufficiently dealt with.

3. **Reading of the Resolution:** One priorly appointed committee member will read out the Operational Clauses (OCs) loud and clear as they are in the resolution without personal additions or remarks, but including the textual changes as announced by the presidency. (4 minutes)

4. **Answering of factual questions:** An priorly appointed committee member answers all factual questions from the GA. Only questions about the content can be asked (what?: explanation of words, data, technical terms or facts), so no questions that may lead to an open debate (why? how?) The Presidency refuses those as they belong in the open debate. The Presidency limits the number of factual questions (e.g. one question per delegation). The delegate can show his expertise here due to a good preparation, notes and precise answers.

(5 *minutes*)

The following can happen:

- There is no amendment: go to 7. Speech in Favour of the Resolution
- An amendment was handed in with the President: go to 5. Amendment

5. **Amendment:** A delegate from the GA gets the possibility to propose a change to an OC. Before the GA the Presidency had chosen this particular amendment, e.g. because it was supported by most delegates (signatures) or because the Presidency finds it the most significant. The Presidency reads out the proposed amendment and invites the proposer to the stand.

- a) The proposer now has the opportunity to defend his proposal. A well prepared speech offers an incredible enrichment of debate and the best possibility to constructively influence an already completed resolution. (4 *minutes*)
- b) The GA and members of the Committee have the possibility to ask open questions so that it is clear that everyone understands the amendment and the motives. The Presidency limits the number of questions. (2 *minutes*)
- c) The delegate from the Committee (chosen in advance) will address the GA about the amendment. Here he can - on behalf of the Committee - support or reject the proposed amendment.
- d) In order to save time, this voting is by raising hands in favour or against. Here the voting can only be in favour or against, no abstention. If this procedure is not clear, the usual voting procedure per delegation will decide.
- e) This OC cannot be discussed any more, as it was sufficiently dealt with.

6. **Openingspeech from the Committee on the resolution:** A delegate from the Committee (chosen in advance) will address the GA with the opening speech on this resolution. He emphasizes the importance of what makes the resolution strong. This may influence the mood in the open debate, so it's necessary

not to speed the number of OCs, but to stress the whole and the strategy of the resolution. *(2 minutes)*

7. **Open Debate:** The Presidency moderates the open debate on the resolution *(see „Moderation of the open debate“)* *(25 minutes)*

8. a) **Proposal to delete an entire OC:** After the open debate a delegate from the GA has the possibility to deliver a spontaneous speech, in which he proposes to delete an entire controversial OC; no changes are allowed. The OC i) must have been discussed in the open debate and ii) the Discussion on this OC was indeed controversial. The Presidency sees to it that these conditions are fulfilled and if not rejects the proposition as ungrounded.

b) A priorly chosen delegate from the Committee will speech on the proposal to delete the OC. Here he can - on behalf of the Committee - support or reject the proposal. *(2 minutes)*

c) In order to save time, this voting is by raising hands in favour or against. Here the voting can only be in favour or against, no abstention. If this procedure is not clear, the usual voting procedure per delegation will decide. *(2 minutes)*

9. **Speech against the resolution:** Any delegate from the GA has the possibility to deliver a speech against the entire resolution. The criticism is on mistakes or shortcomings so serious that they are unacceptable in one or multiple OCs, not about ICs or the Question to the Committee) It may also bring about constructive ideas to improve the resolution that the committee should have found themselves. Here the delegate from the GA appoints himself as spokesman for the opposition, so a good preparation is a must. It's a good way show argumentation techniques and knowledgability. But whatch out not to be posed against a stronger committee member answering the criticism. Avoid a personal attack on the committee or speakers. *(3 minutes)*

10. **Speech in favour of the resolution:** A priorly chosen Committee member will speech to refute criticism in the speech against and to highlite the strong points in the resolution: the last speech in the GA. As he cannot know which criticism would follow in the speech against, he must mainly improvise on his notes that he took rapidly. A good knowledge of his resolution is needed and the connection between the OCs and the proposed measures in the entire re-

solution. (This should have been done the day before with the whole committee after the lobbying) So all committee members must focus not on individual OCs but on the context of the resolution strategy.

(3 minutes)

Voting per delegation on the entire resolution:

Every delegation consults its members for a minute. The Heads of Delegation announce the votes in the exact order: in favour / against / abstention.

To avoid misunderstandings: zero, one, two, etc.

At international MEPs a distinction is made between the votes of the member states, the candidate memberstates and the guest delegations/observing delegations are counted separately. Parallel

to the voting of the delegations the Committee and the combined Committee Presidents. The votes of the Committee Presidents and those of the candidate member states and the observing countries are not included in the result.

Their votes are announced as: with the approval/disapproval. The Presidency will abstain from voting.

12. Announcement of the voting by the Presidency. When the Resolution passes, applause is allowed; if the resolution doesn't pass, it is not and neither are comments in order to keep the respect for the Committee.

A resolution passes when there are more votes in favour than against; abstentions do not count as votes against.

Note: All the voting procedures can be performed by means of electronic voting if the venue of the GA is fitted with this equipment after which the results show on the board.

N.B.:

The following speeches are always made: -

reading the OCs

- answering content questions -

opening speech -

closing speech

Speech against the amendment (striking or adjustment of OC) only if an amendment was handed in with the Presidency. It is always recommended to have a speech against the resolution. Members of the GA never know in advance if they will be invited to have the speech; the presidency decides that.

Delegates from the committee must always prepare a strong defence speech.

The partition of the speeches in the committee at the end of the meetings must be done in the following order (of importance and degree of expertise):

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|---|---------|
| 1. End speech (11), | 2. |
| Defence against the amendment (6) | 3. |
| Speech for the resolution (9) | 4. |
| Speech against the amendment to strike a clause (8) | 5. An- |
| swering questions in open debate (all members of the committee) | 6. Rea- |
| ding the OCs (1) | |

Who makes which speech?

- | | | |
|--------------------------------|-------------------------|-----------|
| 1. Opening speech | Committee President | 2 min. |
| 2. Textual change | Member of Committee | 2 min. |
| 3. Reading OCs | Member of the Committee | 4 min. |
| 4. Answering questions | Member of the Committee | 5 min |
| 5. Amendment + speech | General Assembly | 4 min. |
| 5b. Questions + answers | General Assembly | 2 min. |
| 5c. Reaction to the amendment | Member of the Committee | 2 min. 6. |
| Opening speech | Member of the Committee | 2 min. |
| 7. Open Debate | General Assembly | 25 min. |
| 8a. Request to delete OC | General Assembly | 2 min. |
| 8b. Support/objection proposal | Member of the Committee | 2 min. |
| 9. Speech against resolution | General Assembly | 3 min. |
| 10. Speech in defence | Member of the Committee | 3 min. |
| Voting | | |