

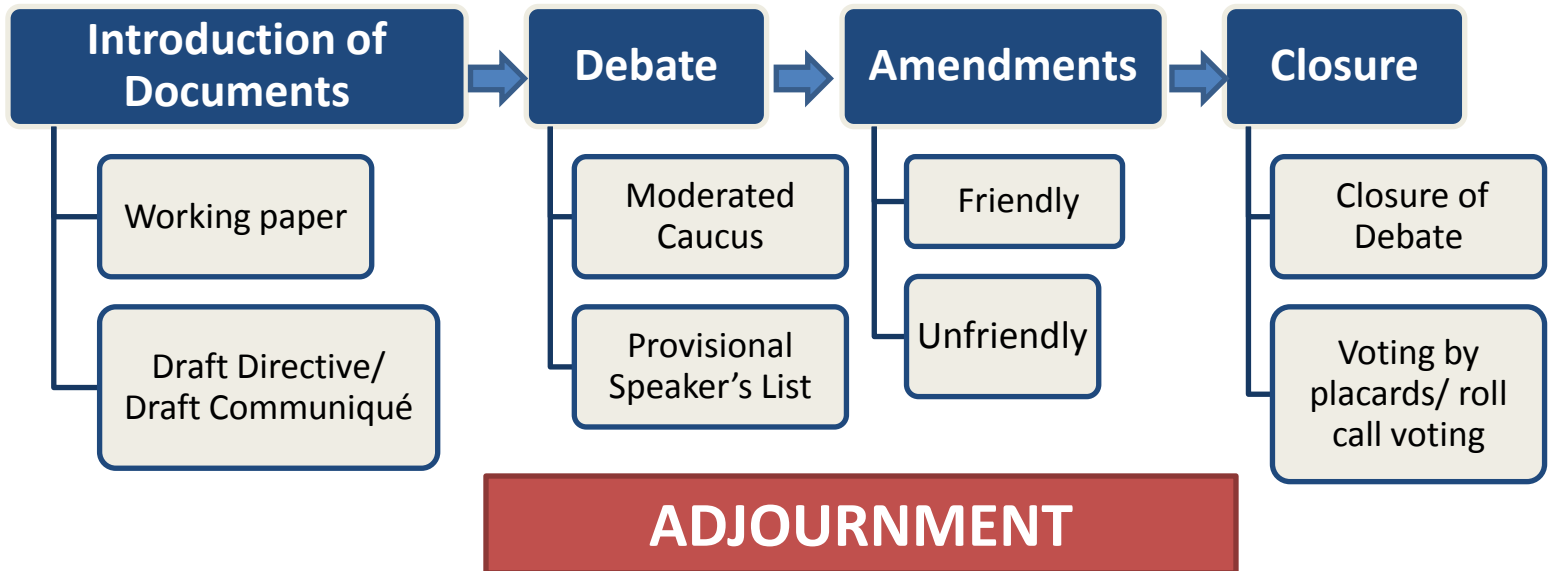
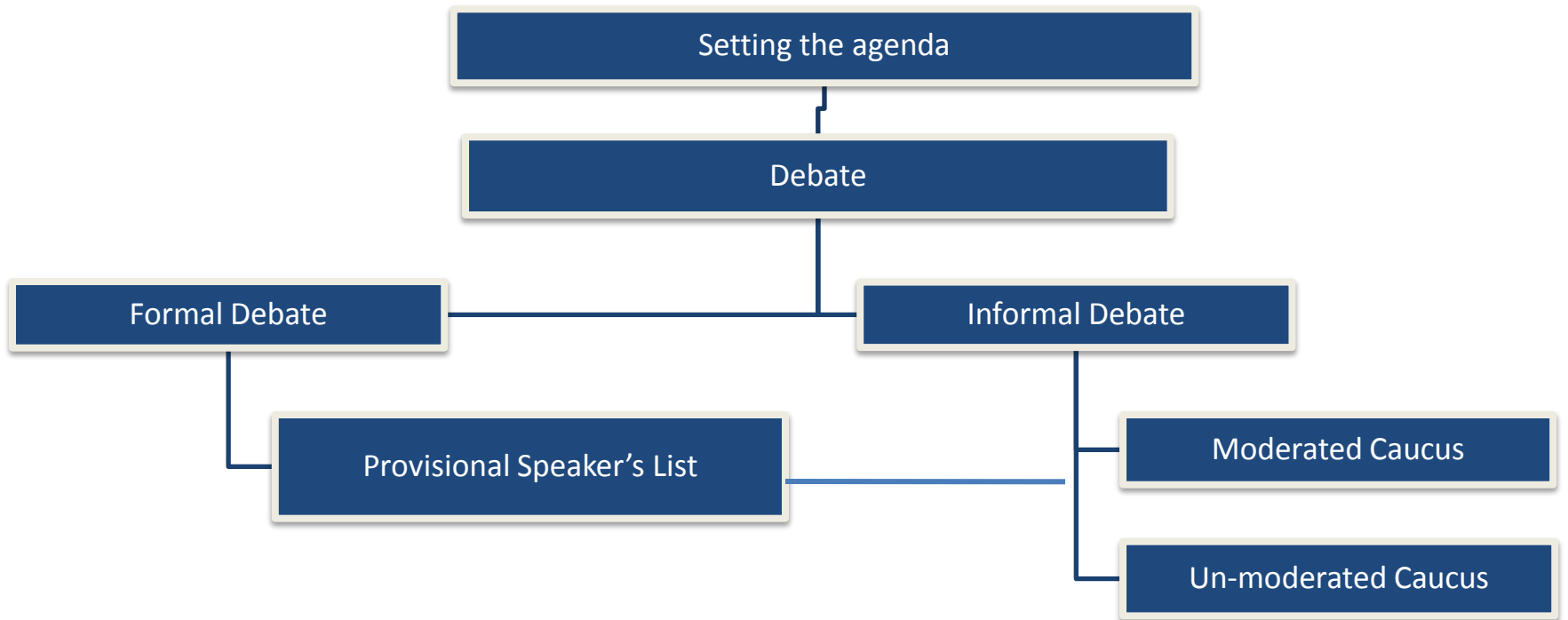


UEFA

Union des Associations Européennes de Football

RULES OF PROCEDURE

FLOW OF DEBATE



Conduct of Business

PROVISIONAL Speakers List

After the Agenda has been determined, the UEFA special meeting follow a different procedure as opposed to regular MUN procedure. It would **NOT** have a General Speaker's List, but a **Provisional** one, to be **set up as and when delegates feel the need to discuss a matter on an urgent basis** resulting from:

- either an **update** on the crisis
- or the **substantive matter/specific perspective** deserving separate scrutiny outside of discussions within the framework of **ROTATING Moderated Caucuses**.

This Speakers List will be followed for all debate on the topic area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. The Provisional Speaker's list may also be used to debate the Document on the floor like a Draft Directive or a Communique.

SPEECHES MADE AS A PROVISIONAL SPEAKER'S LIST SPEECH SHALL BE OPEN TO YIELDS.

Speeches- No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or Executive Board.

Yields

- A delegate granted the right to speak in **formal debate** ONLY may yield in one of three ways:
 1. Yield to another delegate- His or her remaining time will be given to that delegate, who may not make any further yields.
 2. Yield to points of information/questions- The Chair, who has the right to call to order any delegate whose question is rhetorical and leading and/or not designed to elicit information, may select questioners. Follow-up questions will be allowed only at the discretion of the Chair.
 3. Yield to the Chair- Such a yield should be made if the delegate does not wish to yield to questions/point of information's or another delegate. The Chair will then move to the next speaker on the speakers' list.
=> Delegates must declare any yield by the conclusion of his or her speech. If time runs out, the Chair will simply move to the next speaker. Also, yields are not in order during moderated caucus.

Points

- There are Four points available in this committee, namely, in the order of precedence:
 1. **Point of Personal Privilege**- to point out any personal physical discomfort, can interrupt a speaker.
 2. **Point of Order**- to point out an error in procedure, cannot interrupt a speaker.
 3. **Point of Information**- only if and when yielded, to ask a question to the delegate of podium.
 4. **Point of Inquiry** – to address a procedural query to the Executive Board, cannot interrupt a speaker.

Plea to Follow Up- This procedure allows for a delegate to request the delegate on the podium(during formal debate) to re-answer the point of information that was asked, if the delegates feels the original reply to be inadequate.

Right to Reply - A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Executive Board. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order.

INFORMAL DEBATE :Motion to Caucus

Upon the recommendation of the Chair or any delegate, the committee may consider a motion for the purpose of a moderated or un-moderated caucus. At a time three motions shall be brought to the floor for consideration and following the order of disruption(resting on the nature and time of the motions proposed) they shall be voted upon. The Motion securing a simple majority first is proceeded with and the rest of the proposed motions are automatically nullified. There are two types of caucus-

- 1. Moderated Caucus-** > The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Provisional Speakers' List if one has been established, and call on delegates to speak at his/her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate.
 - > The delegate making the motion must briefly explain its purpose/SPECIFIC AREA and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. During moderated caucus, yields and all points except POINT OF PERSONAL PRIVILEGE shall be out of order.
 - > If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only once but only after the caucus has ended., and not longer than half the original time period.
- 2. Un-Moderated Caucus-**Un-moderated caucuses' allow delegates to have informal discussions. A delegate may motion for an un-moderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit ONLY, not to exceed twenty minutes.

Motion to Table Debate

- During the discussion of any matter, the committee may consider a motion to table debate on the item under discussion at the recommendation of the Chair or any delegate.
- If the **motion is seconded, two representatives may speak in favor of and two against the motion**. Then, the motion shall immediately be put to a vote. A **two-thirds majority** is required for passage.
- If a motion to table debate is passed, the topic is considered tabled and no further actions or votes will be taken on it.
- A tabled topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

Motion for Suspension or Adjournment of Meeting

- During the discussion of any matter, a delegate may move for the suspension or adjournment of the meeting. The Chair may rule such motions out of order. When in order, such a motion **shall not be debated** but shall be immediately put to a vote and requires simple majority to pass. The suspension of the meeting means the postponement of all Committee functions until the next meeting. This motion is most commonly made to end committee session for purpose of lunch or any break. The adjournment of the meeting means the postponement of all Committee functions for the conference. This motion is most commonly made to end the final meeting of the conference.

Appeal to the Chair's decision

- An appeal is made when a delegate feels that the Chair has made an **incorrect ruling**. A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the rules of procedure. The delegate can only appeal a ruling **immediately after it has been pronounced**. The delegate formally challenges the Chair by raising a motion to appeal to the Chair's decision. Once the motion is acknowledged, the Chair will step back and the Director will take over committee proceedings and send for the Secretary General to decide on the Appeal. The **Secretary General will hear from both the delegate and the Chair before making a decision.**

DOCUMENTATION

Working Papers

- After deliberation in the committee, the summarization of debate may occur in the form of working papers. It may or may not be a summary of debate, a comprehensive summary of approach to be taken further in lieu of the subject for discussion, a list of solutions to the same.
- There is no bar on the number of working papers to be submitted. It is to be submitted to the Director.
- A working paper has no particular format and does NOT require signatories to be tabled. It has an author.

Draft Directives

- A Directive is a comprehensive document enlisting the action, that the committee wishes to take regarding the subject of debate. It is comparable to the 'Resolution' of a regular MUN procedure.
- A Draft Directive is to be submitted to the Director with 20% support of the council required for it to be tabled. Upon the approval of the Director, it is debated upon and thereon open to Amendments and voting. In this committee a draft Directive would require a TWO THIRDS Majority to be adopted.
- The format allows it to start with the COMMITTEE name followed by the list of sponsors and signatories, then Pre-ambulatory Clauses(separated by a comma) and Operative Clauses (separated by a semi colon) and ending with a full stop.

Draft Communiqués

- A Draft Communiqué is a comprehensive analysis of the problem and the advisable approach to be taken regarding the subject of debate, and does not command the immediate action motive as the Directive.
- A Draft Communiqué has sponsors but no signatory, yet needs 20% support of the committee to be tabled and submitted to the Director, upon whose approval it shall be debated upon, and subjected to Amendment procedure and voting thereon. It requires a simple majority to pass and is adopted a unanimous document.
- It is purely recommendatory in nature and follows the same format as the Directive apart from the inclusion of a list of signatories.

Sponsors and Signatories

- **Sponsors** of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors in effect control a draft resolution and only they can approve immediate changes.
- **Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments.

Introducing Draft Directives/ Communiqués

- Once the Director has approved a draft Directive/ Communiqué and it has been copied and distributed, a delegate may raise a motion to introduce the draft resolution. The motion is automatically approved and does not require a vote.
- The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order.

Debate on Documents

There are two ways a committee can proceed with discussion on the documents submitted. In the order that the documents came in they shall be open to discussion in two forms.

Provisional Speaker's List

- The sponsors of the document are required to read out the clauses of the text and yield to points of information on separate clauses.

Moderated Caucus

- The document is displayed or distributed and a general debate is conducted by moderation by the Chair in the form a Moderated Caucus.

Amendments

- After debate in the committee, delegates may wish to make changes to the clauses in the document.
- An amendment is a proposal that adds to, deletes from or revises part of a draft Directive or Communiqué. Delegates may amend any draft resolution that has been introduced. Both friendly and unfriendly amendments require the approval of the Chair.
- There are three kinds of amendments namely: **Addition, Deletion and Modification** amendments.
- An amendment is considered **friendly** if all sponsors of the initial draft Directive or Communiqué are in support of the amendment. Such an amendment is adopted automatically.
- An **unfriendly** amendment is a change that some or all of the draft Directive or Communiqué's **sponsors do not support** and must be **voted upon by the committee after a speaker has spoken for the amendment and a speaker has spoken against the amendment.**
- **It will require a 2-3rd majority to pass.**
- Amendments to amendments are out of order.

Closure of Debate

- A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft Directives or Communiqués and amendments will be put to an immediate vote.
- Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote.
- This motion requires a two-thirds majority decision. Upon passage of this motion the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee.

VOTING

- **Procedural Voting-** Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including Observers must vote on all procedural motions, no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes. If there is not the required number of speakers’ for or against a motion, the motion will automatically fail or pass.
- **Substantive Voting-** The only substantive voting will be voting on draft Directives or Communiqués and amendments. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed. Motion for a Roll Call Vote, Point of Personal Privilege, Point of Inquiry and Point of Order. If there are no such motions, the committee will vote on all draft resolutions.
- For substantive voting, **each member will have one vote.** Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted. A simple majority requires ‘Yes’ voted from more than half of the members voting (i.e. more affirmative votes than negative votes). Once any Directive or Communiqué has been passed, the voting procedure is closed, as only one Directive or Communiqué may be passed in a topic area.

PRECEDENCE OF POINTS AND MOTIONS

1. Point of Personal Privilege

2. Point of Order

3. Point of Parliamentary Inquiry

4. Adjournment of the Meeting

5. Suspension of the Meeting

6. Un-moderated Caucusing

7. Moderated Caucusing

8. Introduction of Draft Resolution

9. Introduction of an Amendment

10. Tabling of Debate

12. Closure of Debate