

# HMDC Model Congress (Fall 2024)

## Quick Reference Guide for Parliamentary Procedure

### Model Congress Parliamentary Procedure Guide

#### SECTION 1: BASIC PROCEDURES & RECOGNITION

##### Getting Recognition

To be recognized by the Chair: 1. Raise your placard 2. Wait to be acknowledged 3. Stand when speaking 4. Address as “Mr./Madam Chair”

##### Basic Motion Structure

Every motion requires: 1. Recognition from Chair 2. Proper phrasing: “I move to...” 3. Second from another member 4. Chair restating motion 5. Debate (if allowed) 6. Vote (as required)

#### SECTION 2: MOTIONS AND AMENDMENTS

##### Common Motions Table

Motion	Second Required	Debatable	Vote Required	Interrupt Speaker?
Point of Personal Privilege	No	No	Chair	Yes
Point of Order	No	No	Chair	Yes
Point of Information	No	No	Chair	No
Motion to Caucus	Yes	No	Majority	No
Motion to Amend	Yes	Yes	Majority	No
Previous Question	Yes	1 con	2/3	No
Motion to Table	Yes	No	2/3	No
Motion to Recess	Yes	No	Majority	No

##### Amendment Procedures

###### 1. Types of Amendments:

- Add new language
- Strike existing language
- Strike and replace language
- Amend by division (separate vote on parts)

###### 2. Requirements:

- Must be germane (related to bill)
- Written copy to Chair
- Proper signatures
- Clear reference to section being amended

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### Amendment Procedures (Continued...)

#### 3. Process:

- Submit to Chair
- Move to introduce
- Obtain second
- Debate amendment
- Vote on amendment
- If passed, becomes part of bill

## SECTION 3: VOTING PROCEDURES

### Types of Votes

Method	When Used	Process
Voice Vote	Most matters	Say "Aye" or "Nay"
Division	When voice unclear	Stand or raise placards
Roll Call	Upon request	Individual verbal votes

### Vote Requirements

- Majority: More than half of members present
- Two-thirds: 66.7% of members present
- Unanimous Consent: No objections
- Quorum: Minimum members needed present

## SECTION 4: SAMPLE LANGUAGE

### Making Motions

Point of Personal Privilege:

"Mr./Madam Chair, point of personal privilege. [State issue]"

Point of Information:

"Mr./Madam Chair, point of information. [Ask question]"

Motion to Caucus:

"I move to caucus for [time] minutes for [purpose]"

Motion to Amend:

"I move to amend Section [X] by [adding/striking/replacing] the following..."

Previous Question:

"I move the previous question"

Motion to Table:

"I move to table the [bill/amendment] currently under consideration"

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#### Amendment Language Templates

**1. To Add:**

I move to amend Section [X] by adding the following after [reference point]:  
"[New text]"

**2. To Strike:**

I move to amend Section [X] by striking lines [Y-Z]

**3. To Replace:**

I move to amend Section [X] by striking lines [Y-Z] and inserting:  
"[New text]"

**4. To Divide:**

I move to divide Section [X] into separate questions for voting purposes

#### SECTION 5: TIPS AND COMMON MISTAKES

##### Do:

- Wait to be recognized
- Use proper parliamentary language
- Stay germane to topic
- Respect time limits
- Allow others to speak

##### Don't:

- Interrupt speakers (except for privileges/order)
- Make multiple motions at once
- Debate non-debatable motions
- Yield to multiple people
- Forget to get seconds

##### Order of Precedence (Highest to Lowest)

1. Point of Personal Privilege
2. Point of Order
3. Point of Information
4. Motion to Adjourn
5. Motion to Recess
6. Motion to Table
7. Previous Question
8. Motion to Amend
9. Main Motion

*Note: This guide is simplified for Model Congress. The Chair's ruling is final on all procedural matters. This guide was written in part by taking information from the Harvard Model Congress Guide for 2012.*