



AMERICAN INTERNATIONAL COLLEGE  
**MODEL CONGRESS**

**81<sup>st</sup> Annual Emergency Session**

**Procedural Manual**

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**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 a situation arises that was not covered in the manual, then the Legislative Chairperson, Chairperson of the Committee and/or the Parliamentarian in the Senate and the House of Representatives reserves the ultimate authoritative voice.

- I. **Conduct Code**
  - a. While the Model Congress Event is an atmosphere where free speech is promoted, respect for fellow delegates, advisors, judges, and Model Congress Staff is required. Students should refrain from derogatory comments and expressions.
- II. **Dress Code**
  - a. Dress for all participants should ideally consist of business casual attire and be appropriate for a professional video conference.
- III. **Zoom Procedural Updates**
  - a. This section lays out the major changes to the following procedures to adapt to a virtual format.
  - b. **Audio & Video:**
    - i. Delegates' microphones should remain on mute throughout the session unless having been recognized to speak by the Chairperson or the delegate is introducing a point that may interrupt other speakers.
    - ii. If possible, cameras should be on and delegates should be well-lit and positioned in frame. Please notify the Chairperson if you are unable to turn your camera on prior to the start of the session.
  - c. **Delegate Zoom Names:**
    - i. Delegates will be assigned a delegate number prior to the start of the session. Each participant must identify their name and delegate number in their Zoom Name.
    - ii. Ex: "Jessica Ross #25")
  - d. **Use of the Chat Box**
    - i. Delegates must state all points or motions in the chat, and make sure the chat is addressed to "Everyone".
    - ii. If a delegate has any questions about the proceedings, they must address them in a private chat to the clerk. Any questions asked in the main chat will not be recognized.
  - e. **Recognizing Points and Motions:**
    - i. Delegates must state their intended point or motion to everyone in the chat. The Chairperson will allow 30 seconds for delegates to respond and may choose which point or motion to recognize at their discretion.
    - ii. Points that can be introduced at any time and may interrupt the speaker will follow a different procedure. The delegate must use the "Raise Hand" feature and may unmute their microphone to state the point to which they rise.
      - 1. Points that may be introduced at any time and interrupt the speaker include the following: Point of Personal Privilege, Point of Order, Point of Information, and Point of Parliamentary Inquiry.
    - iii. Motion to Amend: delegates will be provided with an online amendment form to submit before introducing a motion to amend.

**IV. Acceptable Use of Technology**

- a. Delegates will have five minutes prior to the start of the session to research the emergency bill using any technology available to them.
- b. Delegates should try to refrain reading information verbatim from their sources.

**V. Rhetorical Questions**

- a. **Rhetorical Question:** Any question that conveys a point or excessive information in the question itself, or any question that requires a “yes” or “no” answer instead of an informed response.
- b. Avoid using questions that begin with, “Do you feel that...?”, “Is it true that...?”, or “What if...?”
- c. Avoid the use of double negatives.
- d. Please refrain from sarcasm; all sarcastic remarks will be deemed rhetorical. Sarcasm used by the delegate who has possession of the floor will also be noted as rhetorical.
- e. Upon recognition of a rhetorical remark the Chairperson will ask the speaker to rephrase or yield their question.
- f. 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.

**VI. Permission to Preface**

- a. A delegate may preface they feel that additional facts are pertinent to the conversation. The chair is not obligated to grant permission. If allowed, please keep statements to a 30 second maximum.
- b. Example: Additional Information
  - Delegate: “Point of inquiry! Permission to preface?”
  - Chair: “On inquiry delegate 107, preface granted.”
  - Delegate: “Alex Clark, Delegate 107 of AIC, In fiscal year 2015 the federal deficit was \$439 million and in fiscal year 2016 it will be \$474 million. With that in mind, what is the delegate’s proposal to reduce the deficit in future years?”

**VII. Cross-Debate**

- a. Cross-Debate: Any statement the Chairperson believes is addressing or directed at another delegate.
- b. All questions, comments, points, and motions must move through the Chairperson. Using the comment “Through the Chair” before verbalizing any remarks can ensure this.
- c. A delegate is not required to state, “through the chair” if they are clearly speaking through the chair and not addressing other delegates directly.
- d. Avoid the pronouns “you,” “I,” “we,” “they,” “us,” etc. when asking or answering questions. You can replace these words with phrases using the third person (Ex. “The delegate”, “What are the delegate’s opinions on...”).

## VIII. Parliamentary Points and their Precedence

- a. In order to have a point recognized by the chairperson, the delegate must state their point to everyone in the chat box.
- b. If a speaker wishes to close themselves 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."
- c. Precedence: The order in which the Chairperson of Committee, House, and Senate will recognize delegates' points.
- d. The order of Precedence:

### i. Point of Personal Privilege

1. To consider the rights and privileges of the assembly as a whole, or any of its members individually
2. Usually connected with matters of physical discomfort such as visibility, or inability to hear a speaker
3. May be introduced and may interrupt the speaker at any time
4. EX: "Point of Privilege!"  
Chairperson will say "On Privilege, delegate # \_\_\_\_"  
"(name), (school), (delegate #) Through the Chair, I cannot hear the speaker."

### ii. Point of Order

1. To call attention to a procedural rule that has been violated (to point out cross-debate, lack of delegate introduction, disrespect of the rules, etc)
2. May be introduced and may interrupt the speaker at any time
3. EX: "Point of Order!"  
Chairperson says "On Order delegate # \_\_\_\_"  
"(name), (school), (delegate #). Through the Chair, the speaker never stated what school he was from."

### iii. Point of Parliamentary Inquiry

1. To request information on parliamentary procedure (points, motions, and rules) or the proper course of a parliamentary point or motion.
2. May be introduced and may interrupt the speaker at any time
3. EX: "Point of Parliamentary Inquiry!"  
Chairperson says "On Parliamentary Inquiry delegate # \_\_\_\_"  
"(name), (school), (delegate #). Through the Chair, what is the proper way to get my amendment recognized?"

#### **iv. Point of Information**

1. To seek knowledge or direct a question to the Chairperson. This point cannot be used to obtain information from a delegate.
2. May be introduced and may interrupt the speaker at any time
3. EX: "Point of Information!"  
Chairperson says "On Information delegate # \_\_\_\_"  
"(name), (school), (delegate #). Through the Chair, when is this session over?"

#### **v. Point of Inquiry**

1. To address a single question to the speaker on the floor
2. May be introduced when the speaker is open to all points. The speaker does not have to answer if they do
3. not wish to address the question
4. EX: "Point of Inquiry!"  
Chairperson says "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."

#### **vi. Point of Query**

1. To address up to three related questions to the speaker on the floor
2. May be introduced when the speaker is open to all points. The speaker does not have to answer if they do not wish to address the question.
3. EX: "Point of Query!"  
Chairperson says, "On query 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."
4. The two remaining related questions then follow. A delegate must ask at least two of three possible questions but can choose to yield the third.

### **IX. Parliamentary Motions**

- a. Motion: a proposal made by a delegate to bring about certain actions, and can in some instances also require a second, and possibly a vote by the assembled delegates.
- b. To be recognized for a motion the delegate must state their motion to everyone in the chat box.
- c. A motion can only 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 debate;

however, this may happen for any motion. The Chairperson then, based upon the grounds provided, will decide whether to recognize the motion.

d. Motions will be recognized at the Chairperson's discretion; there is no order of precedence.

e. **Motions Recognized in this session:**

**i. To Adjourn**

1. To conclude a session
2. Will not be recognized by the Chairperson until all business is completed
3. Requires a second
4. Requires a majority vote
5. EX: "Motion to Adjourn!"

**ii. To Amend**

1. To modify a bill or primary amendment by addition, deletion, or substitution
2. May be introduced only in general debate
3. Requires a second
4. Requires a majority vote
5. EX: "Motion to amend!"

**iii. To Extend Debate**

1. To set up an extension of the debate and/or the time limits when the time for debate is ruled ended by the Chairperson
2. One must specify a time-period, number of questions, and/or number of speakers
3. May be introduced only when debate has ended unnaturally (by time, or question limit)
4. Debate in the Emergency Session may only be extended by up to 30 minutes.
5. The vote on a motion to extend debate shall be conducted via a voice vote and a show of hands.
6. EX: "Motion to extend debate!"  
the Chairperson may then ask, "On what terms?"  
"To extend debate by five more speakers with two questions each." At this point the Chairperson may accept the motion for a second, and vote, or reject it outright.

**iv. To Move to the Previous Question**

1. Voting to end debate on the main motion (the bill itself) or an amendment and bring it to an immediate vote. (Essentially voting on whether you will vote on the bill or keep debating)
2. Requires a second
3. Requires a two-thirds vote to terminate debate
4. If achieved, voting on the specified question occurs
5. EX: "Motion to move the previous question!"



**v. To Revote**

1. To have a supplementary vote to replace the original vote
2. Only entertained if the voting procedure was out of order
3. The motion must state why the vote was illegal
4. Motion must be made before the Chairperson pounds the gavel the third time
5. Upon the third bang the vote is final and can only be brought about through a complete discharge petition
6. Requires a second
7. Requires a majority vote
8. EX: "Motion to revote!"  
The chairperson says, "On what grounds?"  
"Delegate number 32 voted twice."

**vi. To Suspend the Rules**

1. To bring a decision of the Chairperson up before the body assembled to vote, thus overturning, or confirming the decision of the Chairperson (used most often when the committee wants the chairperson to recognize a certain point or motion)
2. A two-thirds vote is required to bring the decision before the body (a vote to determine if the committee wants to vote to change the decision)
3. A three-fourths vote is required to overturn a decision by the Chairperson
4. EX: "Motion to suspend the rules!"  
Chairperson says, "On what grounds?"  
"That the Chairperson recognizes the motion to limit debate."

**X. Amendments**

- a. Amendments are made by insertion/addition, deletion, and substitution.
- b. In order to amend the emergency legislation, the delegate must have submitted an amendment form, introduced a motion to amend, and received a second.
- c. Two Types of Amendments:
  - i. Primary Amendments: amendments that make changes directly to the pending bill. These are the most commonly occurring amendments.
  - ii. Secondary Amendments: These amendments make changes to a primary amendment that has already been introduced.
- d. Rules pertaining to Amendments:
  - i. Only Primary and Secondary Amendments are allowed.
  - ii. For this session, once the chair receives a second on a motion to amend, the amendment will be debated automatically.
  - iii. Amendments cannot change the stated preamble (purpose) of the bill.
  - iv. All amendments must be submitted to the clerk in written form before being introduced.

- v. When debating an amendment, the sponsor of the amendment shall obtain the floor, followed by one speaker opposed, then general debate will occur.
- vi. Delegates may motion to move to the previous question on the amendment, or if debate ends naturally (if there are no points or motions on the floor), the assembly will move to vote.
- vii. The vote is taken on the Secondary Amendment, if one is pending, then on the Primary Amendment.

#### **XI. Time Limits**

- a. The Time Limits in the Emergency Session are as follows:
  - i. Sixty total minutes of debate time
  - ii. During Primary Debate, each speaker will have 5 minutes total speaking time. Each speaker may address up to 5 questions each within that allotted time.
  - iii. In General Debate each speaker is allotted 3 minutes to present remarks and may address up to 3 questions each within that allotted time.
  - iv. For amendments, in primary debate both speakers will have a 2-minute speaking time and may address up to 5 questions during that allotted time. General debate speakers will have a 1-minute speaking time and may address up to 3 questions within that allotted time.

#### **XII. Termination of Debate**

- a. Debate will be considered to have ended naturally when no other delegate wishes to seek the floor, or when time has expired on the pending motion. The Chair will then call for a vote.
- b. Debate may end through a motion to “Move to the Previous Question”; this requires a second and a two-thirds vote to terminate debate and vote on the bill.

#### **XIII. Voting**

- a. The Chairperson will conduct all voting as the delegates vote in favor, in opposition, or in abstention.
- b. Two types of bills (main motions): Joint Resolutions, which require a simple majority vote to be passed; and Constitutional Amendments, which require a two-thirds vote to be passed.
- c. In the case of any tie vote the Chairperson will always vote in favor of the bill; however, if this is not sufficient to meet the required percentage the bill may not pass.
- d. Delegates should remain present in front of their screens during all voting processes.

#### **XIV. Abstentions**

- a. A delegate may abstain from a vote rather than voting in favor or in opposition. By abstaining, the delegate is expressing their 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 they simply cannot make up their mind.

- b. 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.