



## MSMC GENERAL ASSEMBLY RULES OF PROCEDURE

### PRESIDIUM

**FACILITATOR:** It is up to the person acting as facilitator to ensure the smooth functioning of a General assembly. It is he or she who judges whether or not a proposal is viable. He or she also makes sure that the procedures are respected by all the attendees. The person acting as facilitator is always elected at the beginning of the General assembly and his or her election can be re-evaluated at any given time by a proposal which then needs to be adopted with a simple majority.

#### Appeals to the decision

Appeals to the decision of the facilitator are always possible if the Assembly feels that procedures were not respected. In these cases, the person submitting the appeal may explain why they disagree with the facilitator's decision. The facilitator may then explain the reasoning behind their decision. The appeal is submitted to a majority vote after the facilitator's explanation.

#### You say:

I appeal from the decision of the facilitator [This proposal requires a second]

**MINUTE TAKER:** The person who takes the general assembly's minutes.

**MOOD WATCHER:** This person can interject to make sure the mood of the General assembly remains positive or to call out on oppression dynamics.

### SPEAKING TURNS

Before anyone speaks, there needs to be a proposal on the table and this proposal must be seconded by one person in the assembly. All discussions that ensue have to be about the proposal. After a proposal is seconded, the person who made the proposal is allowed to explain.

*There are usually two microphones: one for first time speakers and the other one for people who have already intervened. ~~The speaking turns also alternate between women and men.~~*

## PROPOSALS

Proposals need to be formulated clearly and without ambiguity. A good proposal is usually composed of a simple sentence with one action verb. Long and elaborated proposals tend to attract fastidious amendments. Sometimes, it is simply better to make two or three proposals instead of compressing them into one. A proposal that is seconded is then opened for debates. If there are no oppositions noted, the proposal is adopted unanimously. Otherwise, the proposal needs an absolute majority in order to pass.

**You say:**

**I propose to... I propose that...**

## AMENDMENTS

A proposal can always receive changes in the form of amendments. Amendments must not be made to change the meaning of the proposal. In those cases, it is better to vote against the proposal and then make a new one. When an amendment is made, it needs to be either adopted or rejected before moving back to the main proposal.

**You say:**

**I propose to amend the proposal by adding at the end...**

**I propose to amend the proposal by inserting... after...**

**I propose to amend the proposal by striking out... and inserting...**

## PLENARIES

- Plenaries are used to create a discussion space on a specific subject for a specific duration.
- Plenary proposals must come with an object of discussion and a length. Plenaries are great because they allow you to have open discussions without having to limit oneself to only discussing a subject related to one particular proposal.
- Also, they allow the General assembly to move proposals that are better and more consensual. The plenary can be extended **one time** by submitting a proposal in that sense,

*Plenaries and proposals to close the debate are **privileged proposals** and therefore take precedent on all other proposals. This is done to ensure that the General assembly has sufficiently debated the different aspects of a proposal before moving on to the vote. Privileged plenary proposals need to be seconded and voted upon like any regular proposal.*

**You say:**

**I rise to a question of privilege concerning a (time length) plenary on (subject).**

**To extend plenary, you say:**

**I propose to extend the plenary by XX minutes.**

## PROPOSAL TO CLOSE THE DEBATE

- A proposal to close the debate is submitted if the Assembly feels that no new or relevant arguments are being added in regards to a principal proposal that is currently being debated.
- It can be moved after 5 interventions at the microphone (not counting other proposals such as amendments and plenaries).
- The proposal to close the debate will bring an end to the debate surrounding the proposal and proceed immediately to the vote.
- To be adopted, the proposal to close the debate must be adopted by a 2/3 majority.
- There are no abstentions; if you are unsure that you are ready to vote on the principal proposal, you probably aren't and should vote no.
- There is no discussion on the proposal to close the debate, and it cannot be amended.
- The proposal to close the debate can in no case be used to muzzle the Assembly and must be used in good faith.

**You say:**

**I propose to close debates**

**The facilitator says:**

**Allowing the speaking turns to finish?**

**You say:**

**Yes. [Or no.]**

## VOTING

The three options during a vote are “in favour” “against” and “abstention”. It takes an absolute majority to adopt a proposal. If there are more abstentions than “in favour” or “against” votes, the proposal is postponed indefinitely. Abstentions can in no case be counted as a vote against a proposal.