**Beijing Rules of Procedure (Motion-Oriented)**

**Chairing Wording**

**Opening Lines**

Chair: Good morning/ afternoon/ evening delegates, welcome to the 1st session of XXX, my name is XXX and I will be your Chair for this session. On my left, we have the Rapporteur XXX. On my right, we have Directors XXX and XXX.

*（通常来说主席团的内部分工与座次分布应为：最边上的Rapporteur负责点名，操作软件与计时，接下来是负责主持的主席，主席另一侧是协助主席主持/计时/选择代表发言的Director，同时处理与主席团有关的pages，最外面的Director负责统筹处理在线文档并做会议记录；具体分工按照人数来进行调整）*

**Roll Call**

Chair: Without further ado, let’s invite the Rapporteur to do the roll call first/ First, let’s do the roll call. Delegates who hear your country’s name, please raise your placards and say ‘present’.

Chair: We have XX delegates present and XX delegates absent today.

**Motions**

Chair: Now the floor is open, are there any motions on the floor?

*（我们这里就不用points了，如果代表有question of privilege或者point of order他们也可以直接提出来）*

Chair: 【i】The delegate of China. What is the type of your motion?

The Delegate of China: The delegate of China motions for a Main Motion.

Chair: The delegate of China motions for a Main Motion. 【ii】Is there any motion that is of higher priority (to this motion)? / Is there any motion that is prior to this motion? / Is there any motion that takes precedence over the previous motion?

*（如果有，回到上文【ii】处开始往下重复）*

*（如果没有，即已经找到最高级动议）*Seeing none, the delegate of China, what is the content of your motion? / What is your motion? / You can state your motion now.

The Delegate of China: The content is .......

Chair: Are there any seconds?/Is there a second?

Thank you, the delegate of France. / Thank you delegates.

Chair: Now we shall commence the debate. But before that, are there any suggestions or objections?

*（请特别强调suggestion与Amend不同，suggestion只能做一些比较小的修改，例如在语法方面或是不改变原文意思的修改，不能把整个motion改掉，否则就是不合规，主席可以直接指出）*

**Suggestion**

The Delegate of Brazil: Suggestion! The delegate of Brazil suggest to change the word XXX into XXX.

Chair: Thank you delegate. The delegate of China, Do you agree with this suggestion? / Do you wish to change your motion accordingly?/ Do you give consent to this suggestion?

The Delegate of China: Yes, I agree.

*（提出动议的代表可以选择不接受suggestion，如不接受，则保留原内容不变）*

Chair: Thank you delegates. The delegate of China motions for a Main Motion. The content of which is XXX.

*（如果Main Motion过长，主席可酌情给代表时间进行阅读）*

**Objection**

The Delegate of Brazil: Objection!

Chair: Thank you delegate. Now we need to vote on the Objection, and an Objection requires an absolute majority to pass. Now all delegates in favor of this Objection please raise your placards.......

*（如果objection通过即不再讨论此main motion，则此时无pending motion=floor is open）*

*（如果objection fails则自动开始进入debate）*

**Debate *（接着Debatable的motion，比如Main Motion，Amend，从这里开始，主席的自由裁量发挥作用）***

Chair: The delegate of China will automatically become the first speaker to speak for this Main Motion, and now the Chair would like to invite more delegates to speak for and also against this Main Motion.

Chair: Delegates who wish to speak for this Main Motion, please raise your placards.

Delegate of XXX, Delegate of XXX, and Delegate of XXX.

Chair: Delegates who wish to speak against this Main Motion, please raise your placards.

Delegate of XXX, Delegate of XXX, and Delegate of XXX.

Chair: Now, the delegate of China, you may have the floor.

Chair: *（代表说完还剩时间）*Delegate, you still have XX seconds left, how would you like to yield your time?

* + *(yield to a certain delegate)*Who would you like to yield your time to? The delegate of XXX, would you like to take the floor?
	+ *(yield to POI)* Delegates who wish to ask questions, please raise you placard. The delegate of China, who would you like to choose?
	+ *(yield to Chair)* Thank you delegate.

Chair:*（代表说完话如果没有时间了）*Sorry delegate, you don’t have enough time to yield. Thank you very much.

Chair:*（代表讲超时了）*Sorry delegate, your time is up/exhausted.

**Amendment**

Chair: Now the floor is open, are there any motions on the floor?

Delegate of China: Motion to Amend.

Chair: Now the chair has received a motion to Amend from the delegate of China.

*【ii】*Are there any motions of higher priority on the floor?

*（如果有，回到上文【ii】处开始往下重复）*

*（如果没有，即已经找到最高级动议）*Seeing none, the delegate of China, you may state the content of your amendment.

The Delegate of China: The content is .......

Chair: Now we have received an Amendment from the delegate of China. The content is…(to change/delete/add XXX in XXX) . Are there any seconds? Thank you, delegate.

Are there any suggestions or objections to this Amendment?

*（接Suggestion/Objection）*

Chair: Now we will commence the Debate on this Amendment.

（若主席认为可以跳过讨论直接投票：The Chair would like to suggest a motion to Close the Debate and move directly to the Voting procedure. 若主席认为需要讨论，则省略本句。）

*（后面接Debate）*

**Close the Debate**

*在主席进行自由裁量后，觉得轮流发言讲得差不多了（记住两边点的人数一定要一致），或者一边没有人愿意发言了，主席可以暂时停止辩论。或者主席也可以在别的代表想发言，但是主席也想听听看有没有别的motion的时候，说：*

Chair: Now the floor is open, are there any motions on the floor?/ The chair would like to suggest/invite a motion to Close the Debate of this Main Motion.

Delegate of China: Delegate of China motions to Close the Debate.

Chair: Which layer of debate would you like to close?

Delegate of China: The Main Motion.

Chair: Thank you delegate. Now we have received a motion from the delegate of China to Close the Debate of this Main Motion.

Now we need a second./Are there any seconds? Thank you delegate!

Now we will vote on this motion. The motion to Close the Debate requires an absolute majority to pass. Those who are in favor of this motion, please raise your placards. And those who are against it, please raise your placards.

*（数出来以后比较计算，并不要求每一个人必须投票，没有投票的都算自动弃权，可以提醒一下。但若赞同人数已超过出席代表人数的2/3则意味着此动议必定通过，即没必要再要求against的代表举牌，主席可自行斟酌。）*

Chair: This motion fails.（则意味着代表想要继续讨论此主动议，主席可继续叫代表来speak for/ against，或是询问场下有无动议）

Chair: This motion passes. Now we will automatically move on to the voting procedure. All delegates in favor of this Main Motion, please raise your placards. All those against, please raise your placards.

Chair: This motion passes!/ This motion fails.

**Recess/Adjourn**

Chair: Now the floor is open, are there any motions on the floor?

Delegate of China: Motion.

Chair: Delegate of China. Which type of motion would you like to raise?

Delegate of China: Motion for a 5-minute Recess/ Motion to Adjourn the meeting.

Chair: Now the chair has received a motion from the delegate of China to Recess/Adjourn the meeting. Are there any seconds? Thank you, delegates.

Now we will vote on this motion. All those in favor, please raise your placards.

Chair:*（若未通过）*Sorry delegate, this motion fails.

Chair：*（若通过）*This motion clearly passes. Now the recess is commenced. /Now the meeting is adjourned. Delegates, you’re free to go.

**Voting**

Chair: Now we’re moving on to the voting procedure. This motion requires a simple/absolute majority to pass.

* + *(Vote by placard)* Delegates who are in favor of this motion/ who are for this motion, please raise your placards.
	+ *(Vote by Roll Call)* Now the chair would like to take a vote by roll call. The rapporteur will redo the Roll Call. Delegates who hear your country’s name called, please raise your placard and say “Present”.

*(Roll Call Procedure)*

Rapporteur:

（若未达法定人数）With XX countries present and XX countries absent, we have failed to reach the quorum for commence the voting procedure. Now the meeting is automatically adjourned, and we shall re-commence our meeting once the quorum is reached.

（若达到法定人数）With XX countries present, and XX countries absent, a quorum has been reached.

Chair: Now the voting procedure is commenced.

Delegates, when your country’s name is called, please raise your placard and say “Yes”, “No” or “Abstain”.

…..

* + *(Vote by Voice)* Now we will vote on this Motion by voice. Are there any oppositions? /Delegates who oppose this motion, please call out “Nay!”.

*-(If nobody called out)*

Seeing none, this motions obviously passes.

*-(If somebody called out)*

All those who support this motion, please call out “Yay!”.

（对比赞成和反对的音量）

Chair: This motion passes/This motion fails.

\*It should be noticed that this Chairing Wording only covers the main procedures and the most common motions. It may be of certain reference value to the venue hosting of Motion-Oriented conference. The Editorial Board of Beijing Rules of Procedure reserves the right of interpretation of this Chairing Wording.