PROCEDURAL CHECKLIST

NOTES TO INITALLY CONSIDER

-Get some rest, drink plenty of water, and eat some food.
-Scout out the room setup and make sure it is correct.
-Have everyone introduce themselves and get to know committee members.
-Be amenable to answering all questions throughout the first session.
-Remind everyone of the university policies, including the dress attire, honor code, alcohol and drug use, and sexual harassment.
-Note that all chamber proceedings are at the discretion of the chair.
-Mention how the docket is set.
-Go over the short form of rules of order.
-Explain voting methods.
-Note the difference between a coach vs. a director, an educator vs. and advisor, an inquirer vs. an inspector.
-Note common committee problems such as inappropriate clothing and accessories, disruptive behavior, disrespectful delegates, badgering faculty advisors, sexual harassment, delegates off subject, delegates from another committee, playing games, texting, or excessive note passing.

NOTES TO ALWAYS CONSIDER

-Be on time.
-Make appropriate announcements.
-Remind everyone of the schedule.
-Make sure all committee members are on the same page.
-Maintain the council gavel, president notebook, and council notebook.
-Maintain the docket.
-Vote for outstanding resolution, outstanding delegation, most improved delegation after each session, and dubious distinctions.
-Keep executive officers and co-directors informed of all activities and progress.
-Keep the committee clean and tidy.

OPENING A SESSION

1. Declare the session of the Security Council to be in order:
   "I now declare this session of the Mississippi Model Security Council to be in order."
2. The Vice President calls the roll of members. President should remind delegates to answer "present and voting."
3. Check to make sure there is a quorum. For a session to be considered open for purposes of discussion, one-third of the members of the MMSC (5 of the 15 representatives) must be present to begin a session. For voting purposes, a quorum or simple majority (8 of the 15 representatives) must be present.

CONSIDERING WRITTEN AMENDMENTS

1. When the time has expired for written amendments, begin with the first amendment received by the chair. The Vice President slowly reads the amendment for the council to copy. Next, the President asks the author of the written amendment to speak in support of the written amendment. The President may set a time limit on debate. If a resolution is amended by written amendment, then the affected section may no longer be amended by friendly amendments unless all members of the council agree to t he friendly amendment: "The time for written amendments has now expired, and we will discuss the amendments in the order received. First, we have an amendment submitted by _____. The Vice President will now read the proposed written amendment _____, would you like to speak on the merits of you written amendment?"
2. Open a new speakers' list, and explain that after all amendments have been discussed the council will return to the original speakers' list:
   "At this time I will open a new speakers' list for the amendment. I would like to remind the council that all comments must pertain to the current amendment and not the resolution as a whole. If you wish to be placed on the speakers' list, please raise your placard.
3. Continue debate on the amendment until previous question is called. After all of the amendments are discussed, return to the original speakers' list.

CONCERNING PREVIOUS QUESTION

Make sure to explain this thoroughly the first few times. Remember it takes 2/3 majority to pass previous question: "Previous question has been called. A vote on previous question is a vote on whether or not to end debate. If you vote for previous question, then you want to end debate on the resolution/written amendment. If you vote no on previous question, you would like to continue debate on the resolution/written amendment. A call for previous question requires a second, is there a second for previous question? …*(if there is no second)* Since there is no second for previous question, we will now go back into debate on the resolution/written amendment. We will return to the speakers' list which reads… *(if there is a second)* Seeing a second, is there any opposition to previous question? … *(No Opposition)* Seeing no opposition to previous question, we will now vote on the written amendment/ resolution as a whole… *(Opposition)* Seeing opposition to previous question we will take a speaker in favor of previous question (look for volunteer and call out name) and one speaker against previous question (again point out volunterring delegate). Please make sure all comments pertain to why we should or should not continue debate. _____, you have thirty seconds to speak in favor of previous question. _____, you have thirty seconds to speak against previous question. Thank you delegates. We will now move into a placard vote on previous question. I would like to remind the council that a vote on previous question is a procedural matter so all delegates must vote on previous question.

CONCERNING RIGHT TO REPLY

"A right to reply has been called by the delegate from _____. A right to reply can be asked for when a delegate feels as though a slanderous statement has been made against their country. *It is the chair's opinion that a right to reply is not warranted in this situation* or *it is the chair's opinion that a right to reply should be granted in this situation. Please refrain from making comments about other countries in your reply."*

VOTING GRID

MEMBERS	MAJORITY	2/3 MAJORITY	SUPER MAJORITY
15	8	10	9
14	8	10	9
13	7	9	8
12	7	8	8
11	6	8	7
10	6	7	7
9	5	6	6
8	5	6	6