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CIN:U85100DL2016PTC290821

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RULES AND PROCEDURES

1) .SEATING OF THE PARLIAMENTARY MEMBERS:

Ruling party will sit on the right side of the speaker. Opposition and other alliances are to sit on left side of the speaker

2) LANGUAGE

- Both English and Hindi are allowed in parliament but use of both the languages simultaneously is not allowed. Participants have to choose one specific language for debating at one time.

3) PROCEDURE

The Following procedure shall take place during two day session:

Roll Call

Agenda adoption

Statements from the members of the house(Opening Speeches)

Question Hour

Zero Hour

Discussion Hour

-Public session

-Private Session

Paperwork

-Bill

-Press Release

In the absence of bill the house will return to Discussion Hour.

An informal session or adjournment of maximum 15 minutes can be allotted to the house on the sole discretion of the Speaker.

The speaker has the authority to put into effect any order or procedure that the speaker may feel is required for the proper functioning.

- A) Roll Call: The roll call shall be conducted at the commencement of each day's session to ascertain the committee's quorum. Members may indicate their presence and voting preference using Present only . Consequent to each roll call, the Executive Board (EB) shall proclaim the committee's numerical strength, subject to evaluation by means of two distinct criteria: The Simple Majority (comprising one more than one-half of the total strength) and the Special Majority (equating to one more than two-thirds of the total strength). The EB holds the authority to initiate roll call proceedings at any juncture during the committee's

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deliberations. The only attendance stance available is the “Present”. Members are obliged to vote either “Yes” or “No” only during the voting on the paperwork. The initiation of the roll call is at the discretion of the EB.

B) **AGENDA ADOPTION:-** This procedural phase constitutes a conventional practice aimed at determining the subject of deliberation for the subsequent committee session. The execution of this step involves introducing a motion that comprehensively articulates the proposed agenda, accompanied by a verbal affirmation to confirm its establishment. The motion to adopt an agenda is open to endorsement, as well as subsequent discourse. A voting procedure ensues to ratify the adoption of the motion, necessitating a simple majority for its passage. However, should any member cast a dissenting vote, they shall be accorded a minute to elucidate their position, succeeded by an informal vote. The informal vote, in turn, requires a simple majority for resolution.

C) **STATEMENTS FROM THE MEMBERS OF THE HOUSE (Opening Speeches):-**

The opening speeches constitutes a segment of the debate during which all committee members will have the opportunity to express their thoughts regarding the adopted agenda. The essence of their speeches should revolve around the agenda at hand. It is characterized by its non-restrictive nature, allowing members the liberty to add their names multiple times within specified time limits. Initiating the opening speeches will involve a voting process, wherein members will respond to a proposed motion. This motion will be presented in the form of a verbal affirmation to commence the same. The successful passage of this motion necessitates a simple majority in an informal vote. It's important to note that the motion can only be seconded by committee members. Traditionally, the speeches are allotted a time limit of 90 seconds. However, it is permissible to propose a different duration based on the preference of the members through a separate motion. During the GSL speeches, opportunities for yielding are available, provided there is remaining time. There are three types of yields: yielding to another members, yielding for questions, and yielding to the executive board.

i) **Yield to another members:-** Yielding of time by a member to another shall be permissible only when the speaker possesses at least 50% of the total allocated time remaining. Prior consent from the intended recipient is mandatory for such time yielding. This arrangement can be established either before the committee convenes or via written communication, such as chits, during the committee session. Spontaneous real-time yielding to another member shall not be allowed. The yielded time, once transferred to another member, may exclusively be utilized for delivering their own speech and expressing their thoughts. Subsequent re-yielding of the already yielded time is not permitted.

ii) **Yield for questions:-** The act of yielding time by a member to entertain questions will initiate an opportunity for fellow members to address inquiries towards the individual who yielded their time, pertaining to their delivered speech. The yielded member holds the option to respond to these questions either verbally or in written form, subject to the approval of the executive board. The provision for follow-up questions is contingent upon the discretion of the executive board members. They reserve the authority to grant or deny requests for additional questions stemming from the initial inquiries.

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- iii) Yield to Executive Board:- Yielding time to executive board confers upon them the authority to exercise the allocated time at their own discretion. Typically, this will involve opening the floor for questions and interactions.
- D) QUESTION HOUR:- The question hour in the Lok Sabha is a critical part of the debate where non-cabinet members of the government and opposition members can pose inquiries, addressing various agendas to the cabinet members. The initiation of the question hour requires the presentation of a simple motion through verbal affirmation and the passage of this motion necessitates a simple majority. There are two types of questions in this session: starred questions and unstarred questions.
- i) Starred questions:- These questions are submitted to the cabinet members two days before the session, and they respond to them verbally during the question hour. Members are permitted to have follow-up questions with the permission of the Executive Board.
- ii) Unstarred questions :- These questions are also dispatched to the members two days before the session, and the cabinet members respond in writing to the inquiries posed by the members.
- E) ZERO HOUR:- The "Zero Hour" refers to a specific period in the Lok Sabha (lower house of the Indian Parliament) which comes immediately after the Question Hour. During this time, Members of Parliament can raise various issues of public importance, usually without prior notice. The zero hour is not moderated by the executive board. The initiation of the zero hour requires the presentation of a simple motion through verbal affirmation and the passage of this motion necessitates a simple majority.
- F) DISCUSSION HOUR:- The discussion session comprises a crucial phase of the debate, dedicated to the comprehensive examination of the adopted agenda, also referred to as the main agenda. This scrutiny is conducted through an exploration of subtopics, encompassing both public and private discussions. This phase assumes a paramount role within the committee, as it serves as the forum for an intricate analysis of diverse facets of the agenda. In this context, various dimensions of the agenda are meticulously examined. This encompasses a comprehensive study of the issues at hand, including their underlying causes, potential consequences, proposed solutions, administrative protocols, and the establishment of a collaborative environment through inter- and cross-party dialogues. Notably, two distinct types of discussion sessions are integral to this process: public sessions and private sessions. The discussion session also is a venue where the paperwork of the committee can be structured, discussed and voted upon.
- i) Public session:- The public session, as delineated earlier, serves as a platform for comprehensive deliberations on the subtopics inherent to the main agenda. Initiation of a public session hinges upon the presentation of a simple motion, detailing the specific subtopic, overall session duration, and individual speaker time allocation. The passage of this motion necessitates a simple majority. This format is characterized by its restrictive nature, wherein the identification of speakers rests within the discretion of the Executive Board members. The speech is followed by pertinent questions or comments closely tied to the content expounded by the speaker. Concurrently, each public session is bound by a maximum time

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frame of 20 minutes. The public session also serves as a forum for the discussion and potential amendment of the committee's documentation, which includes Working Papers, Bills and Press Releases. In essence, this session parallels the dynamics of a Moderated Caucus commonly observed within UN committees.

ii) Private sessions:- The private session, as previously outlined, is dedicated to intra- and cross-party discussions. Members utilize this platform to deliberate on the committee's proceedings within their respective party caucus or in a cross-party caucus. Additionally, it offers a space for the formulation of documentation. It's important to note that private sessions are held in strict confidentiality, excluding press members and executive members. The initiation of a private session is facilitated through a voting process, wherein a motion is presented orally to signify its establishment. This motion requires a simple majority vote for approval.

G) PAPERWORK:-

i) BILL :- A bill is a proposed legislation or a draft of a proposed law. It can be introduced by a minister or a member of parliament and, upon approval, becomes an act of parliament after going through various stages of debate, scrutiny, and approval.

Each Bill undergoes three Readings

First Reading

The First Reading means a motion for permission to introduce a Bill through verbal affirmation by a member and its passage requires a simple majority

The Second Reading:

During the second reading of the bill, members have the opportunity to suggest amendments. The legislators who introduced the bill will read it clause by clause, and after each clause, proposed amendments will be reviewed. To be accepted, an amendment needs a simple majority vote from the house. Once approved, the amendment is immediately incorporated into the bill. However, any proposed amendment must first receive consent from the Executive Board before being put to a vote

The Third Reading:

In the Third Reading the Minister concerned moves that the bill be passed. The final bill put to vote should be amended. The Speaker then puts the question before the house in these words. The final bill put to vote should be amended. The initiation of the voting procedure will require a verbal request to the speaker and subsequent proposal from the speaker to the house.

The Question is that theBill, 199... be passed. Those in favour will say "Aye, those against will be 'No.' after taking the voice vote, he/she declares thrice that Ayes (or Noes) have it. He will then say that 'the Bill is passed (not passed)", as the case may be.

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It may be noted that for passing an ordinary Bill a simple majority is required and for Bills pertaining to Constitutional Amendments two-thirds majority is necessary.

- 4) **TERMS IN THE LOK SABHA :-** The Lok Sabha in reality has a number of different terminologies that are often used by the members to facilitate the debate in the house. In order to make this simulation of Lok Sabha more surreal , this section will further explain them in brief.
- A) **Calling for attention notice :-** This is a special privilege granted to the members to bring the attention of the executive board to some important events including but not limited to any recent update with respect to agenda, defection, confidence in the government , etc. The initiation has to be done by sending a written request to the Executive Board stating the exact purpose for the notice . The EB will set aside maximum 30 minutes for the execution of the emergency agenda mentioned in the notice. The adoption does not require a vote.
- B) **Adjournment Motion:-** The adjournment of the Lok Sabha,refers to the suspension or temporary halt in its proceedings. When the Lok Sabha is adjourned, it means that the ongoing business, debates, or activities in the house are paused. This is generally used by the speaker if the decorum of the house is not maintained or to prioritize the call for attention notice.
- C) **Motion of no confidence:-** The motion of no confidence is raised by the members of the opposition against the sitting government to show their discontent. However it can also be raised, if the members of opposition anticipates defections in their favor. The initiation of this motion requires a calling for attention notice to be sent to the executive board. The discussion of this motion can be done if a member proposes this motion after the permission from the executive board via a verbal affirmation and the subsequent voting requiring 1/5th Majority . The adoption of the motion however will require a simple majority. If the motion if failed , the house will continue from where they stopped. If the motion passes the government is dismissed and the speaker will call for the appointment of new government which can be done by floor test. Any member of the house has the right to propose their candidacy to lead the majority.
- D) **Floor Test:-** It is the authenticity test conducted to verify the claims made by XYZ members of the house regarding the majority that they have in order to constitute the government. It is usually done using a formal voting procedure wherein, the question will be directed to the committee regarding the affirmation of the member to form the government . A simple majority is required to pass the floor test.

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(Note:- A motion of no confidence is raised by the members of the opposition to show discontent against the government and targets the entire cabinet . However a member from the government could also pose a challenge to the existing leadership by simply claiming that they command the majority in the house as opposed to the sitting prime minister and to authenticate their claims only a floor test is required.)

- E) Whip:- The term whip defines a position in the Lok Sabha appointed by party leaders to do 4 major tasks :- Ensuring Party Discipline, Managing attendance, Coordinating Party Strategy and Conveying Information. Every party has their own whip. While voting on any important motion , the Whips could convey the voting stance to their party members to vote in a following manner. Incase any members fails to adhere to the issued whip , suspension motion could be raised against them.
- F) Suspension Motion:- A suspension motion adheres to a formal proposal raised by any member for the suspension of any member from the house. The motion needs to have substantive reasoning and is subject to scrutiny by the Executive board. Once approved by the EB, it will be put to vote, A simple majority will be required to pass it .
- G) Points:- These are the ways by which a member of the house can convey their grievances , desire to ask question, seek clarity , etc from the EB . These are crucial to facilitate the debate in the house. There are 4 types of points and are explained below in the order of their recognition:-
- i) Point of Personal privilege :- A member may raise a point of personal privilege to inform the Executive Board (EB) of any physical discomfort they might be experiencing. These discomforts may include, but are not limited to, issues with audibility, feeling excessively hot or cold, needing to use the restroom, making an urgent call, or the necessity to exit the committee room. A point of personal privilege can interrupt any ongoing speech or proceeding.
 - ii) Point of order:- It is used by delegates during a committee session. It is raised when a delegate believes that the rules of parliamentary procedure or the rules of the committee are being violated. This point cannot interrupt any ongoing statement. The EB is responsible for addressing the point of order and determining its validity. If the point of order is deemed valid, the EB will take appropriate action to rectify the situation and ensure that the committee operates according to the established rules and procedures.
 - iii) Point of parliamentary inquiry:- It is a procedural tool used by delegates to seek clarification or information regarding the rules, procedures, or the functioning of the committee. Delegates may raise a point of parliamentary inquiry when they are unsure about the correct procedures, rules of the debate, or any aspect of the committee's operation. The EB is responsible for addressing the parliamentary inquiry and providing the necessary information or clarification to assist the delegate.
 - iv) Point of information:- It is used by the members to object any factual inaccuracies in the speech delivered by the members during the formal sessions.

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(Note:- All points are subject to restriction by the EB except for the point of personal privilege.)

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