

SUMMARY OF CONFERENCE PROCEEDINGS

Please Note: Numbers in parentheses refer to the appropriate sections of the Rules of Procedure

Each of you has been assigned a member state or non-governmental actor to represent throughout the duration of the conference. As a delegate, you will have the opportunity to help shape international health policy by working with your fellow delegates to draft resolutions on a particular topic within the McWHO General Assembly. This year delegates will address the issue of the Migration of Health Workers.

Prior to the **General Assembly or Plenary Session (5.2)**, you will be separated into individual working groups based on your country or NGA assignment. Delegates representing nations will be separated into regional blocs that consist of member states within their geographic region. In contrast, delegates representing NGAs will have the opportunity to first attend a separate NGA working group after which they will join the individual Regional Bloc sessions already underway. The working group sessions will be predominantly in **Moderated Caucus (10)**. During these sessions, delegates wishing to speak will be recognized immediately without the need for a **Speaker's List (5.2)**. In addition, a delegate may make a motion to enter an **Unmoderated Caucus (11)** where delegates are free to talk to each other both independently and informally. These Regional Bloc working groups provide an important opportunity for delegates to recognize the particular health policy goals that are common to their region, and draft **Working Papers (15.1)** that outline particular solutions or ideas that have been developed during their committee sessions. The working papers should be structured according to the resolution writing guidelines outlined in your *Delegate Handbook*. These working papers must then be approved by the directorate in order to be presented during the Plenary Session which follows.

During the Plenary Session, all delegates will be grouped into one committee where they will formalize their working papers into formal **Draft Resolutions** that can then be discussed, debated and voted upon. Delegates may also draft amendments to the draft resolutions. Both draft resolutions and their amendments must be formally introduced by their respective **Sponsors (15.2)** before they can be debated or voted upon. Amendments that are accepted by the sponsors of a given draft resolution are called **Friendly Amendments (17)**. In contrast, amendments that are not accepted by the sponsors of a given draft resolution are called **Unfriendly Amendments (17)**. Unlike a friendly amendment which is immediately incorporated into its respective draft resolution if all sponsor's agree, unfriendly amendments must be voted on to be included. All delegates representing member states will be allowed to vote on both procedural and substantive motions. In contrast, delegates representing NGAs (**4**) can only vote on procedural motions. As a general rule, **Substantive Motions** involve voting on draft resolutions and their amendments, where as, **Procedural Motions** involve voting on everything else. The latter motions generally involve functional procedures of the committee (ie. motions for moderated/unmoderated caucuses, closure of debate, etc.). During the Plenary, all outstanding unfriendly amendments will be voted on to determine whether they will be

accepted into their respective draft resolutions. Upon **Closure of Debate (13)**, no more amendments can be introduced, and all draft resolutions will be voted on sequentially and separately. Those that pass will be combined to write a Declaration of Principles outlining the view of the simulated WHO on the issue of the Migration of Health Workers.

1. Official Conference Language

English is the official working language of this conference and it will be used during all committee sessions.

2. The Committees

The Committee is composed of Delegates as well as the **Dais**. The Dais is composed of a Chairperson (referred to as “Chair”), one or more Vice-Chairpersons (“Vice-Chair”) and one or more Directors.

3. Role of the Dais Members

The Chair declares the opening and closing of each committee session and may propose procedural motions to which there are no objection. The Chair has control of committee proceedings during the conference and will moderate the discussion, announce decisions, rule on any points or motions, and enforce the rules. The Chair can temporarily transfer his duties to any other members of the Dais. Procedural matters are subject to the discretion of the Chair. The Chair may take any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate. The Vice-Chair assists the Chair with procedural matters during the course of the committee sessions.

The Director helps delegates write **Working Papers**, edits them for format and approves their content; the Director may suggest to delegates that they alter or combine their working papers in order to make them more appropriate to the topic at hand. The Director must approve the working paper before it can be sent to the Plenary Committee session to be introduced and later worked into a **Draft Resolution** (See the section on Resolutions for more information).

4. Non-Governmental Actors

A representative of a non-member delegation, a non-governmental organization or a pharmaceutical representative shall have the same rights as a full member except that he or she may not vote on **Substantive Matters**, or be a **Sponsor** to resolutions or working papers. Delegates representing non-governmental organizations will have access to certain unique procedural actions, as follows:

(1) Oral Statements to Committee: non-governmental actors may submit a written appeal to his or her Chair explaining the topic and intention of the proposed statement (maximum 3 minutes). The Chair will then, at his or her discretion, interrupt the normal flow of debate to introduce the delegate.

(2) Circulation of written pronouncements: non-governmental actors may submit to the Chair a written pronouncement of no more than 500 words, addressing the position and work of his or her organization. This pronouncement will then, at the discretion of the Chair, be distributed throughout the committee.

5. Conduct of Proceedings

5.1. Regional Blocs/ NG Actors Bloc: NGOs & Recruiting Agencies

The Committee proceedings during the Regional Blocs & NG Actors Blocs will be conducted in **Moderated Caucus** format.

During a moderated caucus, the Chair asks those delegates wishing to speak to raise their placards. The Chair will then recognize a delegate for remarks not exceeding the amount of time allotted.

Once the delegate has completed his/her remark, the Chair will ask whether any of the delegates have any **Points** or **Motions**. The points and motions that can be made will be described below. If no points or motions are made, the next speaker will be chosen.

During the Bloc session, delegates also have the option of entering an **Unmoderated Caucus**, as described below.

Sponsors of working papers who wish to introduce a new working paper should notify the Dais. If the working paper is approved by a Director, the Chair will call upon the sponsors to present their draft to the Bloc.

Please Note: NG Actors may not sponsor working papers.

5.2. Plenary Session

It is expected that **Sponsors** of the approved working papers drafted during the Bloc sessions will introduce their drafts to the committee. Time will be allocated during the beginning of the Plenary Session for this to occur. All sponsors wishing to present their working paper should notify the Dais at the beginning of the Plenary Session, and will present in the order in which the requests are received. After the working paper is introduced, the Chair will call for a three minute question and answer session, during which delegates may question the sponsors about the content of the working paper. Questions asked must specifically pertain to the substantive matters raised in the Draft Resolution. Time used to ask questions will not be deducted from the three minutes. Additional questions and comments regarding the resolution are encouraged to be raised through the Speaker's List.

Following the introduction of working papers, the rest of the Plenary Session committee proceedings will involve the use of a **Speaker's List**.

The Chair will open a **Speaker's List** and will ask for delegates who wish to be added to this list at the beginning of each committee session. Delegates who wish to be added will be recognized on the spot and added to the list. Those who wish to be added later during the session may send a note to the Dais. After each speaker the Chair will ask for two 30 second comments from other delegates. The content of the comments must pertain solely to the preceding speech

The Chair may periodically ask delegates to volunteer as speakers on the Speaker's List depending on the number of delegates yet to present to the body.

During the Plenary Session, delegates may motion to enter a moderated or unmoderated caucus, as described below.

Throughout the course of the Plenary Session, delegates may make motions to introduce Draft Resolutions as well as motions to introduce both **Unfriendly Amendments** and **Friendly Amendments**.

6. Speaking time

The Chair may specify the time allotted to each speaker; alternatively, delegates may motion to set the speaking time or to increase or decrease the existing time. If the time allotted is exceeded, the Chair will call the delegate to order.

Points

7. Point of Personal Privilege

During the discussion of any matter, a delegate may raise a Point of Personal Privilege and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort or safety and/or the well-being of the members of the committee, for example if a delegate is unable to hear the speaker, or another such issue which might affect a delegate's ability to work properly. A Point of Personal Privilege may interrupt a speaker.

8. Point of Order

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may interrupt a speaker.

For example, if a delegate believes that the Chair has skipped over a motion proposed by another committee member, the delegate may rise to a point of order to remind the Chair of this occurrence.

9. Point of Parliamentary Inquiry

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification on procedure. A Point of Inquiry may never interrupt a speaker.

Motions

A procedural motion is one which relates to the flow of debate rather than to the topic being discussed. Substantive motions refer to voting procedure on Draft Resolutions and Amendments presented to the committee. For a description of motions to introduce amendments and Draft Resolutions, please see rules 16 and 17, respectively.

10. Motion to enter a Moderated Caucus

The purpose of a moderated caucus is to allow delegates who are actively involved in the current committee proceedings to make their comments to the body without having to wait for their turn on the speaker's list. The moderated caucus allows more delegates to speak within a shorter time frame than the speaker's list, thus stimulating discussion and clarifying the positions of delegates involved.

The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (e.g., "The country of [country name] moves for a five-minute moderated caucus with a 30-second speaking time, for the purpose of [specific topic]"). Such a moderated caucus would have enough time for ten speakers. During moderated caucuses, the Chair shall recognize delegates for remarks without the use of a Speaker's List.

Once the time for the moderated caucus has expired, the committee session will return to the Speaker's list.

11. Motion to enter an Unmoderated Caucus

An unmoderated caucus allows delegates to leave their seats and meet as groups in a non-structured format to discuss the progress of the committee session as well as continue editing working papers.

The recommendation for an unmoderated caucus requires a time limit to be made (e.g., "The nation of [country name] moves for a 10-minute unmoderated caucus, for the purpose of [specific topic]"). Unmoderated caucuses allow delegates to have informal discussions.

Once the time for the unmoderated caucus has expired, the committee session will return to either moderated caucus format (in Bloc sessions) or the Speaker's list (in Plenary Sessions).

12. Motion to Vote on an Unfriendly Amendment

At any time during the Plenary Session and after an Unfriendly Amendment has been introduced, a delegate may make a motion to vote on an unfriendly amendment. All unfriendly amendments must be voted upon before a motion for closure of debate can be entertained. At the discretion of the Chair, the committee will move into voting procedure on the specified unfriendly amendment (See Rule 23).

13. Closure of Debate

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all Draft Resolutions will be put to an immediate vote. A motion for closure of debate can only be made once all introduced unfriendly amendments are voted upon during the Plenary Session. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion, the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the

committee. The committee shall also close debate and move into voting procedure when the Speaker's List has been exhausted.

14. Order of Procedural Motions

The motions below shall have precedence in the following order over all other proposals or motions before the committee and may interrupt the speaker:

1. Point of Personal Privilege
2. Point of Order

All other points shall be considered in the order they are made or at the Chairs discretion.

15. Submission of Working Papers, Draft Resolutions and Amendments

15.1. Regional Blocs

During the Regional Blocs, delegates will be working with other members of their Bloc to write working papers, which are essentially lists of ideas for solutions to the problems being discussed in Draft Resolution format (a Draft Resolution writing guide and sample are included at the end).

These working papers will set out the main ideas that delegates would like to be introduced within the Plenary Session.

Working papers shall be submitted to the Director for approval. All submissions must have the proper number of sponsors (3); working papers do not require signatories.

15.2. Plenary Session

Delegates may bring approved working papers to the Plenary Session, where they will be introduced. The working papers will serve as a basis for Draft Resolutions formed during the Plenary Session.

Draft Resolutions and **Amendments** shall be submitted to the Director, before they are introduced before the committee. All submissions must have the proper number of sponsors (3) and signatories (20 percent of countries present in committee).

A **Sponsor** is a delegate who has contributed to the writing of a Draft Resolution and fully agrees with all the clauses. A **Signatory**, however, does not have to fully agree with the contents of the Draft Resolution. The delegate that signs a Draft Resolution as a signatory simply agrees that the resolution should be discussed in committee session. After a Draft Resolution is introduced, additional sponsors can be added only if all existing sponsors of a resolution agree; signatories may not be removed once a resolution has been introduced.

Once the formatting has been approved by the Dais and the document has been distributed, the Chair will recognize a motion to Introduce the Draft Resolution, described below.

During the course of the Plenary Session, delegates may also propose amendments to Draft Resolutions that have been presented.

16. *Introducing Draft Resolutions*

Once the Director has approved a Draft Resolution and the Draft Resolution has been copied and distributed, a delegate may raise a motion to introduce the Draft Resolution. The motion is automatically approved and does not require a vote. The content of the introduction shall be limited to summarizing the operative clauses of the Draft Resolution. After the Draft Resolution is introduced, the Chair will move into a five minute question and answer session, during which delegates may question the sponsors about the Draft Resolution's content. Questions asked must specifically pertain to the substantive matters raised in the Draft Resolution. Time use to ask questions will not be deducted from the 5 minutes. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list.

17. *Introducing Amendments*

Both **Friendly Amendments** and **Unfriendly Amendments** require the approval of the Chair. An amendment is considered friendly if all sponsors of the initial Draft Resolution agree to its inclusion. Such an amendment is adopted automatically. Unfriendly amendments are voted on by the committee to be adopted into its respective Draft Resolution. An unfriendly amendment must have the approval of the Director and the signatures of 20 percent of the committee. Amendments to amendments are out of order.

Once the Director has approved an unfriendly or friendly amendment and it has been copied and distributed, a delegate may raise a motion to introduce the amendment. The motion is automatically approved and does not require a vote. The content of the introduction shall be limited to summarizing the operative clauses of the amendment. After the amendment is introduced, the Chair will move into a two minute question and answer session, during which delegates may question the sponsors about the amendments content. Questions asked must specifically pertain to the substantive matters raised in the amendment. Time used to ask questions will not be deducted from the two minutes. Additional questions and comments regarding the amendments are encouraged to be raised through the speakers list.

Voting

18. *Methods of Decision*

All procedural decisions, except for the closure and adjournment of debate, shall be made by a simple majority of the delegations present. *Delegations physically present in the committee may not abstain on procedural motions.* Decisions on Draft Resolutions and amendments shall require a simple majority in favour.

19. *Voting Rights*

Each present delegation shall have one vote. Observing nations, pharmaceutical representatives and non-governmental actors cannot vote on substantive matters. Each vote may be a Yes, No or Abstain. On procedural motions, members may not abstain.

20. Conduct While in Voting Procedure

After the Chair has announced the beginning of voting on the Draft Resolutions, no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Personal Privilege, Point of Parliamentary Inquiry or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden. A member of the staff will secure the doors during voting procedure.

21. Method of Voting

Delegations may vote in favour of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll-call vote on substantive matters. The roll-call vote shall be taken in alphabetical order of the English names of the countries present.

During a roll-call vote, delegations may answer with an affirmative vote, a negative vote or an abstention (when appropriate). Delegations that appear to be voting out of policy, while casting an affirmative or negative vote, may reserve the right to explain their vote by Voting with Rights. Delegations must announce that they are Voting with Rights at the time they cast their vote. The Chair may permit delegations Voting with Rights to explain their votes after voting has concluded but before the decision has been announced.

22. Order of Draft Resolutions

If two or more Draft Resolutions are introduced to the committee then they shall be voted on in the order in which they have been submitted.

23. Voting on Unfriendly Amendments

Amendment voting is a substantive procedure and adoption requires the simple majority consent of the delegates present. Voting on unfriendly amendments occurs during the plenary session, as opposed to voting on draft resolutions which occurs after closure of debate has occurred.

24. Passage of Resolutions & Amendments

If a vote does not result in a simple majority in favour, the resolution or unfriendly amendment shall be regarded as rejected. A simple majority is defined as more votes in favour than opposed. Therefore, a motion fails on a tie vote. Any number of abstentions may not cause a motion to fail.