



HOUSE OF COMMONS



Table of Contents

1. Roles.....	3
2. Procedure.....	3
2.1. Voting process.....	3
3. Motions and Points.....	4
4. Development of the Session.....	6
5. Having the Floor and the Word.....	7
5.1. Description of Members in the Chamber.....	7
6. Discipline and Warnings.....	8
7. Drafting of Final Documents.....	8
8. References.....	9

Understanding the special nature of this committee, the procedure that will be used for the functioning has been adapted from the official customs of the House of Commons mentioned in EAFIT MUN Delegate's Handbook. However, some motions, points and procedures remain the same as in the previous CCBMUN's Delegate's Handbook.

1. Roles

- **Chair:** The Chair in the House of Commons receives the name of Speakers. They are the supreme authority in the chamber, the place where the Commons meet, and the ones in charge of moderating the debate.
- **Delegates:** In the House of Commons, delegates receive the name of Members of Parliament. They actively participate in the debate and the drafting of proposals.
- **Logistics:** Logistics assistants in the chamber will be named Sergeant at Arms. Their role is to enforce the wishes of the Speakers and to keep order in the chamber.
- **Strangers:** In the House of Commons, persons who are external to the chamber and do not belong to categories mentioned above are called Strangers. For example, press assistants or sponsors.

2. Procedure

2.1. Voting process

Before introducing the motions and points, it is important to understand how the voting process takes place. Following the customs of the House of Commons, votes are to be taken verbally. The Speakers will indicate the motion and then proceed to ask “Those for it”; that implies voting in favor of the motion. In response, MPs should shout “aye”. Then the Speakers will ask “Those against”, and that means one is against the motion. MPs should shout “nay”.

In case there is no hearable difference, which means the result is not clear, the Speakers are to call for “division”. In other words, each MP is going to be called one by one following the order of the list to hear their respective vote. MPs are expected to answer “aye” or “nay”.

3. Motions and Points

Motions are to be submitted by MPs or the Speakers. The MPs would present the motion

saying “I beg to move that to? (name of the motion)” Then the Speaker would ask the House “The question is to (proposed motion)” and proceed to hear for the voting of the motion. Although motions keep having the same function, the way they are presented is the following:

- **Open/Close and Suspend/Resume the Sitting:** A sitting is the equivalent to a session. The sitting is to be suspended/resumed when the committee is entering the respective breaks and be closed on the last day of the model.

- **Establish the Agenda:** Remains the same as in CCBMUN's Delegates Handbook.
- **Reading of Written Statements:** A written statement is the equivalent of an opening speech. Written statements should not be longer than one minute and are to be sent before the model to the Speakers.
- **Add to the Registry:** Remains the same as in CCBMUN's Delegates Handbook.
- **Reading of the Bill:** This motion is of special character of the House of Commons, and is expected to be used only on the second topic of the committee. The motion is stated as "I beg to move that the Bill (name of the Bill) is now read". The voting process is to be followed and the Speakers will read the Bill for the first time. The Bill will be sent by the Speakers days before the model.
- **Introduce a Draft Resolution/Press Release:** Remains the same as in CCBMUN's Delegates Handbook.
- **Pass to Final Voting:** Remains the same as in CCBMUN's Delegate's Handbook.
- **Substantive Debate:** Is the equivalent of a moderated caucus or informal debate. MPs should state the time for the substantive debate or leave it up to consideration of the Speakers.
- **Adjourn the House:** The adjournment of the House is the equivalent of lobby time. The House is expected to be adjourned to debate without the Speaker's moderation on the topics of the committee and work on solving the problems proposed. The original language of the House of Commons is mandatory during the adjournment of the House.
- **Emergency Debate:** It is a unique form of debate in the House of Commons. An emergency debate is a period of time when the chamber debates a special matter that does not necessarily affect the final result of the draft resolution or is not a direct issue related to the topic that is being discussed. The debate has a limit of 3 minutes per

intervention. For example, “devolved matters” and their implications in the topics can be pertinent for this type of debate.

- **Suspend/Resume Debate:** Remains the same as in CCBMUN’s Delegate’s Handbook.

Most of the points in the House of Commons remain the same as stated and listed in CCBMUN’s Delegate’s Handbook. However it is important to make a distinction between the following:

- **Point of Information to the Speakers:** Is the equivalent of a point of information to the Chair.
- **Point of Information to the Member of Parliament:** Is the equivalent of a point of information to the speaker. Because of the customs of the House, MPs cannot direct questions to other MPs, so questions are to be asked to the Speakers like the following example, “Speakers, is the honorable member aware of” or “what does the honorable member think about” and MPs answering should respond directing to the Speakers as well.

4. Development of the Session

- **Entrance of the Speakers to the Chamber:** When the Speakers are to enter the room, the Serjeant in Arms will shout “Speakers! Hats off, Strangers” Subsequently, all Members of Parliament must rise while facing the entering Speakers.

- **Roll Call:** The Speakers will proceed with the Roll Call by calling each Member of Parliament by its constituency. They should respond with “Present”. If there is quorum, the Speakers will entertain or propose motions.
- **Opening/Resuming of the Sitting**
- **Establish the Agenda**
- **Debate**
- **Reading of Final Documents**
- **Suspend/Close the Sitting**

5. Having the Floor and the Word

When there is a debate ongoing and the chamber has gone quiet, the Speakers can state “I am waiting” to motivate MPs to raise their placards, if no MP is willing to speak the Speakers would say “I am late waiting”, after the third call, the Speakers will decide if the House is to be adjourned or has the power of calling the Prime Minister to talk.

When an intervention is ongoing, Members of Parliament may agree to what is being stated

by saying “hear, hear” or “aye”. However, if the Speakers consider such sounds are starting to become very repetitive, they may warn the committee. Finally, Points of Information to the Member of Parliament follow the same procedure as in the CCBMUN’s Delegate’s Handbook. They will take place after an intervention.

5.1. Description of Members in the Chamber

Members of Parliament must follow certain rules when speaking in the chamber. When talking about himself or herself, the MP must use the first person. MPs shall not refer to each other directly. Instead, they must talk to the Speakers.³⁴ ³⁵ MPs must never use the

actual name of other MPs, only the Speakers are allowed to do so. Instead, they should refer to other MPs as “The Honorable Member for (their constituency)” or if it is a member of the same party “My Honorable Friend for (their constituency)” can be used. Ministers, Secretaries, the Chancellor and Prime Minister can be referred to by using their charge, for example “the Secretary of State.” The use of “you”, “he” and “she” is forbidden. Only the Speakers are allowed to refer to MPs with the second person.

6. Discipline and Warnings

When the chamber is being disruptive or disrespectful the Speakers are allowed to shout “order” and then everyone has to be seated. When a specific member is being disruptive or not following the customs, the Speakers state “Mr/Mrs (name of the MP) you are being an annoyance to this house” then the member shall sit and abstain from committing the same mistake to prevent a Naming. Naming a MP is the equivalent of receiving a warning. The process of Naming MPs consists of the Speakers stating “I name Mr/Mrs ...”. Punishment after numerous Namings would be considered the same as Warnings on CCBMUN Delegate’s Handbook.

7. Drafting of Final Documents

Since the objective of the debate is to deliver a long-term plan for housing, you are going to do so by elaborating on the format of a press release (see more in CCBMUN Handbook) all the details necessary to put it into action. All participants, means, resources and strategies should be there. At the end, each press release will be read by two MPs.

8. References

Handbook HOC. (2022, October 2). EAFIT MUN. Retrieved September 3, 2023, from <https://www.eafit.edu.co/estudiantes/grupos-estudiantiles/unsociety/eafitmun/SiteAssets/Paginas/EAFITMUN/Handbook%20HOC.pdf>

Some Traditions and Customs of the House. (n.d.). UK Parliament. Retrieved September 3, 2023, from <https://www.parliament.uk/globalassets/documents/commons-information-office/g07.pdf>

