

Foreign Affairs Council



Rules of
Procedure

Foreign Affairs Council Rules of Procedure

European Union Simulation in Ankara (EUROsimA) 2024

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EUROPEAN UNION SIMULATION IN ANKARA 2024

SPECIAL RULES OF PROCEDURE

FOREIGN AFFAIRS COUNCIL

A. General Provisions

1. Scope

- 1.1. The EUROsimA 2024 Special Rules of Procedure (hereinafter referred to as “the Rules of Procedure”) shall apply to the **Foreign Affairs Council** and the conduct of its participants throughout EUROsimA 2024 unless stated otherwise by the Secretariat. The Secretariat may amend the rules of procedures that shall prevail in the session.

2. Language

- 2.1. The official language of EUROsimA 2024 is English.

3. Credentials

- 3.1. The credentials of all Delegates shall be accepted upon registration.
- 3.2. Unless there is written consent of the Secretary-General of EUROsimA 2024, delegates cannot initiate any action relating to modifications of rights, privileges, or credentials.

4. Rights and Duties of EUROsimA Team: Secretariat and Organization Team

- 4.1. The Secretariat may at any time make oral or written statements in the bodies.
- 4.2. The Secretariat and the Organization Team shall assist the Secretary-General and the Director-General.
- 4.3. The Secretariat may deliver a written note or a speech regarding the content of the bodies, the Rules of Procedure, or any aspect of the configuration to the Presidency at any time.
- 4.4. The Secretariat shall receive, correct and circulate the documents.
- 4.5. In the absence of the Secretary-General, any member of the Secretariat who has been authorised by the Secretary-General shall act as an acting figure.

5. Composition and Delegates

- 5.1. The Foreign shall include 27 Delegates who shall act as the “Ministers of Foreign Affairs” of EU member states representing the respective governments and shall be referred to as such throughout the sessions.

- 5.2. Each EU member state shall be represented by one Delegate.
- 5.3. Each Delegate shall have one vote in the committee on all matters.
- 5.4. Each Delegate has the duty to respect the decisions taken by the Committee Board.

6. The Presidency

- 6.1. The Foreign Affairs Council shall be chaired by the Committee Director and a Deputy Committee Director.
- 6.2. The Presidency shall be responsible for all issues pertaining to the conduct of the debate and the course of the legislative procedures and, in that role shall, among other things open, declare the opening and closing of each sitting, compose the General Speakers' List, moderate all debates, ensure observance of the Rules of Procedure, accord the right to speak, and announce decisions.
- 6.3. If questions arise over the interpretation of these Rules of Procedure, the Presidency shall rule on the correct interpretation.
- 6.4. The Presidency's interpretation of the EUROsimA 2024 Rules of Procedure shall prevail over the Delegates during the Conference. Yet, the interpretation of the Secretary-General, Under-Secretary-General, and Academic Assistant, to be presented to the Presidency orally or in writing, shall have precedence.
- 6.5. If a conflict between different provisions of these Rules of Procedure becomes apparent, the Presidency shall decide on the proper course of action.
- 6.6. The Presidency may take any reasonable and appropriate action to ensure the maintenance of order during debates. These actions may include but are not limited to, calling the offenders to order, refusing them the right to speak or vote, requiring them to apologise, or removing them from the Chamber.
- 6.7. The Presidency shall have the right to rule out points and motions put forward by Delegates, unless otherwise provided in these Rules of Procedure.
- 6.8. The Presidency shall not vote on any issue on the agenda.
- 6.9. The Committee Director of the Foreign Affairs also acts as the "High Representative of the Union for Foreign Affairs and Security Policy" and can be referred to as such throughout the sessions.

7. The Secretaries (Rapporteurs)

- 7.1. The Presidency of the Foreign Affairs Council shall be supported by up to two Secretaries (also known as the "Rapporteurs"). The Secretaries shall act

under the responsibility and guidance of the Presidency and assist it in all matters. At the discretion of the Presidency, the Secretaries may take measures needed to ensure the smooth running of debates.

- 7.2. The Presidency and the Secretaries collectively constitute the Committee Board.

8. Dress Code

- 8.1. In accordance with the Delegates' diplomatic status, a formal dress code, which is western business attire, is required.
- 8.2. For male Delegates, a tie or a bow tie is obligatory. No overly revealing outfits are allowed for both females and males. Non-formal outfits are out of order.
- 8.3. The Secretariat reserves the right to expel a Delegate due to his or her dress code.

9. Conduct and Behaviour

- 9.1. All participants shall always behave courteously and avoid any kind of disruptive attitude during the EUROsimA 2024 Conference.
- 9.2. Words, expressions, or other actions which affront human dignity, constitute malicious attacks or discrimination against any other person are forbidden. The Secretariat may take any necessary disciplinary action if a participant engages in such behaviour, including the termination of the individual's participation in the Conference.
- 9.3. Any words, expressions, or other actions that disrupt the orderly conduct of the debates are not permitted.
- 9.4. If a participant consistently engages in uncourteous or disruptive behaviour, the Secretariat may decide to end the individual's participation and refrain from granting the certificate of participation.

10. Communication

- 10.1. The primary means of communication during the sessions between the Delegates and the Presidency is through message papers.
- 10.2. Message papers will be delivered through the administrative staff with the Secretaries of the respective bodies.
- 10.3. Except for personal excuses to be delivered to the Presidency, the content of the message shall be relevant to the ongoing discussion in the institution. The

message must be in English. In case the note does not fulfil the above-mentioned criteria, the Presidency may halt the communication.

10.4. Delegates are not permitted to send message papers directly to any members of the Secretariat.

10.5. The Presidency reserves the right to suspend note-passing if they deem it necessary. This decision cannot be appealed.

11. Electronic Devices

11.1. The use of any electronic devices during the session that allow the participants to communicate with one another is strictly prohibited.

11.2. The Presidency may permit the use of electronic devices if they consider it to be facilitating for substantive drafting.

11.3. The Presidency possesses the right to seize electronic devices via Administrative Staff when deemed necessary.

B. Rules Governing the Debate

12. Roll Call

12.1. At the beginning of each session, the Presidency shall record the status of the Delegates present and determine the required majorities.

12.2. The roll call shall be performed in the English alphabetical order.

12.3. Delegates shall state their status as present when they are called upon.

12.4. Delegates that have not replied to the roll call will be treated as absentees, even if they are physically present, until they send a message paper to the Presidency stating their status.

12.5. Delegates that have missed more than half of the time allocated for the session cannot alter their statuses from “absent”. Such Delegates cannot join the debate, nor exercise their voting rights. Delegates marked absent may not join the debate or vote until their status is changed by the Presidency.

12.6. Delegates, who have missed more than 3 sessions without a valid excuse, to be judged by the Secretariat, cannot receive their Certificates of Participation.

12.7. A formal session cannot start unless 1/2 of the Delegates are present in a meeting.

13. Opening Statements

13.1. After the quorum is established, every Delegate shall deliver an opening speech of one minute only in the first session.

14. Conduct of the Debate

14.1. During the formal procedure, the discussions may take place in three different types of debates: *The General Speakers' List, Moderated Caucus, Unmoderated Caucus.*

15. General Speakers' List

15.1. Any Delegate wishing to speak shall raise their placard or pass a note to the Presidency to be added to the General Speakers' List. The speaking time is limited to 1 minutes and 30 seconds, unless otherwise altered by the Presidency.

15.2. After the conclusion of a speech, points of information may be raised. A point of information may only be raised if the previous speaker accepts it and must take the form of a question related to the subject matter of the speech held by the previous speaker. The Presidency may limit the number of points. The Presidency may decide to refuse the original speaker the right to answer at its discretion.

15.3. The Presidency may limit the number of speakers permitted on the General Speakers' List or suspend the list.

15.4. The general debate ends when there are no more speakers on the General Speakers' List for the general debate or when a motion to close the debate has been raised, allowed for a vote, and voted upon. The Presidency may close the General Speakers' List on their own accord if the circumstances so warrant.

15.5. A Delegate can make a request to be removed from the General Speakers' List once added there. This request shall be granted by the Presidency with the exception of the cases when the Delegate is the next one to speak or the Delegate is following immediately after the current speaker in the General Speakers' List.

16. Moderated Caucus

16.1. A Moderated Caucus shall be proposed by a Motion for a Moderated Caucus, which requires a simple majority to pass.

16.2. A Motion for Moderated Caucus is in order when the floor is open for points and motions.

16.3. The Delegate giving the motion must briefly state its topic, specify a total time limit which shall not be less than five minutes nor more than twenty minutes, and also specify an individual speaker time limit.

16.4. The Presidency may rule the motion out of order and this decision is not subject to appeal.

16.5. A Delegate may introduce a Motion to Extend the Moderated Caucus. This

motion requires a simple majority to pass. An extension cannot last longer than the initial duration of the Moderated Caucus. The combined duration of a Moderated Caucus and its extension cannot exceed twenty minutes.

16.6. A Moderated Caucus can be proposed by any Delegate by raising a motion. Additionally, a Moderated Caucus can be announced at the discretion of the Presidency.

16.7. A Moderated Caucus is moderated by the Presidency. Anyone who wishes to speak shall raise their placard in order to express their wish to do so. The order of speakers shall be determined at the discretion of the Presidency.

16.8. Each speaker may speak according to the time limit and on the topic set out in the motion.

16.9. Upon entering a Moderated Caucus, the General Speakers' List shall be suspended and shall be returned to after the conclusion of the Moderated Caucus.

16.10. The Caucus may be closed or suspended before its natural conclusion at the discretion of the Presidency, if the circumstances so warrant.

17. Unmoderated Caucus

17.1. An Unmoderated Caucus shall be proposed by a Motion for an Unmoderated Caucus, which requires a simple majority to pass. Additionally, an Unmoderated Caucus can be announced at the Presidency's discretion.

17.2. The Delegate giving the motion must briefly state its topic and specify a total time limit which shall not be less than five minutes nor more than twenty minutes.

17.3. The Presidency may suggest a more appropriate Caucus length and put it to vote or may rule the Unmoderated Caucus out of order without the possibility of any appeal.

17.4. Upon entering into an Unmoderated Caucus, the General Speakers' List shall be suspended, and Delegates will carry out informal discussion on the topic specified in the motion.

17.5. A Member may introduce a Motion to Extend the Unmoderated Caucus. This motion requires a simple majority to pass. An extension cannot last longer than the initial duration of the Unmoderated Caucus. The combined duration of an Unmoderated Caucus and its extension cannot exceed twenty minutes.

17.6. Upon entering into an Unmoderated Caucus, the General Speakers' List shall be suspended and shall be returned to after the conclusion of the discussion.

17.7. The Presidency shall alert the Delegates when the Unmoderated Caucus is reaching its time limit.

18. Final Document of the Foreign Affairs Council: Joint Decisions

18.1. The Foreign Affairs Council prepares “Joint Decisions” as the final and only document through amending a Joint Decision proposal published by the European Commission.

18.2. A Joint Decision identify specific issues of the stand points for the EU’s Common Foreign and Security Policy (CFSP), and create a general framework for particular actions to take, with respect to a specific agenda item.

18.3. The purpose of a Joint Decision is to:

18.3.1. Outline the approach of the Foreign Affairs Council towards the different aspects of the agenda item at hand.

18.3.2. Direct the European Commission to introduce tariff amendments, protective measures, and other provisions about international trade.

18.3.3. Give advice to the European Parliament about future foreign commercial policies.

18.3.4. Mandate the European Commission to open negotiations with non-EU states and give directives about how the negotiations should continue.

18.3.5. Launch civil security initiatives or direct the Political and Security Committee (PSC) to launch military security initiatives.

18.3.6. Make requests to other EU organs in order to prompt those organs into taking the measures necessary to adequately execute the decisions related to the Common Foreign and Security Policy.

18.4. The Joint Decision proposals prepared by the European Commission will be shared with the Delegates before the start of the first session.

18.5. Throughout the sessions, the Delegates will amend the proposals through the procedure explained in Article 19.

18.6. After the completion of the amendments, the finalised versions of the Joint Decisions will be voted on by the Delegates. The final version of a Joint Decision requires a 2/3 majority to pass.

19. Amendments

19.1. Amendments may be proposed by any Delegate to make changes to the Joint Decision proposal under discussion. An amendment may delete, alter or add to

any substantive part of the Joint Decision proposals.

19.2. In each session, no amendments shall be accepted after a motion for the closure of a debate has been given. In exceptional circumstances, the Presidency may decide to accept late amendments.

19.3. The Presidency shall inform the Delegates on the form to be used for submitting amendments.

19.4. All amendments must have a main sponsor and signed by at least 5 Delegates, including the main sponsor.

19.5. Any signatory of an amendment may remove their support from an amendment at any point prior to the commencement of its voting procedure.

19.5.1. After the removal of a signature the Presidency shall evaluate whether the amendment still fulfils the criteria of Article 19.4. and if it does not, the amendment shall be dismissed.

19.6. An amendment may only make changes to one article of the proposal. Exceptions to this are permitted only if the changes to the proposal are intrinsically linked and splitting them would be unreasonable. The decision on whether an amendment to multiple clauses is acceptable shall be made by the Presidency.

19.7. Friendly amendments are amendments that pertain to the language or style of another proposed amendment and may not substantially alter the original amendment. They may be made by the Presidency, or any Delegate. A friendly amendment must be accepted by the proponent of the original amendment.

19.8. Prior to them being accepted for debate, all amendments shall be evaluated with regards to the procedural requirements and their adherence to the primary law of the EU and international law. Any amendment that violates EU or international law shall not be accepted for debate.

19.9. Any amendment violating the procedural requirements may be accepted for debate only on the express authorisation of the Presidency.

Debate on Amendments

19.10. In each session, after a motion for the closure of the debate has passed, Delegates may give a **Motion to Open the Debate on Amendments**. This motion requires a 2/3 majority to pass. Shall the motion pass, the Delegates will debate and vote on the amendments that have hitherto accumulated until the end of the session.

- 19.11. Amendments are debated in the order in which they appear in the text. If two or more contradictory amendments relate to the same paragraph, the amendment which differs most from the original text shall have priority over the others and shall be discussed first. The Presidency may decide to discuss amendments relating to the same matter together.
- 19.12. During the debate on an amendment, the main sponsor of the amendment shall be invited to read the provisions of the said amount in order to introduce it.
- 19.13. After the introduction, the Presidency shall give the floor to Delegates who wish to speak against and in favour of it.
- 19.13.1. The speaking time on an amendment is limited to 1 minute; however, the speaking time may be modified by the Presidency.
- 19.13.2. A maximum of 3 in favour and 3 against speeches may be entertained per amendment.
- 19.13.3. If there is no speaker in favour of an amendment, the Presidency shall ask, “*Are there any speakers in favour of the amendment?*” three times. If there are none, said amendment shall immediately be dismissed without a vote.
- 19.13.4. If there is no speaker against an amendment, the Presidency shall ask, “*Are there any speakers against the amendment?*” three times. If there are none, said amendment shall immediately become a part of the Joint Decision proposal without a vote.
- 19.13.5. If the Presidency believes that further debate on the amendment is necessary after the entertaining of 3 in favour and 3 against speeches, an Unmoderated Caucus may be entertained for the purpose of debating on the amendment.
- 19.14. After the entertaining of all speeches (or the conclusion of the Unmoderated Caucus), a voting procedure is initiated for the amendment in question. An amendment requires a 2/3 majority to pass.

20. Voting Arrangements and Quorum

20.1. There are two types of votes:

20.1.1. **Substantive votes** pertain to the subject matter of the proposal and include any votes on the acceptance of amendments or the votes on the amended proposals. Other votes may be classed as substantive votes at

the discretion of the Presidency. Abstaining is permitted during substantive votes.

20.1.1.1. Amendments and Joint Decisions require a qualified (2/3) majority to pass. The remaining substantive votes shall require a simple (1/2) majority.

20.1.2. **Procedural votes** are any votes that are not classed as substantive votes. Abstaining is not permitted during procedural votes.

20.1.2.1. The procedural votes on the Motion to Close the Debate, Motion to Open the Debate on Amendments, and Motion to Adjourn the Meeting require a qualified (2/3) majority to pass. All other procedural votes require a simple (1/2) majority, i.e., more votes in favour than against.

20.1.3. Procedural votes shall be taken either by raising placards, or by acclamation.

20.1.3.1. In the Vote by Acclamation procedure, the Presidency shall first ask “*Are there any seconds?*”. The proposed motion shall fail if seconds are raised.

20.1.3.2. If at least one second is raised, the Presidency should ask “*Are there any objections?*”. The proposed motion shall automatically pass if no objections are raised.

20.1.3.3. If objections are raised, the Presidency should proceed with a vote by raising placards.

20.1.4. Substantives votes shall be taken either by a roll call, by raising placards, or electronically. If a vote by raising placards is unclear, the Presidency may decide to hold a subsidiary roll call or electronic vote.

20.1.4.1. Delegates may request a roll call vote when conducting substantive voting on amendments. The **Motion to Initiate a Roll Call Vote** requires a simple majority to pass. In a roll call vote, the Presidency will call Delegates in English alphabetical order. Delegates may vote “Yes”, “No”, or “Abstain”.

20.1.4.2. The Presidency may also decide to conduct a vote by roll call if they deem it necessary.

20.1.5. During substantive voting Delegates, the Presidency, the Secretaries, and the administrative staff members are permitted to be in the room. No one

may enter, exit, or move around the room unless they receive prior authorisation by the Presidency.

20.1.6. All note-passing is suspended during substantive voting. No points or motions other than Points of Personal Privilege, Points of Order, or Points of Procedural Inquiry may be raised.

20.1.7. Quorum is the number of Delegates required to be present for the Institution to be permitted to undertake any substantive votes.

20.1.8. In the Foreign Affairs Council, 2/3 of all Delegates must be present for quorum to be reached.

20.1.9. Quorum should be verified at the beginning of every day of debate and immediately prior to entering the voting procedure of any substantive votes.

21. Points

21.1. Delegates may raise any of the following points during the process, where not expressly limited by other measures in these Rules, by raising their placards and stating their point. No point other than the Point of Personal Privilege may interrupt another speaker. A Point of Order may also interrupt the speaker only if the speaker exceeds the time limit and the Presidency does not interrupt.

21.2. A **Point of Personal Privilege** may be raised if the proponent is in direct physical discomfort (e.g., unable to hear the speaker) and is unable to take part in the proceedings as a result of said discomfort. Points of Personal Privilege may be raised at any point during the proceedings, other than an Unmoderated Caucus, and may interrupt a speaker.

21.3. A **Point of Order** may be raised if the proponent believes that an error in following the Rules of Procedure has taken place. The Presidency will rule on the point's admissibility, and if necessary, take remedial action as soon as possible. Points of Order may be raised at any point during the proceedings other than the Unmoderated Caucus.

21.4. A **Right of Reply** may be raised at any time if the proponent feels that they or their national honour has been insulted; however, a Right of Reply may not interrupt an ongoing speech. The Presidency shall request the proponent to concisely explain their request, and if the point is admissible, will grant the proponent a short remark to reply to the comment. The Presidency may also

require the original speaker to apologise. The Presidency's decision whether to grant the right of reply is not subject to appeal. A “Right of Reply” to a right of reply is not in order.

21.5. A **Point of Parliamentary Inquiry** may be raised if the proponent has a question or a request for clarification about the Rules of Procedure to the Presidency. Points of Parliamentary Inquiry may be raised at any point during the proceedings, other than during an Unmoderated Caucus.

21.6. A **Point of Information** may be raised during the General Speakers' List and must take the form of a question related to the subject matter of the speech by the previous speaker. The point may only be stated if the Presidency permits it and the previous speaker accepts it. The Presidency may decide to limit the amount of time available for the point or the reply. A point of information may also be directed to the Presidency; in that case, a Point of Information may be raised at any point during the proceedings, other than during an Unmoderated Caucus.

21.7. The Presidency shall rule on the admissibility and appropriateness of any points raised.

22. Motions

22.1. Delegates may raise any of the following motions during the General Speakers' List, where not expressly stated otherwise:

22.1.1. A **Motion to Adjourn the Meeting** may be raised to suspend all the activities of the body until EUROsimA 2025 and requires a two-thirds majority to pass.

22.1.1.1. The Presidency may rule such motions out of order and these decisions shall not be subject to appeal.

22.1.2. A **Motion to Suspend the Meeting** may be raised whenever the floor is open. A Delegate may give a Motion to Suspend the Meeting in order to suspend all functions of the body until the next meeting.

22.1.2.1. The Presidency may rule such motions out of order and these decisions shall not be subject to appeal.

22.1.3. A **Motion to Close the Debate** may be raised to close the general debate. This motion can be overruled by the Presidency and this decision is not subject to appeal.

22.1.3.1. Unless stated otherwise by the Presidency, a Motion to Close the

- Debate can be proposed only during the last 35 minutes of a session.
- 22.1.3.2. When a motion for the closure of debate is introduced, the Presidency may recognize up to two speakers against the motion. No speaker in favour of the motion shall be recognized.
- 22.1.3.3. Once a motion to close the debate has passed, the debate shall be closed immediately and none of the speakers still on the list of speakers shall have the possibility to give their speech.
- 22.1.4. A **Motion to Open the Debate on Amendments** may be raised to initiate the debate on amendments near the end of a session. It can be only raised after a Motion to Close the Debate has passed.
- 22.1.5. A **Motion to Limit/Extend Speaking Time** may be raised if the proponent wishes to alter the speaking time of the General Speakers' List. The proponent must specify the requested new speaking time.
- 22.1.6. A **Motion for a Moderated Caucus** may be raised to have the institution move into Moderated Caucus for a proposed amount of time. The proposer must specify the requested duration of the Caucus, the speaking time, and the topic of the Caucus. The total duration of the Caucus may not exceed 20 minutes.
- 22.1.7. A **Motion to Extend the Moderated Caucus** may only be raised during a Moderated Caucus to extend its total duration. The final total duration of the Caucus may not exceed 20 minutes.
- 22.1.8. A **Motion for an Unmoderated Caucus** may be raised to have the institution move into an informal discussion for a proposed amount of time. The proposer must specify the requested duration of the Caucus that may not exceed 20 minutes.
- 22.1.9. A **Motion to Extend the Unmoderated Caucus** may only be raised during an Unmoderated Caucus to extend its total duration. The total duration of the extension may not exceed the duration of the original Unmoderated Caucus.
- 22.1.10. A **Motion to Terminate the Caucus** is in order during a Moderated or an Unmoderated Caucus unless there is already an entertained speaker for the related motion at that particular moment.
- 22.1.10.1. The Presidency may either put this motion immediately to vote or recognize up to two speakers against the motion.

22.1.10.2.If speakers are entertained then following the relevant speeches have been delivered a motion to close the debate will be in order, which requires a two-thirds majority to pass. After the debate is closed, a simple majority is required to terminate the caucus.

22.1.11. A **Motion to Reconsider** is in order, when a resolution or a substantive amendment has been adopted or rejected and must be made by a member who voted with the majority on the amendment or Joint Decision.

22.1.11.1.The Presidency may either put this motion immediately to vote or recognize up to two speakers against the motion.

22.1.11.2.A simple (1/2) majority is required to pass the motion.

22.1.11.3.If the motion for the reconsideration passes, the procedure continues from when the voting procedure started.

22.2.For a motion to be accepted, it needs to pass a procedural vote. For a motion to close the debate, motion to open the debate on amendments, and a motion to adjourn the meeting to pass, a two-thirds majority in favour is necessary.

22.3.The Presidency may request for any motion to be seconded by another Delegate for it to be voted upon.

22.4.The Presidency may call for objections to the motion and if no objections are made, may consider the motion to be accepted unanimously.

22.5.The Presidency may grant or may refuse a motion at their discretion.

23. Order of Precedence

23.1. If multiple points and/or motions are raised simultaneously, they will be resolved in the order in which they appear in Annex I.

23.2. If two points or motions of the same type are raised, the most disruptive one will be put to vote first; should they not differ in their disruptiveness, the Presidency will decide on the order in which they are resolved.

Annex I: Order of precedence of points and motions

The order of precedence of points and motions is as follows (highest to lowest):

1. Point of Personal Privilege
2. Point of Order
3. Right of Reply
4. Point of Parliamentary Inquiry

5. Point of Information
6. Motion to Adjourn the Meeting
7. Motion to Suspend the Meeting
8. Motion to Close the Debate
9. Motion to Open the Debate on Amendments
10. Motion to Reconsider
11. Motion to Limit/Extend Speaking Time
12. Motion to Initiate a Roll Call Vote
13. Motion to Terminate the Caucus
14. Motion to Extend the Previous Caucus
15. Motion for an Unmoderated Caucus
16. Motion for a Moderated Caucus

