

**WHO IS IN CHARGE?**

Steering Committee is responsible for ensuring that things run smoothly and that motions are discussed fairly and properly. They can vote if they are members of a delegation.

**WHO ARE STEERING COMMITTEE?**

Steering Committee are composed of : Emmet Connolly, Nora Peters, Chris Doyle and Patrick Butterly.

Chairperson of Congress: Susan Treacy

**WHAT DO THEY DO?**

These people were appointed to Steering Committee by those who turned up for Congress in February 2006. Their responsibility at Congress is to preside over the Congress and to make decisions that may need to be made in relation to Congress, in essence they are the organisers.

**WHO DO I GO TO IF I HAVE ANY QUESTIONS?**

You go to Steering Committee, who should be able to help answer any query you may have. While some members of Steering Committee sit at the top table, there are also others situated at the back of Congress floor to answer any questions.

**HOW DO THE DEBATES WORK? / WHO PROPOSES THE MOTIONS?**

The Officer or delegate, who put the motion forward initially, normally proposes the motions in each session i.e. the name, which appears after the motion in the agenda. The motions are, however, technically the property of Congress, and if the people who initially wrote the motion do not turn up, or do not want to speak, any delegate can start the debate by proposing the motion. Once a motion is proposed, it is then open to the floor for discussion.

**HOW OFTEN CAN YOU SPEAK?**

Unless you are the person who proposed the motion, you can only speak once on any motion. You can, however, speak on as many motions as you wish during Congress. If you proposed a motion, you can also sum up before a vote is taken.

**HOW LONG CAN YOU SPEAK FOR?**

The person, who proposes a motion, can speak for five minutes on why the motion should be passed. Once she or he is finished, the Chairperson will invite

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delegates to speak for or against the motion. Each of these speakers will have three minutes to outline their reasons for supporting or opposing the motion. The order of speakers will be as follows: Proposer, speaker against, speaker for, speaker against, and so on until a vote is called for. Note that you must speak for or against the motion. Once a vote is called for, the Proposer has the right to sum up.

### **WHAT ARE PROCEDURAL MOTIONS?**

Procedural motions are motions that can be proposed at any time, except during the act of voting, a speech or a point of order. They refer to the conduct or procedure of the debate, and not to the content of the speeches. They require a proposer and a seconder. The proposer can speak for one minute on why the motion should be carried, followed by a speaker for one minute on why it should not be carried. The proposer of the substantive motion usually has priority in replying to a procedural motion. There is then a vote on the procedural motion.

1 MINUTE TO PROPOSE

1 MINUTE TO OPPOSE

### **WHAT PROCEDURAL MOTIONS CAN BE PUT?**

The following are the procedural motions and their effect, if passed:

#### **(A) That the Question Now be Put**

If passed, there will be an opportunity for the Proposer of the motion to summarise and then an immediate vote will be taken..

#### **(B) That the Question Not be Put**

If passed, prevents a vote being taken on the matter under discussion.

#### **(D) That the Matter be Referred Back**

If passed, refers the matter back to a specified time or a specified Officer, or a specified Committee, or to a National Council. It is therefore not voted upon at Congress.

#### **(E) A Challenge to the Chairperson's Ruling**

If passed, the Chairperson must change his or her ruling on an issue in accordance with the motion.

#### **(F) Motion of No-Confidence in the Chairperson**

If passed, the Chairperson will vacate the Chair for the remainder of the session and will be replaced by another member of Steering Committee.

### **WHAT ARE POINTS OF ORDER?**

Points of Order refer to the conduct of the debate, and arise if a delegate feels that something is happening that is not allowed for within the rules laid down for the conduct of debate. A Point of Order does not relate to the motion being discussed,

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or any arguments for or against the motion. If you want to raise a Point of Order, you simply state that you are doing so and specify what point you are making. A

Point of Order takes precedence over all other business except the act of voting, unless it refers to the conduct of the vote.

### **WHAT ARE POINTS OF INFORMATION?**

If there is a factual piece of information you feel a speaker should be informed of, you may rise while she or he is speaking and state that you are raising a Point of Information. The speaker may decide whether or not he or she wishes to accept your Point of Information. If they do, you may speak for 15 seconds on this point. If they do not, you must accept this decision.

If a speaker accepts a Point of Information, the person requesting same has 15 seconds on this point.

### **HOW DOES THE VOTING WORK ?**

#### **HOW IS THE VOTING CARRIED OUT?**

Voting on motions and amendments is carried out by show of delegates' cards, which you must not lose because they cannot be replaced for any reason during Congress. Delegates are NOT allowed to leave/enter Congress Floor whilst a vote/count is in progress.

### **WHO IS ENTITLED TO VOTE?**

Only delegates are entitled to vote. If a delegate is temporarily absent, she or he may deputise a registered observer. Accredited observers are entitled to speak at Congress. Invited guests are not allowed to speak in debates. Steering Committee will then recommend a course of action to Congress, who will either accept the ruling or object to it. If there is an objection, there will be a vote and Congress can only overrule the recommendation of Steering Committee by a two-thirds majority.

### **CAN THESE RULES BE CHANGED DURING CONGRESS? WHAT ABOUT ITEMS NOT ON THE AGENDA?**

The method of raising items not on the agenda is to propose the suspension of Standing Orders. This is done by proposing a motion to that effect, stating why you want standing orders suspended and for how long you want them suspended.

Standing Orders may only be suspended in exceptional circumstances

The Chairperson will put the matter to an immediate vote and to be carried, it must receive the backing of two-thirds of those present and voting. Only that business for which Standing Orders are suspended can be discussed during the suspension.