



**UNITED KINGDOM PARLIAMENTARY**  
**COMMITTEE**  
**Rules of Procedure**



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# General Procedures and Mechanics of UKPC

This paper will cover the general rules and mechanics of UKPC, including both the House of Commons and the House of Lords, as this committee will not be run by the standard THAIMUN rules of procedure but instead, following the British Parliamentary procedures.

## House of Commons

### 1. Courtesy in the Commons

- a. Entering and leaving the House of Commons
  - i. As a sign of courtesy, all MPs are required to bow slightly to the Speaker of the House when entering or leaving the House of Commons.
- b. Clapping within the House
  - i. Clapping within the House of Commons is prohibited without permission from the Speaker of the House.
  - ii. Permission to clap by the Speaker of the House is rarely given except on occasions such as important visits or events (e.g. visit of the Ukrainian ambassador to the House of Commons).
  - iii. MPs are encouraged to flap a piece of folded paper or to hit the table/railing of their respective seats to show their contentment physically.
  - iv. Verbally, MPs may chant “Yea” or “Yeah” in agreement with a speech or decision to show contentment or “Nay” in disagreement with a statement or decision within the House.
  - v. Physical or verbal actions should be considered in consideration of time constraints and the flow of debate within the House of Commons and should not disrupt the debate or duties of MPs or the Speaker.
- c. Referring to members of parliament
  - i. All speeches within the House of Commons should start with an address to the speaker “Mr/Ms Speaker \_\_\_\_\_ (continue on with the speech)”.
  - ii. To refer to different members of parliament, different terminologies can be used, such as:
    1. My (right) honourable friend (For members of the same party or government)
    2. The (right) honourable gentleman/lady/MP/member from \_\_\_\_\_ (constituency of the MP you’re referring to)
    3. The (right) honourable gentleman/lady/MP/member of \_\_\_\_\_ (the government/the opposition) from \_\_\_\_\_ (constituency of the MP you’re referring to)

4. Mr/Ms \_\_\_\_\_ (name of MP)
  5. The \_\_\_\_\_ (title of frontbencher e.g. Prime Minister, Chancellor, Shadow Minister etc.)
  6. Only add the word “right” when the person or MP being referred to is a member of the Privy Council.
- d. Authority of the Speaker
- i. The Speaker of the House, alongside any of the Speaker’s deputies upon taking the role as Speaker, shall be granted the authorities of the Speaker of the House and be referred to as the Speaker for the duration of the transfer.
  - ii. The Speaker of the House have full authority within the House of Commons and therefore has control over the debates and items being considered by the House throughout each session.
  - iii. Upon hearing the word “Order”, MPs are required to remain silent and cease speaking, or any other verbally or physically disruptive activities within the House of Commons.
  - iv. MPs speaking upon hearing the command may continue speaking after the floor has been returned to the MP by the Speaker of the House.
  - v. When the Speaker stands, all MPs are required to be seated.
- e. Standing Orders
- i. The written rules which regulate the proceedings of each House.
  - ii. Standing Orders give the speakers the ability to regulate and decide upon the flow of debate, motions, points, and considerations of the House of Commons during its sessions and tackle behavioural and structural disagreements within the House.

## 2. Debates in the Commons

- a. Start/Continuation of Debates
  - i. To signal the start or continuation of debates within the House of Commons, the speaker will start with the words “Order Order”.
  - ii. All MPs are required to be seated upon hearing the words “Order Order” and prepared for the upcoming debate.
- b. Referring to debates
  - i. At the start of each debate session, the Speaker of the House will state the topic of the debate taking place or the type of debate taking place first (For special debates in the House, e.g. Westminster Hall, Emergency, etc.) and afterwards, call the speaker who has written in their notice to speak in the debate at the Speaker’s discretion.
  - ii. *Speaker: “The question is \_\_\_\_\_ (Topic of debate)” [Calls*

*the next MP who will be speaking]*

iii. Speaker: “We will now come to the \_\_\_\_\_ (Type of debate + Who motined for it + Topic [Optional]). I now call \_\_\_\_\_ (Name of MP)”

c. Setting the Question (Agenda)

- i. The Speaker of the House, the Chairman of Ways and Means or any other Deputy in the place of the Speaker have the authority to select questions and proposals for the sitting of the House.
- ii. MPs may propose a question to be debated by the House in general debate or for bills and/or amendments within the House of Commons by saying “That the question be now proposed \_\_\_\_\_ (topic of debate)”
- iii. The speaker will ask for a consensus from the House to vote on said question if the proposal is accepted.

d. Applying to & Attending Debates

- i. To attend the debate within the House of Commons, MPs must write a request to the Speaker, the chairman of ways and means, and/or any other deputies of the Speaker of the House prior to the start of the debate.
- ii. All MPs are required to be in attendance during sessions of debates after a request has been put forth by the MP.

e. Catching the Speaker’s Eye

- i. To speak in the House of Commons during debates, MPs should gain the speaker’s attention by standing up to show their interest in speaking during debate sessions.
- ii. The Speaker of the House will recognise the MP by stating their name or constituency after they have been recognised, in which they may deliver their speech within the preallocated time constraints.
- iii. MPs who have written in advance to indicate their interest in speaking in the debate will be given priority over MPs who have not; however, the Speaker may still give the floor to those who have not if time permits.

f. Giving way

- i. During the speech of a member of parliament, MPs who wish to make a short intervention may rise from their seats to signal the request to give way by the speaking MP until recognised or refused.
- ii. The speaking MP may give way by stating “I give way to \_\_\_\_\_ (name of MP)” and sitting down after the MP has started speaking.
- iii. The MP or MPs may verbally signal, mindful of their interruption, if they believe the speaking MP should give way by individually or collectively saying “give way” during the speech of the MP. However, they must cease if the Speaker and/or the MP speaking shows disinterest towards the action.
- iv. If the MP speaking is seen to be disinterested in giving way to the MP, MPs wishing to speak should return to sitting and allow the MP to

continue.

g. Time Limits

- i. Depending on the interest of MPs to speak in a debate and/or the remaining time available, the Speaker may impose time limits to the speeches by MPs. After the wind-up (closing remarks) speeches have been made, the Speaker will not recognise new speakers even if there is remaining time for the debate.
- ii. If a time limit is not imposed, MPs are encouraged to deliver speeches in a concise and within a reasonable time with considering other MPs and the remaining time for the debate.

h. General Debate

i. Opening Statements

1. Prior to the start of any general debate, the MP leading the general debate is required to provide an opening statement within the time parameters allocated by the chair of the debate.

ii. Emergency Debates

1. An Emergency debate is a debate called at short notice in the House of Commons on an important and specific matter that should have urgent consideration. Emergency debates cannot be called in response to an ongoing crisis that requires immediate action, for example, a war or an imminent terrorist plot. They can only be called in response to a crisis that is not of the highest degree of urgency, for example, a travel ban or contaminated blood in the NHS. Whether an Emergency debate can be held will be at the discretion of the Speaker.
2. An MP can call for an Emergency debate by sending a request in note form to make an application to the House. If they are given permission, they will then need to prepare a 3-minute speech in order to obtain the satisfaction of the Speaker on the matter and then permission from the House to debate the matter.
3. After the MP has given the speech, if the Speaker is satisfied that the matter is proper to be debated, the House will then vote by standing in their seats in support of the MP or sitting down in opposition.
4. If the application is successful, the Speaker shall announce the length of the debate and the time at which it is to be held.
5. After delivering the motion for the debate and for the Speaker to recognise the motion, the start of an Emergency debate is as follows:
  - a. *Speaker: I would now like to call (Name of MP) to make an application for leave to propose a debate on a specific*

*and important matter that should have urgent consideration under the terms of standing order number 24. The Honourable Member has up to 3 minutes in which to make such an application. (Name of MP).*

- b. \*MP gives their 3-minute speech\**
- c. Speaker: I am satisfied/ not satisfied that the matter raised by him/her is proper to be discussed under the terms of the standing order number 24. (If the Speaker is satisfied) Has the Honourable Member the leave of the house?*
- d. \*Members voice in support, or sit in opposition\**
- e. The Honourable Member has obtained/ has not obtained the leave of the House. (If the MP has obtained the leave of the House)*
- f. Speaker: I can inform the House that the debate will be held (when it will be held e.g. after lunch or in 10 minutes). The debate will last for/up to minutes/hours.*
- g. Please refer to the video below as an example:*  
<https://www.youtube.com/watch?v=MT4JNQ5MivU>

### iii. Topical Debates

- 1. Topical debates are debates raised by backbenchers which are deemed by the House of Commons to be of regional, national, and international importance.
- 2. Topical debates cannot exceed a duration of one and a half hours.
- 3. Procedures to propose for topical debates are similar to the emergency debates, with changes in wording on the type of debate and topic, and the speaker's response to the specific standing order.

iv. All General Debates are presided over by the deputies of the Speaker of the House (e.g. Chairman of Ways and Means, and any other deputies [backroom chairs]).

### i. Question Time

- i. Question Time are debates presided over by the Speaker of the House, where MPs of any party may question the Prime Minister or a Minister in any aspect of government policies that are tabled.
- ii. MPs will ask questions in relation to or supplementary to the one to six main questions tabled for the Question Time.
- iii. The leader of the opposition generally asks two main questions to the Prime Minister with potential follow-up exchanges.
- iv. The Prime Minister or Minister questioned is unable to ask any questions in return and is required to respond only to questions by MPs.
- v. Question Time, such as PMQs, has a formal duration of 30 minutes but

may last longer at the discretion of the Speaker of the House.

### 3. Motions & Points

- a. Motions are proposals for advancing the committee forward. To open a motion in the committee, MPs are required to stand up and to be recognised by the Speaker of the House (refer to catching the speaker's eye) and to start motions with the phrase "I beg to move that \_\_\_\_ (your motion)" or "I beg the house to move that \_\_\_\_ (your motion)".
- b. Unlike the motion system, which is utilised for the committee's collective progress, the point system is used when an MP wishes to address an issue. However, to raise a point, MPs must first be recognised by the sitting Speaker.
- c. To raise a point in the House of Commons, MPs, after being recognised, should start their point with "Point of \_\_\_\_ (type of point) Mr/Ms Speaker" state the point after the end of a speech by another MP if the MP believes it to be urgent.
- d. Point of Order
  - i. Used when an MP believes that the speaker's or an MP's behaviour is seriously incorrect and/or detrimental to the committee and wishes to correct it.
  - ii. To raise a point of order, the MP must first catch the speaker's eye and be recognised, then say "Point of Order Mr/Ms Speaker", followed by stating the wrongful conduct of the speaker of the MP in question.
  - iii. The Speaker may dismiss a Point of Order if the Speaker deems the Point of Order to be irrelevant to the House, inappropriate, or incapable of being addressed within the current sitting of the House of Commons.
  - iv. See the following video for a Point of Order being dismissed:  
<https://www.youtube.com/watch?v=BBNn80CLd6I>

## House of Lords

### 4. Courtesy in the Lords

- a. Entering and leaving the House of Lords
  - i. When the House is sitting, all members should, on entering the Chamber, bow to the Cloth of Estate behind the Throne. It is not the practice to do so on leaving. Members also bow to the Mace in procession, as a symbol of the authority of the Sovereign. All bows are made with the head.
- b. Expressions in the House of Lords
  - i. Clapping within the House of Lords is prohibited.
  - ii. Lords may chant “Yea” or “Yeah” in agreement with a speech or decision to show contentment or “Nay” in disagreement with a statement or decision within the House. However, such actions are more discouraged than within the House of Commons.
  - iii. Physical or verbal actions should be considered in consideration of time constraints and the flow of debate within the House of Lords and should not disrupt the debate or duties of other peers or the Speaker.
- c. Referring to peers
  - i. Lords Spiritual refers to members of the House of Lords from within the clergy of the Church of England, while the Lords Temporal refers to other secular members of the House of Lords.
  - ii. Members address their speech to the House in general and not to any individual. Expressions can include: “Your Lordships”, “Your Lordships’ House” and “the noble Lord”, and **not** “you.”
  - iii. Speeches within the House of Lords should start with an address to the speaker “My Lords \_\_\_\_\_ (continue on with the speech)”.
  - iv. To refer to different members of parliament, start with their title and name used in parliament, such as “Lord/Baroness/etc. \_\_\_\_\_ of \_\_\_\_\_.”
- d. Leader of the House, Government Whip, and Frontbenchers
  - i. A leader of the house is a member of the House of Lords within the governing cabinet selected by the Prime Minister to conduct the business of the government within the House.
  - ii. They are responsible for advising the House on procedures, maintaining order, and holding peers accountable for violations of procedures or order.
  - iii. The leader of the House does not have any formal authority but is respected for helping lead and advise the House to improve its efficacy.
  - iv. In the absence of the Leader of the House, the government usually appoints another Minister in their place, or leaves the responsibility to the government's chief whip.
  - v. The Government Chief Whip advises the House on speaking times in debates. Reinforcing such time limits is handled by the front benches

rather than the Lord Speaker, and any member can draw such advice to the attention of the House. Timed debates are brought to an end (if necessary) by the Lord Speaker on an indication from the Clerk at the Table.

- vi. Unlike the House of Commons, interventions should usually **not** come from the Lords Speaker but from the Frontbenchers or other peers.
  - vii. During question time, the responsibility to advise the House falls under the leader instead of the Lord Speaker.
- e. Lords Speaker
- i. The Speaker of the House, alongside any of the Speaker's deputies upon taking the role, shall be granted the authorities of the Speaker of the House and be referred to as the Speaker for the duration of the transfer.
  - ii. The Senior Deputy Speaker also has the additional authority as the Chairman of Committees within the House of Lords.
  - iii. Unlike the House of Commons, the Lords speaker holds less of an authoritative role within the House of Lords, taking in tabled questions or motions, conducting votes, and advising the House, similarly to the Leader of the House.
  - iv. During the course of business, the Lord Speaker may be replaced on the Woolsack by a Deputy Speaker. When one member takes the place of another on the Woolsack, there is no interruption of business. The member who is to preside stands at the side of the Woolsack, on the spiritual side. The member on the Woolsack rises and moves to the temporal side. They bow to each other. The member previously on the Woolsack withdraws, and the replacement sits down on the Woolsack.
- f. Standing Orders
- i. The written rules which regulate the proceedings of each House.
  - ii. Standing Orders give the speakers the ability to regulate and decide upon the flow of debate, motions, points, and considerations of the House of Lords during its sessions and tackle behavioural and structural disagreements within the House.
- g. Speaking in the House
- i. Members speak for themselves and not on behalf of outside interests. They may indicate that an outside body agrees with the substance of their views, but they should not read out extended briefing material from such bodies.
  - ii. When referring to the House of Commons, it should be done so in its name and should not be referred to as "another place" or any other term.
  - iii. When referring to MPs within the Commons, Members should refer to them by their name instead of their constituency. Members can also include their ministerial titles, but the terms "Right Honourable" and "Honourable" friend can only be used with those from the same party.
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## 5. Debates in the Lords

- a. Start/Continuation of Debates, Speeches, or Motions
  - i. To signal the start or continuation of debates within the House of Lords, a peer will stand up to make a speech
  - ii. All peers should be seated and make minimal interruptions in the middle of a speech of a member of the House of Lords, and should only leave the room before or after the speech.
- b. Referring to debates
  - i. At the start of each debate session, the Speaker or Leader of the House (depending on the provisions stated previously) will state the topic of the debate taking place and afterwards call upon the Lord who has motioned for the debate to begin their speech.
  - ii. *Speaker: “The question is \_\_\_\_\_ (Topic of debate)”*
  - iii. *Speaker: “We will now come to the \_\_\_\_\_ (Type of debate + Who motined for it + Topic [Optional]). I now call \_\_\_\_\_ (Name of Lord)”*
- c. Setting the Question (Agenda)
  - i. The Speaker of the House, the Chairman of Committees or any other Deputy in the place of the Speaker, have the authority to select questions and proposals for the sitting of the House.
  - ii. Lords may propose a question to be debated by the House in general debate or for bills and/or amendments within the House of Lords by saying “That the question be now proposed \_\_\_\_\_ (topic of debate)”
  - iii. The speaker will ask for a consensus from the House to vote on said question if the proposal is accepted.
- d. Attending & Speaking in Debates
  - i. To attend the debate within the House of Lords, peers should write to the Chief Government Whip to put their name on the Speakers’ List.
  - ii. Peers not on the Speakers’ List may also rise to speak in a debate if the House agrees to the peer speaking.
  - iii. Peers should be in the room for the debate's start and should attempt to stay within the debate for its entire duration
  - iv. As the House of Lords is self-regulated by the Lords, peers should slowly stand to show the intent of speaking within the House and “read the room” prior to starting a speech.
  - v. When two or more members rise to speak, the House determines who is to speak. This may, if necessary, be decided upon a motion that one of the members “be now heard.” It is customary for speakers from different parties or parts of the House to take turns.
  - vi. No member may speak more than once on any motion, except the mover in reply, or a member who has obtained the leave of the House. Such leave

may be granted only to:

1. a member to explain a material point of their speech, without introducing any new subject matter;
  2. the Deputy Speaker, and the Chair of a select committee on the report of such a committee;
  3. a minister of the Crown.
- vii. When the House is in committee, there is no restriction on the number of times a member may speak
- viii. Please refer to this debate as a reference:  
[https://www.youtube.com/watch?v=d1yFA\\_d1t64](https://www.youtube.com/watch?v=d1yFA_d1t64)
- e. Giving way
- i. During the speech of a member of parliament, Lords who wish to make a short intervention may rise from their seats to signal the request to give way by the speaking peer until recognised or refused.
  - ii. The speaking peer may give way by stating “I give way to \_\_\_\_ (name and title of peer)” and sitting down after the Lord has started speaking.
  - iii. The Lord or Lords may verbally signal, mindful of their interruption, if they believe the speaking Lord should give way by individually or collectively saying “give way” during the speech of the Lord. However, they must cease if the Speaker and/or the Lord speaking shows disinterest towards the action.
  - iv. If the peer speaking is seen to be disinterested in giving way, peers wishing to speak should return to sitting and allow the peer to continue.
- f. Timed Debates
- i. Speeches on all public bills are expected to be kept within 15 minutes for members opening or winding, 20 minutes for ministers, and 10 minutes for all other members.
  - ii. A strict time limit does not exist for other types of debates, but they are encouraged to be kept within 20 minutes for opening or winding up for either side, and 15 minutes maximum for all other speeches.
  - iii. Depending on the interest within the House seen on the question tabled by the Chief Government Whip, a timed debate can be suggested.
  - iv. Peers are recommended to follow the time suggested by the Chief Government Whip to the House and be mindful of the time taken by the Lord compared to other peers and the remaining time for the committee.
  - v. After the wind-up (closing remarks) speeches have been made, Lords are discouraged from making any further speeches.
  - vi. If a time limit is not imposed, Lords are encouraged to deliver speeches in a concise and within a reasonable time with considering other Lords and the remaining time for the debate.
- g. General Debate

- i. Opening Statements
  1. Prior to the start of any general debate, the peer leading the general debate is required to provide an opening statement within the time parameters allocated by the chair of the debate.
- ii. Urgent Questions
  1. An urgent question is a debate called at short notice in the House of Lords on an important and specific matter that should have urgent consideration. Urgent questions cannot be called in response to an ongoing crisis that requires immediate action, for example, a war or an imminent terrorist plot. They can only be called in response to a crisis that is not of the highest degree of urgency, for example, a travel ban or contaminated blood in the NHS. Whether an urgent question can be held will be at the discretion of the Speaker.
  2. A peer can call for an urgent question by sending a request in note form to make an application to the House. If they are given permission, they will then need to prepare a short speech in order to obtain the satisfaction of the House on the matter.
  3. After the Lord has given the speech, if the House is satisfied that the matter is proper to be debated, the Speaker will put the motion into question, and the House will then vote by standing in their seats in support of the Lord or sitting down in opposition.
  4. After delivering the motion for the debate and for the Speaker to recognise the motion, the start of an urgent question is as follows:
    - a. *Speaker: I would now like to call (Name and Title of peer) to make an application for leave to propose a debate on a specific and important matter that should have urgent consideration. (Name and Title of peer).*
    - b. *\*Peer gives their short speech\**
    - c. *Speaker: I am satisfied/ not satisfied that the matter raised by him/her is proper. (If the Speaker is satisfied) Has the peer the leave of the house?*
    - d. *\*Members voice in support, or sit in opposition\**
    - e. *The Honourable Member has obtained/ has not obtained the leave of the House. (If the peer has obtained the leave of the House)*
    - f. *Speaker: Urgent question on (topic of debate), (name and title of person being called)*
- iii. Topical Debates
  1. Topical debates are debates raised by backbenchers which are deemed by the House of Lords to be of regional, national, and

international importance.

2. Topical debates cannot exceed a duration of one and a half hours.
  3. Procedures to propose for topical debates are similar to the urgent questions, with changes in wording on the type of debate and topic, and the speaker's response to the specific standing order.
  - iv. All General Debates are presided over by the deputies of the Speaker of the House (e.g. Senior Deputy Speaker of the House of Lords, Deputy Chairman, and other deputies).
- h. Secret Sitting
- i. Members may motion for a secret sitting of the House of Lords, where the motion upon will be treated as a cabinet directive (Refer to Crisis System).
  - ii. The motion will be enacted without notice upon passing and the room is to be vacated by all non-members of the Lords except for the Lords Speaker, deputies, clerks, and Black Rod. Members of the House of Commons are not required to leave.
- i. Question Time
- i. Question Time are debates presided over by the House Leader, where Peers may question members of the government and its policies tabled.
  - ii. Peers will ask questions in relation to or supplementary to the one to six main questions tabled for the Question Time.
  - iii. The individual questioned is unable to ask any questions in return and is required to respond only to questions by peers.

## 6. Motions & Points

- a. Motions are proposals for advancing the committee forward. To open a motion in the committee, Lords are required to stand up and to be recognised by the House and to start motions with the phrase "I beg your Lordships (or any viable alternative) to move that \_\_\_\_ (your motion)".
- b. Unlike the motion system, which is utilised for the committee's collective progress, the point system is used when a peer wishes to address an issue. However, to raise a point, Lords must first be recognised by the sitting Speaker.
- c. To raise a point in the House of Lords, peers, after being recognised, should start their point with "Point of \_\_\_\_ (type of point) Mr/Ms Speaker" or state the point after the end of a speech by another peer if the member believes it to be urgent.
- d. Point of Order
  - i. Although Point of Order may technically exist in older publications of Standing Orders, Points of Order in practice DO NOT exist in the House of Lords. (Please refer to the House of Lords Standing Orders for reference).
  - ii. See the following video for a Point of Order being dismissed: <https://www.youtube.com/watch?v=FAhD4n97hYg>

## **Bills & Acts**

### **7. What is a Bill or Act?**

- a. A bill is a draft legal document which has yet to be passed by both the House of Commons and the House of Lords to become an Act of Parliament and receive royal assent to be signed into law by the reigning monarch of the United Kingdom.
- b. Drafting of bills should be conducted prior to and outside of debate time and should not disrupt the ongoing debate within the committee session.
- c. A bill may start in the form of:
  - i. Government Bills from the House of Commons by the sitting government ministers and administration (Front benchers/ministers).
  - ii. Private Member Bills from individual MPs starting from either the House of Commons or the House of Lords, which will be passed to the next House.

### **A Bill should contain:**

#### **Cover Page With the Following Details:**

**TITLE:** This tells people how to refer to the bill

**SPONSOR(S):** The author(s) of the bill

#### **Starting Page With the Following Detail:**

**PREAMBLE:** The preamble should be a one or two-sentence statement of purpose- it should briefly state what the Bill states to accomplish and how it would do so. (E.g. “A Bill to reform Human Rights... (continue on)”

**ENACTMENT CLAUSE:** “Be it enacted by the King’s most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:” This clause gives the Bill the full legal authority of the body passing it.

**CONTENT:** This section of a Bill enumerates the specific actions that the document will mandate. Content clauses should be positive and not normative in nature: that is, they should accomplish something definitive (i.e. allocations, authorisations, etc.). Normative language should be kept in the preamble.

**DEFINITIONS:** Any technical terms, as well as the abbreviations of any organisations or departments referred to in the text of the Bill, should be defined and included in the section.

Any ambiguous phrases should also be explained further in the definitions section.

**COMMENCEMENT ORDER (optional):** A commencement order is designed to bring into force the whole or part of an Act of Parliament at a date later than the date of the royal assent. If there is no commencement order, the Act will come into force from midnight at the start of the day of the royal assent.

*Please see the links below for an example of a bill/act:*

*Title, preamble, enactment clause:* <http://www.legislation.gov.uk/ukpga/2015/30/introduction>.

*Content:* <http://www.legislation.gov.uk/ukpga/2015/30/part/1>.

*Definitions:* <http://www.legislation.gov.uk/ukpga/2015/30/section/3>.

*Additional Bills:* <https://publications.parliament.uk/pa/bills/cbill/58-03/0117/220117.pdf>.

<https://bills.parliament.uk/publications/59353/documents/6094>.

*For House of Lords members, please refer to this handbook in the Bills section for additional guidance:*

<https://www.parliament.uk/globalassets/documents/publications-records/house-of-lords-publications/rules-guides-for-business/companion-to-standing-orders/companion-to-standing-orders-2025.pdf>

**All Bills will be vetted by the advisors for content (grammar, structure etc.) and the crisis staff for Bill format.**

## **8. Passing a Bill**

- a. To pass a bill, the bill has to go through the following processes:
  - i. First Reading, where the MP/Lord sponsoring the Bill (Private Member Bills) or a governmental MP who is chosen (Government Bills) makes a speech about the purpose of the Bill to the House of Commons and for the Bill to be read by its members.
  - ii. Second Reading, where MPs/Lords debate on the main principles of the Bill and its content in its original form.
  - iii. Committee Stage, where detailed examination and amendments are proposed by MPs/Lords, with the Speaker organising them for debate.
  - iv. Report Stage, where amendments are debated and final amendments made and also debated.
  - v. Third Reading, where minor amendments alongside final debates and statements are made before the Bill moves on to be voted on.
  - vi. Voting, where the Speaker will go through all motions (Bills being put to a vote) by stating the name of the MP sponsoring the Bill and gaining the consensus of the House (See Voting Procedure).
- b. After passing all of the following stages, the Bill will be moved to the other

House of Parliament, and the process will repeat until both Houses agree with an exemption for special circumstances.

- c. For any bill to become an Act of Parliament and law, it has to be passed by both the Commons and the Lords, where the Bills can start in either House and have to be approved by both to be signed into law.
- d. After Bills are passed in the House of Commons, it has to go through the House of Lords after Lord amendments; however, lord amendments can lead to “ping ponging”, in which both Houses cannot find agreement in the wording of the bill.
- e. If an agreement cannot be reached between the Commons and the Lords, the Bill falls, and only in specific conditions in alignment with the Parliament Acts, the Bill can be passed without the consent of the House of Commons. These conditions include:
  - i. The bill in question has been held by the Lords for over a year.
  - ii. Money bills are to be passed within one month of introduction to the House of Lords if there are no amendments passed.
  - iii. Bills such as private bills, bills starting in the Lords, and Bills sent less than a month before the yearly end of parliament cannot be exempted.

## 9. Amendments

- a. MPs/Lords are requested to give a notice in written or oral form during the Committee Stage, and/or Report Stage, of wishing to add an amendment to the Bill. The Speaker will call in for debate on the amendment by the House.
- b. Readings of the amendments will not include committee and report stages, as they occur within said stages, and will only include.
- c. After the notice has been given to the Speaker, the Speaker will read the amendment with the following:
  - i. *Speaker: Amendment proposed page \_\_\_\_\_ (page of amendment) line \_\_\_\_\_ (line of amendment). Insert/remove/replace \_\_\_\_\_ (specific clauses and words), \_\_\_\_\_ (name and title of MP/Lord speaking).*
  - ii. *Please see the following video, but change the titles for MPs in Commons: <https://www.youtube.com/watch?v=omHcY0sKj4E>.*

## 10. Voting Procedure

- a. After the end of the third reading of all Bills on the question and a motion to vote has been put into place, the speaker will conduct voting through the procedure listed below,
  - i. *The Speaker will say: the question is as on the order papers, as many as of that opinion say aye (Commons) or content (Lords).*
  - ii. *\*Those for the Bill say aye/content\**
  - iii. *The Speaker will then say: of the contrary no (Commons) or not content (Lords).*
  - iv. *\*Those for the Bill say no/not content\**

- v. *If the decision is clear from the shouts, the Speaker will say: I think the ayes/nos have it, the ayes/nos have it.*
  - vi. *If it cannot be determined how many agree or not, or if the Speaker's decision is challenged by further shouts of "aye" or "no" / "content" or "not-content" then the speaker calls for a division.*
  - vii. *Upon this call, MPs go to either the left or right of the room, the right side being an aye side, the left side being a no side, and are counted by the pages.*
  - viii. *Upon receiving the result, the Speaker will then say: The ayes to the right [number of votes], the nos to the left [number of votes]. So the ayes/nos have it, the ayes/nos have it (Commons) or There have voted contents [number of votes], not contents [number of votes], so the [whoever wins] have it (Lords).*
- b. Please see these videos for an example:  
<https://www.youtube.com/watch?v=nl5JLohLWI4> (Commons) or  
<https://www.youtube.com/watch?v=dJKjjXS-iv0> (Lords)
  - c. To put an amendment or bill to a division prior to voting, MPs/Lord must show their intention and interest during the debate on the amendment or bill.

## 11. Passing Bills

- a. Once a Bill has passed, it must go through the House of Lords or House of Commons (depending on which committee it has started from or to the backrooms) for amendments. Lords' / Commons' Amendments are suggestions made by the opposing house that have to be made to pass it through the House.
- b. The receiving committee has to decide on each amendment. Motions may be made to agree or disagree with, amend or provide an alternative to individual amendments.
- c. If necessary, the Bill passes backwards and forwards between the two Houses until all points of disagreement are resolved; the Bill is then ready for Royal Assent. This is when the King formally agrees to make the Bill into an Act of Parliament (Law).
- d. The legislation within the Bill may come into effect immediately, after a set period or only after a commencement order by a government minister.

## 12. Message between the two Houses

- a. A message is the means of formal communication between the two Houses. It is used for sending bills from one House to the other, for informing one House of the agreement or disagreement of the other to bills or amendments, for the exchange of documents, for the setting up of joint committees, to obtain agreement to the suspension of proceedings on legislation from one session to the next, and for other matters on which the two Houses wish to communicate.

- b. Messages to the Commons are taken by a Lord's clerk and handed to the Serjeant at Arms. Messages from the Commons are brought by a Commons clerk to the Bar of the House and presented to the Clerk at the Table. There is no special ceremony for the arrival of a message, and the business of the House proceeds without interruption.
- c. Messages are always included in the Minutes of Proceedings, but they are read in the Chamber only where some immediate action is to be taken by the House. Messages are either 'substantive' (i.e. they cause a bill or amendments to be published), or 'non-substantive' (all other messages). The House can send and receive a substantive message at any time; if the House is not sitting, material received may be published under SO 49. The House must sit to receive a non-substantive message.

### **13. Suspensions & Adjournment**

- a. The Speaker of the House or any deputy taking the role of Speaker may suspend or adjourn the House at his/her discretion if deemed appropriate or if the House is found to be disruptive.
- b. Suspend the Sitting
  - i. Motions to suspend the sitting are used for breaks in between committee sessions or to stop the ongoing debate within the committee. This motion requires a simple majority to pass, but may be debated upon if an MP/Lord decides to put the motion into debate prior to voting.
- c. Adjourn the House (House of Commons)
  - i. Motions to adjourn the House are used to end all debates within the House for a period of time and may be opposed by other MPs.
  - ii. If the Speaker decides to adjourn the house, the Speaker may decide the period and is able to do so without putting any questions.
- d. Adjourn the House (House of Lords)
  - i. After the end of business, a member of the government would put into question "That the House do now adjourn", to which the Speaker would put it into question without the need of a vote.
  - ii. The presiding Speaker will leave the room from the side of the Lords Temporal after the Mace procession.
  - iii. Please use this video as a reference:  
<https://youtu.be/KsD11O4dzPk?t=26217>

### **14. Closing the Session**

- a. The motion to close the session is used to end the committee following the announcement of the voting results and all debates within the committee. This would mean the committee has completed the agenda, and MPs will not be returning for further deliberation for the day.
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## Crisis System

### 15. Crisis Updates

- a. Crisis Updates are the means through which the backroom translates the directives submitted by the MPs into actions, and then how those actions affect the outside world.
- b. The backroom can choose whether to accept directives and respond to them.
  - i. Directives considered unrealistic will not be responded to, and therefore, the action outlined in the directive will not occur.
  - ii. For example: Nuking the entire world or starting an alien invasion
- c. Global Crisis Updates will be delivered to all MPs (of both cabinets if applicable); up this represents the information reported on by the news, and is assumed to be known by the general public. The updates also represent events taking place in other relevant sections of government.
  - i. For example, the House of Commons would have the House of Lords represented by the backroom.
- d. Crisis Updates can also be on the individual level - if a personal directive is submitted in secret, the results of this will become known only to those it affects. Similarly, if a cabinet directive is submitted detailing a secret operation, the results will only become known to the respective cabinet.

### 16. Actions

- a. MPs can take a variety of actions, such as personal directives, press releases, and communiqués
  - i. For Personal Directives, Press Releases and Communiqués, you are not limited to simply taking individual action. If multiple characters (but not the entire cabinet, as in that case a cabinet directive would be appropriate) wish to undertake an action, this should be performed under the title of a “Personal Directive”, “Press Release” or “Communiqué.”
- b. Personal Directives
  - i. A Personal Directive is an action that you take as your character or group of characters e.g policies pursued on a State level, such as increasing the number of homeless shelters.
  - ii. All directives must be held to a high level of specificity. Given that action, rather than a recommendation, is taking place, this specificity is important so that the MP(s) submitting the directive is on the same page as the backroom staff. This is relevant whether the directive is military (specific instructions for movement of troops, for example) or political

(laws, policies or even public speeches must be carefully crafted) in order to ensure consistency.

- iii. Military directives can also be issued in the House of Commons.
  - iv. Depending on the extent of the directive, the corresponding Crisis Update can be global, cabinet-specific or individual. Personal Directives are the most versatile and most commonly used directive, which should be used to shape the crisis at hand.
- c. Press Releases
- i. A Press Release is a statement released by a character (acting on his own or on behalf of his government) which is available to the public.
  - ii. All press releases must be submitted verbatim (i.e. it must be written in the way you mean it to be published) with a title, and will be released as a Global Crisis Update.
- d. Communiqués
- i. Similar to a Press Release, a Communiqué must be submitted to the form verbatim, as the backroom will pass the message on as it is sent to them. This type of directive is used when an individual or group wishes to communicate privately with another individual or group.
  - ii. The recipient of the message does not necessarily have to be someone represented by an MP; the backroom can respond on behalf of any non-MP entity.
  - iii. For example: communications to the President or an influential figure
- e. Cabinet Directives
- i. Cabinet Directives are actions taken by the entire chamber. These can result in global crisis updates.
  - ii. For example, with a joint press conference, policy change or a major operations or crisis updates delivered specifically to the committee for example, secret operations and internal affairs changes.
- f. Military Directives
- i. The Prime Minister and cabinet have the power to declare war and carry out military actions; however, unless there are circumstances that require an immediate military response due to the security of the country, permission is usually granted from the Commons and the King. In this case, the declaration and specific military actions must be outlined in detail in a cabinet directive.
  - ii. A simple majority from the House of Commons, and the agreement of the King (represented by the backroom or Secretariat ) is all that is required for military action and declaration of war.
-

## **Creditories:**

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## **Resources used:**

The House of Commons Standing Orders

The House of Lords Standing Orders

The HCC Rules of Procedure

The THAIMUN X UKPC Rules of Procedure and Guidebook

<https://publications.parliament.uk/pa/cm5803/cmstords/so-1932-23102023/so-2023i.pdf>

[https://www.parliament.uk/contentassets/33b6064aa92f4ee883c8876a5c36687e/hoc\\_2023\\_rules\\_of\\_behaviour\\_and\\_courtesies-nov-2023.pdf](https://www.parliament.uk/contentassets/33b6064aa92f4ee883c8876a5c36687e/hoc_2023_rules_of_behaviour_and_courtesies-nov-2023.pdf)

<https://www.parliament.uk/globalassets/documents/publications-records/house-of-lords-publications/rules-guides-for-business/companion-to-standing-orders/companion-to-standing-orders-2025.pdf>

<https://www.parliament.uk/business/publications/house-of-lords-publications/rules-and-guides-for-business/>

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