



# PEPSC

## Delegate Manual

**All the information you will need to known is in this manual**

**Kind regards**  
**The PEPSC Organisation team**



## Introduction

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**This manual is intended to serve as an appropriate introduction to the PEPSC Rules and assist you throughout your preparation in the European Parliament Simulation Conference. On the following pages, you will find all the necessary information about the rules of procedure, and some useful advice and tips that will help you improve as MUN delegates.**

**We hope this manual will be a useful reference and help in giving you a solid foundation not only of the conference procedures but also of the topic at hand. We look forward to meeting well-prepared, diplomatic, and enthusiastic delegates who are ready to participate actively, engage in meaningful debate, and collaborate in developing effective and innovative solutions.**



# Research

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You need to understand the Party you are representing. To help you to get to know your Party and their position to this year's topic in PEPSC conference cover these following questions:

- What are the party's core values and political ideology?
- How does the party balance EU rules with the right of member states to decide for themselves?
- Does the party believe the EU should have the authority to make laws about adoption and family laws?
- Does the party support adoption by same-sex couples?
- Does the party see equal adoption of rights as a human rights issue or as a national issue?
- How does the party respond to countries oppose this policy for cultural or religious reasons?
- Is the party open to EU-wide minimum standards on adoption, while allowing national flexibility?
- Which political groups would the party likely cooperate with on this issue, and which would it oppose?
- What compromises, if any, is the party willing to make advance equality while respecting national sovereignty?



## Lobbying

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**Throughout the lobbying procedure, delegates can roam around the conference room to share ideas to reach consensus. This aspect of the conference is among the most critical, as it marks the formation of blocs and the development of draft resolutions.**

**An alliance, or “bloc,” consists of a group of delegates who form a coalition based upon similar national policies. In the bloc, the representatives meet to share views, introduce clauses, and work together on final resolution writing. Delegates need to be able to communicate effectively with other representatives.**

**Once a draft resolution is ready, the group needs to choose a main submitter from amongst them. The main submitter will be the representative of the resolution and present it to the committee during debate**



# Sample Resolution

**FORUM:**

**QUESTION OF:**

**SUBMITTED BY:**

**CO-SUBMITTED BY:**

THE EUROPEAN PARLIAMENT,

**Pre-ambulatory:**

Having regard to....

Having regard to....

Having regard to....

.....

A. ....

B. ....

C. ....

**Operative Clauses:**

1. Demands increased .....so as to:

- a) ensure .....,
- b) .....,
- c) .....,;

2. Encourages the .....through:

- a) .....to:
  - i).....
  - ii).....
- b) .....;



# Points

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## **Point of Personal Privilege**

- Refers to the comfort and wellbeing of the delegate
- May only interrupt a speaker if it refers to audibility

## **Point of Parliamentary Enquiry**

- Point of Information to the Chairs concerning the Rules of Procedure
- May NOT interrupt a speaker

## **Point of Information to the Speaker**

- A question directed to the delegate having the floor
- May only speak if recognized by the Chair

## **Point of Order**

- Refers to procedural matters only,
- May NOT interrupt a speaker

## **Point of Information to the Chairs**

- A question to the Chairs
- May NOT interrupt a speaker



# Motions

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## **Motion to Approach the Chairs**

- When a delegate wants to speak to the Chairs
- May NOT interrupt a speaker

## **Motion to Follow Up**

- When a delegate's question to the speaker on the floor has not been answered or they would like to ask for further clarification on the point that has just been made
- May NOT interrupt a speaker

## **Motion to Move to the Previous Question**

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment in time in favor, the motion means to move to time against the amendment
- Requires a "second" by the House and is quickly voted upon if an objection is voiced (2/3 majority needed)

## **Motion to Extend Debate Time**

- At the Chairs' discretion
- Needs a second if proposed by the House
- Needs a simple majority (2/3) or a ruling by the Chair to be adopted,

## **Motion to Divide the House**

- It is used when most of the final vote on a much-disputed issue comes to a tie to be considered conclusive
- If entertained, the House is then asked to vote again, but this time with no abstentions allowed



## Debate

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This is the stage during which all resolutions are formally discussed, and delegates aim to persuade the House to vote in favor of their proposals. The mode of debate used when discussing resolutions is open debate, meaning that once recognized by the Chair, delegates may take the floor to speak either in favor of or against the resolution as a whole. When debating amendments, the mode of debate shifts to closed debate, with separate and equal speaking time allocated for speakers in favor of and speakers against the amendment.

Speeches should not exceed one minute and must adhere to standards of diplomatic courtesy at all times. Delegates will be referred to as Members of the European Parliament (MEPs) and are expected to address one another formally as “MEP [First Name] [Last Name].” Respectful and professional conduct is required throughout the debate.



# Amendments

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Resolutions are modified through amendments. An amendment is a written statement that adds, deletes or changes an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change the operative clauses (the preambulatory clauses cannot be modified).

## Amendment of First Degree

An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate obtain the floor, and must be easily legible. Delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates to note down. Only one amendment per amendment sheet will be in order. Delegations can vote for, against or abstain an Amendment

## Amendment of Second Degree

Can only be submitted in time against the Amendment of the First Degree, and debate on this amendment does not count as time against the Amendment of the First Degree. Same procedure as for normal amendments. Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails



# General remarks

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## Dress Code

**Men:** A suit, a pair of trousers, A shirt and a jacket , A tie , Dark formal shoes NOT Casual dress (jeans) , Sneakers (all-stars/vans)

**Women:** A long skirt, a long dress ,A pair of trousers ,A blouse , Formal shoes NOT Casual dress (jeans) , Short skirts or dresses

**-Since English is the sole language used at this conference for official purposes, it must be used in all discussions and forms of communication between delegates**

**-All participants are required to act appropriately and show respect. Participants who do not abide by the foregoing will be ejected from the conference**

**-Mobile phones must be switched off at all times, but delegates may use Laptops/Tablets in the Committee room at all times**

**-There are no smoking or drinking areas on the property**

**-Throughout the conference, each participant is in charge of their own items**