

Section A: General Procedures  
Section B: Rules of Debate  
Section C: Cabinet Memos and Amendments  
Section D: Voting Procedures  
Section E: Crisis Procedures

## **Section A**

### **Article 1 – Language**

English shall be the official language for all Cabinets, and the main mode of communication between constituents of each cabinet. Speeches are to be delivered in this language, and Cabinet Memos are to be drafted in English as well.

### **Article 2 - Structure of the Deputy Prime Ministers**

The moderators for the cabinet discussions will be the Deputy Prime Ministers (DPM). The panel of Deputy Prime Ministers retains the right to make alterations to the Rules of Procedure at its discretion; any and all alterations made are final and cannot be appealed against.

### **Article 3 – Representation**

Participants will be representing various stakeholders of the government of the day, and representation will not concern any political affiliations of the ministers or members of the ministry. Each cabinet will consist of several ministries and various statutory boards, represented by one member. Each ministry and statutory board is allocated 1 vote for both substantive and procedural matters. However, statutory boards cannot submit any Draft Cabinet Memos or Amendments.

### **Article 4 – Use of Electronic Devices**

The use of electronic devices, such as laptops and tablets, will be permitted during formal Cabinet Meetings. However, mobile devices are only to be used outside the Cabinet room or during Unmoderated Discussions. Representatives are to use notepassing as the official form of communication during debate.

### **Article 5 – Conduct**

All representatives shall be courteous and respectful to all other delegates and DPMs present. Speeches or statements that are deemed malicious and/or vulgar by the DPMs will immediately be called out, and follow-up action may be taken at the discretion of the DPMs. If a representative continues with improper conduct, the DPMs may issue further warnings and the SMC Secretariat may take punitive action against the representative.

## **Section B**

### **Article 1 – Roll Call**

At the start of every cabinet meeting, the DPMs will take a Roll-Call. The Roll-Call will be taken in alphabetical order of the ministries and statutory boards represented in the Cabinet. When the name of the ministry or statutory board is called, the Minister will inform the DPMs of the presence of his/her ministry. Ministries or statutory boards should state if they are “Present and Voting”. There are no abstentions allowed in Cabinet.

If a representative is not present during roll call, he/she will not be recognised by the DPMs, and instead be considered absent and will not have speaking powers. If a representative is late, he/she will only be considered present when the representative sends a written note to the DPMs indicating that they are “Present and Voting” and the DPMs acknowledge the note.

### **Article 2 – Opening Statements**

After the Roll-Call, the Cabinet will move into Opening Statements of the representatives of various ministries and statutory boards. Each ministry or statutory board is to select a representative to deliver a speech of no more than 2 minutes, aiming to deliver the ministry or statutory board's stance and approach to the scenario in a succinct and concise manner. After all ministries and statutory boards have been heard, the Cabinet will move into a General Speakers' List. Opening speeches are only conducted at the start of a topic or crisis.

### **Article 3 – General Speakers' List**

Once all Opening Statements have been made, the Cabinet will move into a General Speakers' List (GSL) for open debate on the scenario. The DPMs will set an individual speaking time that all representatives will have to adhere to. Ministries and statutory boards may request to be added to the GSL by raising their placard when the DPMs call for speakers.

For the convenience of the Cabinet, the GSL shall be projected to show the ministries that are on the list. The default speaking time shall be 90 seconds, unless the Cabinet decides otherwise by raising a motion or at the discretion of the DPMs. Representatives may choose to speak on any aspect of the topic while speaking from the GSL.

### **Article 4 – Speeches**

All speeches shall adhere to the time limit set by the DPMs at the beginning of debate, which is 90 seconds unless otherwise stated by the DPMs, unless the Cabinet decides otherwise by raising a motion. No representative can speak without the permission of the DPMs. The DPMs may reprimand a representative who (i) is disrespectful towards other representatives or (ii) goes above the given time limit. Representatives may speak in either 1st or 3rd person.

## Article 5 – Yields

At the end of a speech in the GSL, representatives must yield their time in one of the following manners:

**1. Yield to the DPMs**

When a representative has finished their speech, and did not use all the time allocated for speaking, the representative may choose to yield their remaining time back to the DPMs. However, if the representative uses all the time allocated for speaking, he/she **MUST** yield back to the DPMs.

E.g. “I would like to yield the floor to the DPMs”

**2. Yield to other Ministries**

When a representative has finished their speech, and did not use all the time allocated for speaking, the representative may choose to yield their remaining time to another member of the Cabinet. This other member would then use the remaining allocated time to speak. However, this other member may not yield their time to a subsequent member (known as a secondary yield).

E.g. “I would like to yield the floor to the Ministry of Home Affairs”

**3. Yield to Points of Information**

When a representative has finished their speech, and did not use all the time allocated for speaking, the representative may choose to yield to Points of Information (POI). POIs are raised directly to this representative by members of the Cabinet. The POIs should therefore be relevant to the speech made, and should be phrased in the form of a question, in a clear and concise manner. The number of POIs allowed will be at the discretion of the DPMs.

E.g. “I would like to open myself up to Points of Information”

## Article 6 –Points and Motions

The DPMs may call for points and motions from representatives throughout debate, outside of voting procedures. To raise points or motions, delegates must raise their placards and state their point or motion when addressed by the DPMs. Every motion requires at least one other ministry to ‘Second’ the proposed motion. The following points and motions will be entertained:

### Points:

**(i) *Point of Personal Privilege***

A Point of Personal Privilege (PPP) is raised when a representative experiences personal discomfort during Cabinet sessions session. For example, representatives can request to be excused when they need to use the washroom. PPPs are also in order during speeches, if it concerns the audibility of the speaker. For example, a representative may request that the speaker raise his volume. This is however, the only point that can disrupt a speech. All other points or motions can only be raised in between speeches. Participants are discouraged from exercising PPPs for frivolous requests. E.g. “I would like to raise a Point of Personal Privilege”

(ii) *Point of Parliamentary Inquiry*

A Point of Parliamentary Inquiry (PPI) is raised when a representative is unclear about the Rules of Procedure and wishes to clarify with the Chair.

E.g. "I would like to raise a Point of Parliamentary Inquiry."

(iii) *Point of Order*

A Point of Order is raised when a representative feels that an error has been made in the Rules of Procedure by a member of the cabinet or by the DPMs. Points of Order cannot be used to interrupt speeches unless the speech itself is out of order. Participants are to refrain from exercising points of order needlessly.

E.g. "This delegate would like to raise a Point of Order."

### Motions:

(i) *Motion to Introduce Unmoderated Discussion*

The purpose of this motion is to allow the Cabinet to break out of formal debate structure in order to consolidate different viewpoints. This motion can be used by a member of the Cabinet only when the floor is open and on the GSL. The representative making the motion must state duration of the discussion, which cannot exceed twenty minutes, and can choose to state the purpose. The representative who made the motion must summarize the proceedings of the unmoderated discussion at the end of the discussion, with a speaking time of no more than 1 minute.

This motion requires a simple majority to pass (50% +1).

E.g. "The Ministry of Health would like to motion to introduce an unmoderated discussion of fifteen minutes for the purpose of consolidating the different viewpoints that have been heard by the Cabinet."

(ii) *Motion to Introduce Moderated Discussion*

The purpose of this motion is to focus the debate session on one particular aspect of the issue at hand. This motion can be used by a member of the Cabinet only when the floor is open and on the GSL. The representative raising the motion must state the purpose and duration of the discussion, as well as a time limit for individual speeches in the discussion. If at any time, there is no speaker wishing to speak, the Moderated discussion will be closed by the DPMs and debate will resume from the GSL.

This motion requires a simple majority to pass (50% +1).

E.g. "The Ministry of Health would like to motion to introduce a moderated discussion of fifteen minutes for the purpose of focusing the debate on the necessary provision of health subsidies currently, including the Pioneer Generation Package, with a speaking time of 1 minute for each speaker."

(iii) *Motion to Introduce Draft Cabinet Memo*

The purpose of this motion is for a Ministry to introduce their Draft Cabinet Memo to the Cabinet. This motion can only be used when the floor is open and on the GSL. A ministry can only use this motion after the Draft Cabinet Memo has been submitted to the DPMs and has

been approved by the DPMs. The Draft Cabinet Memo should be written during the conference, and any pre-written or plagiarised Draft Cabinet Memos will not be approved by the DPMs. The Ministry will be informed once the Draft Memo has been approved, printed and is ready for introduction. The Ministry may thereafter refer to the Draft Memo by its designated number, which will be provided by the DPMs. More than one Draft Memo will be allowed. See Section C for more details.

This motion requires a simple majority to pass (50% +1).

E.g. "The Ministry of Foreign Affairs would like to Motion to introduce Draft Cabinet Memo 1.2."

(iv) *Motion to Introduce Amendment*

The purpose of this motion is for a Ministry to introduce an amendment to a Draft Cabinet Memo being debated. This motion can only be used when the Cabinet is in open debate on the Draft Memo. A Ministry may only use this motion after a proposed amendment Memo has been submitted to the DPMs and has been approved by the DPMs. There are two types of Amendments - Friendly Amendments and Unfriendly Amendments. See Section C for more details.

E.g. "The Ministry of Trade and Industry would like to Motion to introduce a Friendly/Unfriendly Amendment to Draft Cabinet Memo 1.2."

(v) *Motion to Divide the Question*

Should a Draft Cabinet Memo fail to pass, a member of the Cabinet may motion to Divide the Question. Dividing the Question means that the Cabinet will vote on the Draft Cabinet Memo by each Clause.

A simple majority is required for the motion to pass (50% +1).

The DPMs will then conduct a clause-by-clause vote. A two-third majority is required for each clause to pass. Once all the clauses have been voted upon, clauses that have been passed will be recombined into a new Draft Cabinet Memo. The Committee will then vote on the Draft Cabinet Memo as a whole. As this is a substantive vote, a two-thirds majority is required for the Draft Cabinet Memo to pass.

E.g. "The Ministry of Trade and Industry would like to Motion to Divide the Question on the voting of Draft Cabinet Memo 1.2."

(vi) *Motion for Suspension of Meeting*

This motion can be used by a member of the Cabinet to suspend the Cabinet Meeting until the next Session. The DPMs have the discretion as to whether this motion is in order. When in order, this motion will immediately be put to a vote. This motion is valid only 15 minutes prior to the end of scheduled the Cabinet Meeting time.

This motion requires a simple majority to pass (50% +1).

E.g. "I would like to Motion to suspend the Cabinet for Lunch."

(vii) *Motion for Adjournment of Meeting*

This motion can be used by a member of the Cabinet to suspend the Cabinet Meetings at

the end of the three days. The DPMs have the discretion as to whether this motion is in order. When in order, this motion will immediately be put to a vote. This motion is valid only 15 minutes prior to the end of the last scheduled Cabinet Meeting. This motion requires a simple majority to pass (50% +1).

#### **Order of Recognition:**

Points and motions will be recognised in this order.

- (i) Point of Personal Privilege
- (ii) Point of Order
- (iii) Point of Parliamentary Inquiry
- (iv) Motion to Adjourn Debate
- (v) Motion to Suspend Debate
- (vi) Motion to Introduce Unmoderated Discussion
- (vii) Motion to Introduce Moderated Discussion
- (viii) Motion to Extend Discussion
- (ix) Motion to Introduce Draft Cabinet Memo
- (x) Motion to Introduce Unfriendly Amendment
- (xi) Motion to Proceed into Direct Voting Procedures
- (xii) Motion for Roll-Call Vote
- (xiii) Motion to Divide the Question

## **Section C**

### **Article 1 – Requirements for Introduction of Draft Cabinet Memos**

A Draft Cabinet Memo must be signed by at least 20% of the total members in the Cabinet. The number of signatories required for each Cabinet will be made known to delegates at the start of the Cabinet Meetings.

A Draft Cabinet Memo should only have 1 main sponsor and a maximum of 2 co-sponsors. Sponsors of a Cabinet Memo are Ministries that fully support the Memo and wish to see the Memo passed in its entirety. Statutory boards cannot be sponsors but can vote for the Draft Cabinet Memo. During voting procedures on the Draft Memo, sponsors have to vote 'For' on the Draft Cabinet Memo.

Signatories on a Memo are not necessarily supportive of the Memo; they only wish to see it debated on during the Cabinet Meeting. They may be either 'For' or 'Against' the Memo. After all the necessary signatures have been gathered, the DPMs need to give final approval before allowing the introduction of the Draft Cabinet Memo. This includes vetting for language and content.

*Note:* After the Introduction of a Draft Cabinet Memo (See Article 2 below), members of the Cabinet may choose to focus debate on the specific Draft Cabinet Memo by Motioning for a Moderated discussion on the Draft Cabinet Memo. See Section B for more details on Motioning for a Moderated discussion.

### **Article 2 – Introduction of Draft Cabinet Memos**

After the requirements stated in Article 1 above have been met, the chief submitter (the entire Ministry) of the Draft Cabinet Memo may Motion to Introduce Draft Cabinet Memo to the floor. This motion can only be made when Debate is on the GSL. The motion requires a procedural vote; hence a simple majority is required for the motion to pass (50% +1).

Once the Motion has passed, the DPMs will set a reading time for the Cabinet. Thereafter, the sponsors of the Draft Memo will come forward to the podium. The sponsors are to deliver a three minute speech about the Draft Cabinet Memo. This will be followed by a five minutes Question and Answer session, where any member of the Cabinet may ask the Sponsors questions pertaining specifically to the Memo. Debate will then move back into the GSL.

Members of the Cabinet may thereafter refer to the Draft Memo by its designated number. More than one Draft Memo may be on the floor at any one time. Any Draft Memo will remain on the floor until a Cabinet Memo addressing the Scenario has been passed.

E.g. "The Ministry of Social and Family Development would like to Motion to Introduce Draft Cabinet Memo 1.2."

### Article 3 – Amendments on Draft Cabinet Memos

Amendments are proposed changes to specific clauses of the Draft Cabinet Memo. Ministries may motion to amend any Draft Memo on the floor. There are two types of Amendments - Friendly Amendments and Unfriendly Amendments.

Friendly Amendments are changes to a Draft Memo that have been agreed upon by all Sponsors of said Draft Memo. No signatories are required, and such amendments require the approval of the DPMs first. After approval is given, a Ministry may Motion to Introduce Friendly Amendment. As the amendment is friendly, no voting is required to pass the amendment. Instead, the amendment will be directly incorporated into the Draft Cabinet Memo. Friendly amendments can also be used to make linguistic corrections to a clause, such as to correct a spelling or grammatical error.

E.g. “The Ministry of Education would like to Motion to Introduce a Friendly Amendment.”

Unfriendly Amendments are changes to a Draft Memo that have NOT been agreed on by all Sponsors of said Draft Memo. A Draft Unfriendly Amendment must have been signed by at least 20% of the Cabinet. This includes both sponsors and signatories. The number of signatories required for each Cabinet will be made known to members of the Cabinet at the start of Cabinet Meeting. The Unfriendly Amendment also requires the approval of the DPMs first. After approval has been given, a Ministry may motion to Introduce Unfriendly Amendment. This can only be done when Debate is on the GSL. The motion requires a procedural vote; hence a simple majority is required for the motion to pass (50% +1). If the motion passes, the DPMs will move into Closed Debate on the unfriendly amendment. The number of speakers ‘For’ and ‘Against’ the amendment will be at the discretion of the DPMs.

Members of the Cabinet may motion to move into direct voting procedure on the Unfriendly Amendment after at least one speaker both ‘For’ and ‘Against’ the amendment has spoken. A simple majority is required to pass the Motion to Enter Direct Voting Procedures on the Proposed Amendment. This motion requires a simple majority to pass (50% +1). If the Motion passes, Debate will then move into voting procedure on the Unfriendly Amendment. The vote is a substantive vote, and therefore a two-third majority is required for the Unfriendly Amendment to pass ( $\geq 67\%$  of the Cabinet).

If the Unfriendly Amendment passes and is added to the Draft Cabinet Memo, a Sponsor may choose to withdraw their support of the Draft Cabinet Memo by sending a note to the DPMs. If more than 50% of the Draft Cabinet Memo has been amended, it is automatically tabled / removed from debate. In addition, amendments to the second degree (i.e. amending an amendment) are not allowed.



## **Section D**

### **Article 1 – Procedural and Substantive Voting**

There are two types of voting: procedural voting and substantive voting. In both voting procedures, every representative must vote, including both Ministries and Statutory Boards; and no abstentions are allowed. Each representative will be accorded 1 vote. All matters will be voted upon by a show of placards unless a motion for a Roll-Call vote is accepted.

#### **Procedural Voting**

A vote on any matter other than Draft Cabinet Memos and Amendments is considered procedural. Procedural votes require a simple majority to pass.

#### **Substantive Voting**

A vote on any Draft Cabinet Memo or Amendment is considered substantive. A substantive vote requires a two-thirds majority to pass. Once the Cabinet closes debate on the Scenario or Amendment, it will move into substantive voting procedures. The Cabinet Venue will be sealed and no interruptions are allowed. At this point, the only points and motions that are in order are Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry, Reordering Draft Cabinet Memos, Division of the Question, and Motion for a Roll-Call Vote. If there are no motions, the Committee will proceed to vote on all Draft Cabinet Memo.

Once a Cabinet Memo has passed, voting procedure ends as only one Cabinet Memo may be passed to address the Scenario.

### **Article 2 – Roll Call Vote**

When Debate moves into Voting Procedure on a Draft Cabinet Memo, a member of the cabinet may Motion to move into Roll-Call Vote. This motion requires a simple majority to pass (50% +1).

In a Roll-Call vote, the DPMs will call representatives in alphabetical order. Ministries will vote 'For' or 'Against' verbally. The DPM will then announce the outcome of the vote.

E.g. "I would like to Motion to move into Roll-Call vote."

## **Section E**

### **Article 1 - Rules of Debate**

The rules of debate for regular topic-based councils still apply to crisis council, where the General Speakers' List, Moderated Discussions and Unmoderated Discussions are the main modes of debate. Points and Motions are still in order in crisis councils.

### **Article 2 - Directives**

In crisis councils, the main deliverables will not be Draft Cabinet Memos, but rather Directives. Directives are the main channel where the various Ministries and statutory boards are able to exercise their portfolio powers. As such, any Ministerial or statutory Directive that deals with powers outside their jurisdiction will be rejected. Directives issued should also work within feasible means. Thus, if an excessive amount of impossible Directives are sent forth to the DPMs, it will be rejected as well. Once Directives are submitted, the DPMs will review and enact or reject the Directive. It is in the representative's favour that they conduct research to find out the portfolios of their Ministry or statutory board. Directives are of two types, personal and cabinet. Personal Directives would deal with the powers that each Ministry or statutory board can exercise. Cabinet Directives can be exercised using the portfolios of the entire committee.

It should be noted that for Cabinet Directives require discussion and voting procedure to pass. It requires a two-thirds majority to pass ( $\geq 67\%$ ). Also, amendments are in order for these Directives.

### **Article 3 - Structure of Directives**

Directives are a concise list of actions to be taken by the various Ministries, without elaborating further on the means and specifics. These actions are to be written in third person. An example of the structure of a directive is given below:

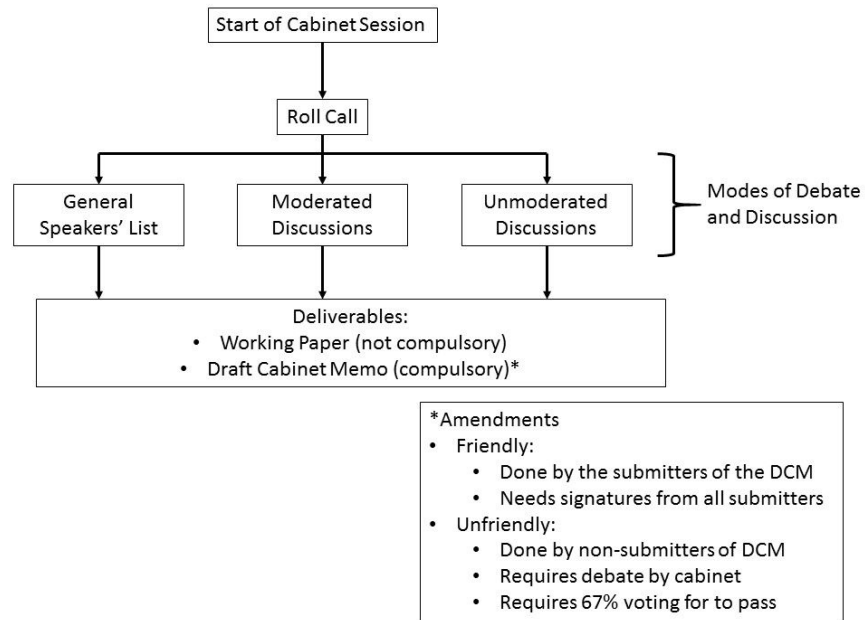
"Ministry of Home Affairs

Directive:

1. Mobilise the Police Force to control the crowd of rioters and to reduce public panic.
2. Activate the Public Warning System to warn members of public to seek shelter and to avoid the site of the riot.
3. Issue curfews to reduce the number of civilians out in public.

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## Summary



Substantive Voting, with requirement of Two-Thirds Majority ( $\geq 67\%$ of the Cabinet)	Procedural Voting, with requirement of simple majority ( $> 50\%$ of the Cabinet)
Passing Draft Cabinet Memos	(Un)Moderated Caucus
Passing Unfriendly Amendments	Introduction of Draft Cabinet Memo
	Introduction of Unfriendly Amendments
	Suspension of Cabinet Meeting
	Adjournment of Cabinet Meeting
	Roll-Call Vote