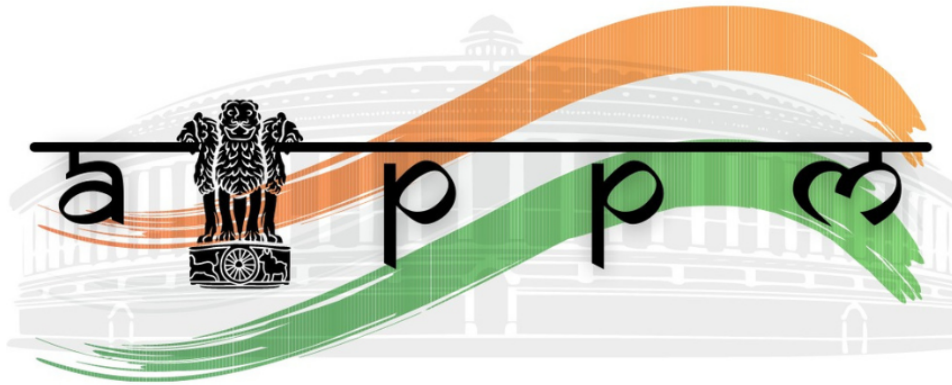


COMMITTEE HANDBOOK



All India Political Parties Meet (AIPPM)

Agenda: Analysing Weapons of Mass Destruction (WMD) and their Delivery Systems (Prohibition of Unlawful Activities) Amendment Bill, 2022 with special emphasis on No First Use Nuclear Policy

Table Of Contents

1.	Conduct and Language
2.	Debate
3.	Discussion
4.	Motions
5.	Points
6.	Committee Documentation
7.	Memorandums
8.	Press Release

AIPPM COMMITTEE HANDBOOK

Conduct and Language

Since AIPPM is a non-UN meeting the rules of procedure are a bit different. Largely, the Procedure will remain the same, but there are some notable Modifications. Delegates should be thorough with these points: During the committee session:

- Hindi and English shall be the official and working languages for the AIPPM session, at all points of time. However, all documents must be in English only.
- Delegates should be dressed in formals at all times. Indian formals are preferable but western clothes are also legitimate.
- At the beginning of each session, the Executive Board will call on the Committee Members, in English alphabetical order to state their attendance. All Committee Members need to intimate the Executive Board of their presence, with a clear and coherent verbal declaration of 'Present'.
- The usage of personal pronouns will be allowed. However, the language shall be strictly formal, in nature. It is mandatory for all the Committee Members to vote on procedural matters.

Debate

All the Committee Members will be invited to give their Introductory Statements. The default time, for the same, will be **90 seconds**. A motion to extend the time will not be in order. Committee Members are expected to list out their current Line of Policy and that of their political party, towards the agenda at hand. The Member, granted the right to deliver the Introductory Statement, may yield after his/her speech in one of the three ways:

- **Yield to Comments**: Such a yield can be used to invite comments from other delegates, on the Line of Policy, presented by the speaking Member.
- **Yield to Points of Information/ Questions**: The Executive Board, who has the right to call to order any Member whose question is Pretentious and/or not designated to elicit information, may select questioners. Follow-up will be allowed only at the discretion of the Executive Board.

- **Yield to the Chair:** Such a yield should be made if the Committee Member does not wish to yield to questions/comments by other Members. The Chair will then invite the next speaker, for delivering the Introductory Statement.

Discussions

Subject Discussions

Once the Introductory Statements have been successfully delivered, the floor shall be made open for motion. This shall be used by the Committee members to discuss specific subtopics under the broader agenda, subject to stipulated time limits and the strict moderation of the delegate who raised the subject discussion. Every proposal for a subject discussion must be accompanied by the specification of the Topic to be discussed under the slot, framed concisely and holistically. Every speech made during a Subject Discussion will be subject to a specific time limit, not exceeding 90 seconds, which is to be specified by the Member proposing the motion. Speeches made during the Subject Discussions are open to questions or comments by other committee members but only with the permission of the Chair. Committee members are requested to behave in a parliamentary way, and show of disagreement should be kept at a minimum.

Unmoderated Discussion

Un-moderated Discussions can be utilized by the Committee Members, from time to time, to informally discuss the matter (s) at hand within a specified time limit, not exceeding 20 minutes. The Un-moderated Discussion slots shall permit the Committee Members to leave their designated seats and lobby or discuss, as preferred, with other Committee members.

Motions

A “motion” is a specific action made by delegates to direct debate in a certain direction and subject to the vote of all Committee members. The following motions will be in order during the Committee:

Motion to:

- **‘Set the agenda’:** A motion to set the agenda is in order as the first motion during the opening session. A motion to set the agenda will be made and the delegate making the motion will state the topic area to be debated first. This motion requires a second. Once the motion has been made, a

Provisional Speakers' List shall be established with two delegates speaking for and two delegates speaking against the motion. After the Provisional Speakers' List is exhausted, the Committee shall move into an immediate vote: A simple majority is required for the motion to pass. A motion to proceed to the second topic area is in order only after the Committee has adopted or rejected a resolution on the first topic area or the debate has been adjourned.

- **“Initiate a Subject Discussion (moderated caucus)”**: Can be raised after the Introductory Remarks Session to discuss, under the strict moderation of the Executive Board, subtopics related to the agenda; the Committee member proposing the motion shall state the topic of the Moderated Discussion concisely along with the total time (cannot exceed 20 speaker’s time) (cannot exceed 90 seconds); not debatable; can be passed by a simple majority
- **“Initiate an Unmoderated Discussion”**: Can be raised any time after the Introductory Remarks session to informally discuss pressing issues related to the agenda, the future course of the debate, topics missed out during debates, tactical strategies, lobbying, etc. without the supervision of the Executive Board; the Committee member proposing the motion shall state the total time (cannot exceed 20 minutes) of the Unmoderated Discussion; not debatable; can be passed by a simple majority.
- **“Motion to create a Provisional Speakers' List”**: Raised during the course of the debate, at any point of time, to open a Provisional List for elaborate discussion on a specific development or Document; can be passed by a simple majority. The speakers in the Provisional Speakers' List will be open to yields.
- **“Motion to suspend the meeting for lunch/tea break”**: raised to temporarily halt committee proceedings to break into the recess; not debatable; can be passed by a simple majority. **“Motion to adjourn meeting”**: raised at the end of Committee proceedings to postpone the meeting to a later date; not debatable, can be passed by a simple majority.

Points

A “point” is an exclusive entitlement or privilege given to every Committee member for his or her procedural and substantive convenience, not subject to any Committee vote. All the points mentioned in this document can be communicated to the Executive Board verbally or in writing if verbal communication is not in order. Also, a Point to another Point is invalid. The following points will be in order:

Point Of Personal Privilege

During the discussion of any matter, a delegate may raise a Point of Personal Privilege, and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort, safety and/or well-being of the members of the committee. The Chair may refuse to recognise a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature.

Point Of Order

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. This may also relate to a factual inaccuracy in any Delegate’s speech and to that extent, this point is not disruptive but the delegate may raise this point after the completion of the speech by the delegate.

Point of Information (question to other delegates)

After a delegate gives a speech, and if the delegate yields their time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the

speaker and allow other delegations to ask questions in relation to speeches and resolutions. Follow-up questions will be allowed only at the discretion of the chair.

Point Of Parliamentary Enquiry

A delegate may raise a Point of Parliamentary Inquiry to request clarification of the present procedural status of the meeting. A Point of Parliamentary Enquiry may never interrupt a speaker during Committee discussions.

Committee Documentation

Resolution

A written, Document, which is a set of Operative Clauses. Requires at least one sponsor and three signatories, to be considered.

Dissent Notes

If any particular Member or party is in disagreement with a specific clause of the Resolution, it may issue a 'Dissent Note' in writing, addressed to the Executive Board.

Working paper

Working papers are just a list of ideas formed by the blocs. They may or may not be written in resolution format. The working paper needs to be approved by the chairs.

Communiqué

An official declaration or announcement in writing, non-binding in nature, which is drafted in the joint consensus of the entire Committee and is passed without a formal vote. A communiqué is a more informal and non-binding alternative to a resolution, intended for a common understanding of the Committee and press members.

Written Statements

Written statements shall be used to appraise the Executive Board, of any Policy

Line, that could not be done through speeches, due to the limited time available. The Executive Board may read out the statement to the Committee if it deems fit to do so.

Position papers:

- A position paper should not exceed more than 1100 words
- The header should include the name of the committee, the agenda party symbol, the name of the party, the name of the party you are representing and your name.

Press Statements:

Statements, either written or verbal, directly to the national press.

Press Conferences:

Parties can hold their press conferences during committee breaks but will have to inform the national press, the Chairperson and the Secretariat in advance.

Memorandums

While in committee, some communication between the party and its respective officials is allowed. For this, the concept of a memorandum is used.

- A memorandum (memo) is written communication between a member and the concerned branch or to another member of the same party of his or her political party ordering certain action to be taken.
- These shall be strictly confidential in nature
- Memos must be clear-cut and decisively framed
- They should be used to create favourable circumstances and hence advance one's political interests.
- It is important to use memos sensibly as they may backfire if not appropriately used.
- Members must understand the internal organisation/ structure of their political parties to effectively use the same
- Important: Please understand that even though memorandums are private and confidential in nature, they must be passed via the head table, and might be read out in session if the Executive Board thinks that it might affect and/or channel debate.

Format Of The Memorandum

An example is presented below, which shall depict how a memorandum is framed, and how it is written.

Press Release

The AIPPM has no decision-making power. However, on the final day, the delegates shall present to the Speaker two prospective Bills in the aftermath of the discussions on everyone the possible aspect of the problem which shall be known as a Press Release. The Press Release shall have a maximum of 2 authors. It shall require the signatures of a quarter of the strength of the committee to be introduced. The Press Release will be passed then by the AIPPM with a mandatory two-thirds majority.

Acceptance of reports

- Only reports and documents by the government organisations shall be considered legitimate (For example Parliamentary Committees' reports like JPC, Standing committee, Comptroller and Auditor General of India, CBI reports, Commissions report.)
- Media Reports will hold value only for persuasive arguments and will not be deemed legitimate in the meeting. They can be brought up for debate but it's up to individual members to deem them as fact or fiction.