

SHAWNIGAN LAKE SCHOOL MODEL UNITED NATIONS

Standing Orders

House of Commons



House of Commons Standing Orders

These rules shall govern our House of Commons at Shawmun 2014 and are derived from the standing orders of the actual Canadian House of Commons (The Standing Orders of the House of Commons (2011) and the House of Commons Procedure and Practice, 2 ed (2009)). The standing orders have been modified from the original standing orders to allow flowing debate and a more encompassing House of Commons.

The flow chart to the right (Source: [Parliament of Canada](#)) provides an overview of the actual process and is very similar to what we will follow (minus the Senate). Word of advice: Do not let the following details overwhelm you – it will all make much more sense once we use them while in session!

Legislative Process PMR

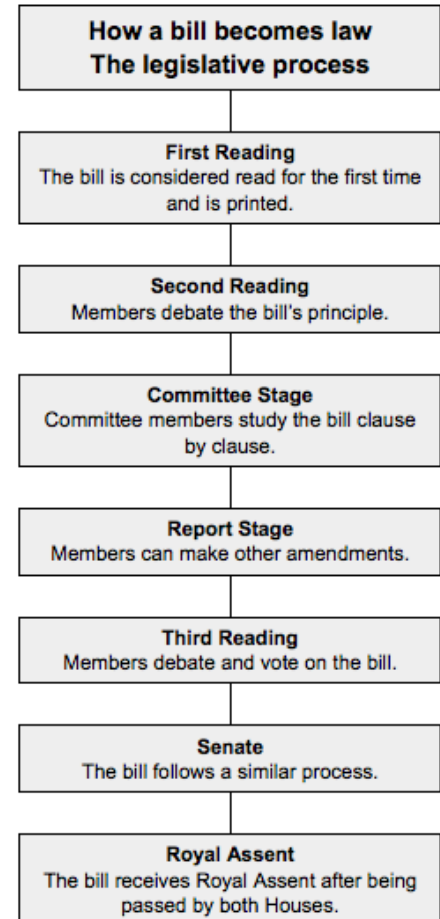
(Private Members Resolutions; Set Topics)

In order to be passed each PMR shall have to pass through three readings in the house and scrutiny from all three of the standing committees. The House will first discuss and debate set topic bills.

1. The house shall firstly be adjourned for party caucus. In party caucus the party PMR shall be debated and discussed. During this time clauses of the PMR can be altered and improved, before introduced to the house. PMR alterations must be approved by a majority vote during the party caucus. During this Caucus each party has to choose a sponsor of their bill.

2. Once the house is back in session delegates shall motion each of the bills for reading. Following motioning there shall be a verbal vote*, if this is viewed as in conclusive then the House shall conduct a second vote. A majority is needed for the bill to pass to the first reading. In the situation where there is no majority for any bill the bill of the party in government shall be read.

3. The sponsor of the bill shall recite the bill to the house and shall be given 2 minutes after the reading to summarize the bill and its intentions (this time does not have to be used).



4. The bill then moves into the second reading. This begins with an open debate in the house, where question of the sponsors and proposing party can be asked. The speaker of the house is in control of who speaks and when they speak.

5. Open debate is followed by the house adjourning into standing committees. Bills shall be assessed clause by clause and each clause shall be voted on and altered by each committee. Any alterations have to be voted on by committees and can only be confirmed by a majority vote in each committee. Each committee will then have to elect a sponsor for their bill

6. The house shall then be re-convened and then each committee sponsor shall be called upon to present their changes and summarize the new intentions of reformed bill.

7. After this reading the house shall be adjourned to party caucus where the further amendments to the bill can be added. These must be voted on and confirmed by a majority vote from the party members. These amendments must be submitted to the speaker before the end of this caucus or they will be deemed dilatory.

8. Caucus shall be preceded by a recess to allow the house staff to collate the amendments and order them. Then the house shall enter report stage where the amendments shall be debated and voted upon in the order they are presented. If all amendments pass the House move into the third reading.

9. The Third reading is the final reading. At this stage the bill can no longer be rejected by the house. The bill shall be debated on and go through a final vote. The amendments made during the second reading should be reflected upon during the final reading. When the speaker feels all the amendments have been fully debated then he/she will call upon the House to vote on the Bill. If this passes then the bill shall be passed to the Governor General for Royal Assent into law. If the bill is to fail the house will move back into caucus where further amendments can be made, this process shall continue until the bill passes.

Legislative Process PMR

(Private Members Resolutions; Open Agenda)

Open agenda bills shall be addressed by the house after set topic bills.

1. A member of the House is required to motion his bill to the House. This will be in the form of a brief description of the bill, the title/ topic of the bill and the intentions off the bill. This will take no longer than 3 minutes.

2. The House shall then be required vote on this bill. We shall begin with a verbal vote if this is inconclusive then a standing vote shall be conducted. If the house votes against the

bill, it shall fail and another member of the house shall motion for their bill. If it is passed with a majority vote the bill shall move into the first reading.

3. First reading will begin with the bill sponsor reciting the bill in its entirety to the house and shall be given 2 minutes after the recital to summarize the bill and express its intentions (this time does not have to be used).

4. The House will then enter debate where the general scope and intentions of the bill should be debated.

5. The bill shall then be voted on by the House. A verbal vote shall be conducted; if this is deemed inconclusive by the speaker the house shall conduct a standing vote. If the bill receives a majority vote then the bill shall pass to the second reading. If it does not receive a majority vote then the bill fails and another member of the house shall motion their bill.

6. Open Agenda bills then go through a second reading by The Committee of the Whole House. During this period the House shall go through the bill clause by clause and each clause has to receive a majority vote that be confirmed in the bill. At this stage amendments to the bill can be entered, to be confirmed amendments have to receive a majority vote from the house.

7. Once all clauses have been read and voted upon there will be a final vote to pass the bill into the third reading. A verbal vote shall be conducted; if the speaker deems this inconclusive the house shall move into a standing vote. If the bill receives a majority it shall move into the third reading. If the bill doesn't receive a majority it fails and another member shall motion their bill.

8. Once the bill reaches the third reading it can no longer be rejected by the house. The House shall firstly enter debate where the bill can be discussed, questions can be directed at the sponsor and the intentions of the bill can be debated. Once the speaker feels that the key elements of the bill have been fully debated the house shall then move into a final vote. A verbal vote shall firstly be conducted if the speaker deems this inconclusive then the house shall enter into a standing vote. If the bill passes it is passed onto The Governor General for Royal Assent into law. If the bill fails the House will move back into Whole House Committee caucus where the clauses shall be further amended and changed until the bill passes.

Chapter 1- Conference Rules

Standing Order 1: Parliamentary Conduct

- 1) Members of the house shall be respectful, courteous and well-mannered at all times. The speaker of the house shall call to order any members who do not abide by the standing orders provided by ShawMUN 2014.
- 2) Western business attire must be worn at all times whilst the House is in session. This includes party caucus, standing committees and recesses.
- 3) All members of the house must be on time and present for the beginning of each HOC sitting. (Any absences must be reported either verbally or through email to the house staff in a timely fashion)

Standing Order 2: Working Language

English shall be the official language used by the HOC.

Standing Order 3: Electronic aids

- 1) Laptops will be allowed during HOC sitting however these are only permitted for working on parliamentary business. (Other electronic devices e.g. cell phones shall not be permitted during HOC sittings)
- 2) MP's are prohibited from using the Internet during HOC sittings.
- 3) MP's shall be allowed to pass notes between themselves and to the clerks of the HOC. Note passing must be conducted in a fashion that does not disrupt the HOC's proceedings.
- 4) MP's will be permitted to send notes to the Clerks of the House and also to their Standing Committee leaders for information; who may respond as the MP's parliamentary or constituency office.

Standing Order 4: Powers of the Secretariat

The Secretary General, The Speaker of the HOC and any other members of the secretariat have the right to change or modify these Standing Orders at any time. In addition any member of the secretariat may replace or represent the Speaker of the HOC if the need arises.

Chapter II- Presiding Officers and General Procedure

Standing Order 5: Presiding Officers

- 1) In the House, the presiding officers are made up of the Speaker and the 4 clerks appointed by the ShawMUN secretariat. All of which have the power and authority to preside over proceedings in the HOC.
- 2) During Standing Committees or Party Caucus the Presiding Officer will be the Chairperson of the Committee. They have the power and authority to rule debate and enforce the Standing Orders.
- 3) The Presiding Officer during HOC sitting either in the House, Party Caucus or Standing Committees shall be referred to as the "chair"

Standing Order 6: Speakers Powers

- 1) The Speaker has the final authority when it comes to implementing the Standing Orders either in the House or during Party Caucus and Standing Committees. His/ Her ruling is final and shall not be disputed by any members of the House.
- 2) The speaker has the power to suspend the Standing Orders at any time. This can be to address the House or to allow for a presentation or for a guest speaker to address the MP's.
- 3) If the speaker for whatever reason is unable to fulfill his/her duties then a clerk of the HOC shall be delegated the responsibilities.

Standing Order 7: Decorum

- 1) All MP's shall come to decorum when called to order by the Chair. Additionally all MP's must take their seats as the Chair rises
- 2) No MP's may address the House, Caucus or Committee without first being recognized by the Chair
- 3) When an MP is addressing the House, Caucus or Committee decorum must be observed by all other MP's except if making a point of order.
- 4) When a question is being posed to the House, no MP may interrupt, make any noise, nor shall any MP's leave or enter the House.
- 5) Upon the declaration of a recess or adjournment, no MP's shall leave their seats until the Chair has been vacated and the Mace has been placed beneath the table.

Standing Order 8: Addressing the House- Speeches

- 1) MP's wishing to address the house shall rise from his/her assigned seat and may only begin to address the house once recognized by the Chair.

2) All speeches and motions in the house shall be addressed to the Chair, Using the address 'Mr/Madam Speaker'. This applies to all Presiding Officers when occupying the chair.

3) The Chair at his/her discretion can implement time limits on speeches.

4) Speeches that refer to documents not yet introduced in the House are deemed dilatory.

5) Speeches that are not in reference to the motion are dilatory.

Standing Order 9: Forms of Reference

1) MP's shall refer to all other MP's as 'The Honourable Member for (Constituency)' or Mr/Mrs (Last Name') while addressing the House, Caucus's or Standing Committees. All MP's shall also refer tpo all other MP's in the third person.

3)The folling forms of reference shall also be permitted during House sittings;

-Prime Minister as 'Prime Minister'

-The Leader of the Official Opposition as 'The leader of the Opposition'

-Ministers of the Crown as 'Minister of (portfolio)'

Standing Order 10: Disrespectful Treatment of MP's

1) If any Mp's feel they have been mistreated or disrespected by another MP or any delegate at the ShawMUN conference they are encourage to speak with any member of the ShawMUN secretariat or the Speaker of the House

2) Any MP's that feel they have been mistreated by any of the Presiding Officers are encouraged to speak with any member of the ShawMUN secretariat or the Speaker of the House.

Standing Order 11: Parliamentary Discipline

1) MP's who have acted with indecorum and not followed these Standing Orders shall receive a warning from the speaker.

2) If MP's choose to persist with indecorum and do not abide by the Standing Orders they shall be called to order by the Speaker and shall be prohibited from speaking and voting for the remainder of the sitting.

Standing Order 12: Crossing the Floor

1) Any MP who wishes to cross the floor firstly has to put a request in to the speaker of the house. The MP has to demonstrate to the Speaker that crossing the floor aligns with his/her constituent's views. The MP will then gain the approval of the speaker and secondly has to gain the approval of the destination party leader.

Standing Order 13: Oral Questions (Question Time)

- 1) Oral Questions will be conducted during the first available sitting at the start of each day, according to the Order Paper. The time limit for Oral Questions will be at the Speaker's discretion.
- 2) MP's wishing to pose questions to other MP's shall rise from their assigned seats and wait for the Chair's approval to begin speaking. Before the question is stated the MP must state to which MP the question is directed at.
- 3) After the question has been stated the Chair shall call upon the appropriate MP to answer the question.

Chapter 3: Opening Sittings and Procedure

Standing Order 14: The mace and entrance of the Presiding Officer

- 1) Each sitting shall officially begin when the Presiding officer takes the chair and the mace enters the House.
- 2) Following tradition once the Presiding Officer has taken the Chair and the House is in session the Mace shall be placed upon the table that shall be in the center of the House.
- 3) The Mace shall be placed under the table when the Chair is vacated, typically during recess or during a Committee of the Whole House.

Standing Order 15: Order Paper

- 1) The order paper shall be published and distributed by the speaker of the house and shall contain the agenda for the House for each day.
- 2) House leader must ensure that the order paper is followed

Standing Order 16: Roll Call

- 1) Roll call will be called at the beginning of each session. MP's will be required to stand until their name is called by the Chair; once their name has been called they may be seated.
- 2) Any MP's who miss roll call will be required to send a note to the clerks explaining their absence and notifying the clerk of their attendance.

Chapter 4: Standard Motions in the House

Standing Order 17: Motions

- 1) When the Chair calls for motions from the House, any MP may rise, saying: 'Mr./Madam Speaker, on a motion'. The Chair will recognize MPs to state their motions.

2) A motion must be seconded by another MP. An MP may second a motion by saying; 'Hear, hear!'

Standing Order 18: Motion to Put the Question

1) The House will not vote on a substantive motion until the question is put, the HOC equivalent of opening voting procedure. The Speaker will put the question automatically if no more MPs rise to debate a substantive motion.

2) An MP may choose to move to put the question, by saying: 'I move to put the previous question.' A vote will then ensue to determine if the motion to put the question passes.

Standing Order 19: Multiple Motions and Subsidiary Motions

1) If multiple motions are recognized by the Chair, the Chair will call for a vote on these motions in their order of introduction to consider one of them for debate.

2) When the vote for debate on one of these motions is carried, the House will continue with the motion carried.

3) These motions are allowed while a substantive motion is being debated in the House:

a) Motion to Put the Question

b) Motion to Caucus

c) Motion to Recess

d) Motion to Defer Reading

Standing Order 20: Government House Leader and Motions

1) The Government House Leader has the primary responsibility of introducing these motions, pursuant to his/her responsibility to direct the flow of Government business:

a) Motion to Accept the Standing Orders

b) Motion to Call the Orders of the Day

c) Motion to Recess

d) Motion to Adjourn

e) When concerning Government Bills

i. Motions for Second Reading

ii. Motion for Third Reading

Standing Order 21: Motion to Accept the Standing Orders

1) The motion, 'I move to adopt the Standing Orders as the authority by which this House is governed,' opens debate for HOC 2014 when passed. No other motions or speeches are permitted before this motion is passed. The question is immediately put.

Standing Order 22: Motion to Call the Orders of the Day

1) The motion, 'I move to call the Orders of the Day,' charges the Clerk to read out the Order Paper with progress reflected. This motion is carried without debate or vote.

Standing Order 23: Motion for First Reading

(1) The motion, 'I move that Bill be read a first time now and be printed,' introduces a Bill into the HOC for consideration when passed. The question is immediately put.

2) For Set Topic Bills, this motion is carried immediately at the discretion of the Chair.

3) When put, the MP who motioned for First Reading will read out the Bill in question to the House, and may also summarize the Bill's intent. S/he will be known as the sponsor of this Bill.

Standing Order 24: Motion for Second Reading and Referral to Standing Committees

1) The motion, 'I move that Bill ____ be read a second time now and be referred to Standing Committees,' begins debate on the general principles and scope of the Bill.

2) When passed, the Bill in question passes the stage of Second Reading and is sent to Standing Committees. The House is automatically set in recess, until Standing Committees are adjourned. MPs then split into their Standing Committees.

Standing Order 25: Motion for Second Reading and Committee of the Whole House*

1) The motion, 'I move that Bill be read a second time now and be referred to a Committee of the Whole House,' begins debate on the general principles and scope of the Bill.

2) When passed, the Bill in question passes the stage of Second Reading and creates a Committee of the Whole House, with the House automatically set in recess until the Committee of the Whole House is dissolved.

Standing Order 26: Motion to Introduce Standing Committee Reports

1) The motion, 'I move to present the Standing Committee on 's Report on Bill,' when passed, the person motioning to present the amendments made to the Bill in question by said Standing Committee. The question is immediately put.

2) The amendments proposed in the report will automatically be added on the Report Stage of the Order Paper for debate.

Standing Order 27: Motion to Amend a Clause

1) A motion to amend a clause of the Bill in question must be submitted in writing to the Clerk during the Caucus session before Report Stage. Templates will be provided by House staff.

2) The amendments submitted will be added on the Report Stage of the Order Paper for debate.

Standing Order 28: Motion to Concur in the Amended Bill in Question*

1) The motion, 'I move that Bill, as amended, be concurred in,' ends Report Stage for the Bill when passed. All amendments passed during Report Stage will be locked in. No more amendments may be considered after this point.

Standing Order 29: Motion for Third Reading

1) The motion, 'I move that Bill, be read a third time now and do pass,' begins debate on the final version of the Bill, including all passed amendments.

2) When passed, the Bill in question passes and is sent to the Governor General for Royal Assent into law. If rejected, the Bill in question returns to the Caucus session before Report Stage.

Standing Order 30: Motion to Adjourn and Recess

1) The motion, 'I move that the House do adjourn,' ends the HOC session indefinitely when passed. This will only be in order during the last HOC sitting, and is subject to the Speaker's discretion. The question is immediately put.

2) The motion, 'I move that the House do recess,' ends an HOC sitting when passed until the next scheduled or emergency sitting. It is subject to the Speaker's discretion. The question is immediately put.

Standing Order 31: Motion to Caucus

1) The motion, 'I move to caucus for minutes,' suspends the Standing Orders and allows MPs to informally discuss and caucus with other MPs when passed for the defined amount of time. This is the HOC equivalent to an unmoderated caucus. The question is immediately put.

Standing Order 32: Motion to Defer Reading

1) While a motion for Second Reading or Third Reading for an Open Agenda Bill is being debated in the House, the motion, 'I move to defer the reading of the Bill in question,' when passed, moves the debate and vote for Second Reading or Third Reading

of the Bill to the end of the Order Paper. The question is immediately put.

Standing Order 33: Motion to Caucus

(1) The motion, "I move to caucus for _____ minutes," suspends the Standing Orders and allows MPs to informally discuss and caucus with other MPs when passed for the defined amount of time. This is the HOC equivalent to an unmoderated caucus. The question is immediately put.

Standing Order 34: Motion to Defer Reading

(1) While a motion for Second Reading or Third Reading for an open agenda Bill is being debated, the motion, 'I move to defer the reading of the bill in question.' When passed this motion moves the debate and the vote for second reading or third reading of the bill to the end of the order paper. The question is immediately put.

Chapter 5: Points

Standing Order 34: Points of Order

1) Any MP has the ability to rise on a point of order; a point of order has to be used to express an instance of improper parliamentary procedure.

2) The chair will then rule on the point. If the chair deems it fit he/ she shall begin a debate to the House before making his/her ruling.

Standing Order 35: Point of Personal Privilege

1) An MP may rise on a Point of Privilege if he/she is experiencing a personal discomfort or a danger that impairs his/her ability to participate in proceedings.

2) Point of Personal Privilege may only interrupt speeches if there is a present danger.

Standing Order 36: Point of Parliamentary Inquiry

1) An MP may rise a Point of Parliamentary Inquiry to ask a question regarding the Standing Orders or Parliamentary procedure.

2) Points of Parliamentary Inquiry cannot interrupt speeches.

Chapter 6: Voting

Standing Order 37: Procedural and Substantive Votes

1) Procedural Votes may only be decided by Unanimous adoption or a vocal vote.

2) Substantive Votes may be decided by unanimous adoption, vocal or recorded vote.

3) All votes require a majority to pass (50%+1)

Standing Order 38: Unanimous adoption

1) When voting on a motion the Chair asks, 'Is it the pleasure of the House/ Committee to adopt this motion.' If there are no voices of disapproval the motion passes.

2) If there are voices of disapproval the Chair will move to a voice vote In the House or a recorded vote in Committees.

Standing Order 39: Voice Vote

1) The Chair will call for MP's in favor of the motion to say 'yea' and all those opposed say 'nay'. The chair shall then decide whether the motion passes or not. If the chair deems the voice vote inconclusive the Chair will move to a recorded vote.

Standing Order 40: Recorded Vote

1) Chair will call for a 1 minute party caucus before a recorded vote. This gives the chance for parties to whip their MP's and discuss strategy

2) Once the time is up the Chair will bring the House to order and will firstly ask, 'All those in favor raise you placards now.' The number of placards raised shall be calculated by the clerks of the House. If the motion gains a majority of the MP's approval the motion shall pass.

3) In the instance of a tied vote the Speaker shall cast his/her vote to break the tie.

Chapter 7: Committee Procedure

Standing Order 41- Clause by Clause Debate

1) The Chair will lead the debate during this time. Each Committee shall go through bills by numerically going through the clauses.

2) Debate on clauses that are not related to that Committees mandates are not permitted.

Standing Order 42: Amendments in Committees

1) Motions to amend clauses will be accepted by the chair. All amendments must be presented in writing.

2) After Clause by Clause debate is exhausted the Chair shall allow voting to begin on submitted amendments. They shall once again do this in numerical order if the clause which each amendment affects. This will be followed by either brief debate or an immediate vote.