CONFERENCE GUIDE KOPPELMUN

MODEL UNITED NATIONS 2019

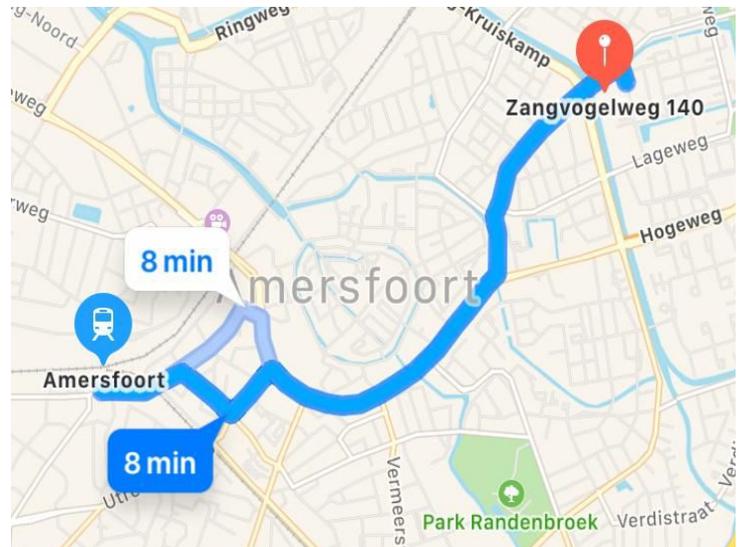# Contents

Address

'Stedelijk Gymnasium Johan van
Oldenbarnevelt'
Zangvogelweg 140

3815 DP Amersfoort

Our school can be easily reached from the Central Station Amersfoort. You can take the train or bus
from any place to the station. From the Central Station, the school can be reached within 15 minutes
by public transport.

Conference agenda

Saturday, 2th of February

8:30-9:00	Registration
9:00-9:30	Workshop for First-time delegates
9:00-10:00	Lobbying
10:00-10:30	Opening Ceremony
10:30-17:15	Committees in session
12:00-12:30	Lunch General Assembly 2 &3
12:30-13:00	Lunch Security Council & General Assembly 6
15:45-16:45	Plenary Assembly
17:00-17:30	Closing ceremony

Committees

GA2

- Protecting farmers in developing countries from being exploited

GA3

- Ensuring equal opportunities for children with disabilities

GA6

- Taking legal measures to ensure that the fundamental human rights, freedom of religion, is upheld in each member state

Security Council

- Stabilizing the ongoing conflicts in South Sudan

Your chairs and deputy chairs

Committee	Chair	Deputy-chair
GA2	Raphael Ridder	Giras Bowo
GA3	Ruth Stegeman	Kalle Duvekot
GA6	Pien Adank	Max Vermeij
Security Council	Adam Madanat	Arjun Gupta & Sertara Kurt

What is MUN all about?

A Model United Nations conference is a simulation of the real-life United Nations committees. During MUN's students take on the role of ambassadors representing different countries. The motivation to participate in such a conference is simple: it allows you to gain insight in the matters that are discussed while you are also gaining practical knowledge about international relations, diplomacy and negotiations.

A MUN usually offers several different committees for delegates to choose from. For this KOPPELMUN, delegates can choose from GA2, GA3, GA6 and the Security Council. Before the conference, students gather knowledge about their country in order to represent its politics accurately.

The goal of the debates is to reach a consensus which could be applied in of the real world. To gain as much as possible from the conference, each participant is encouraged to engage actively in the debates. They should be present in every committee session, observe the behaviour of other delegates and focus on representing their country's policy. The delegates will learn to break away from national self-interest and learn to develop international cooperation. This requires engagement in discussions, which will eventually lead to the creation of a resolution - a document summarising the work of each committee, which should contain a possible solution on the spoken topic.

MUN is also an opportunity to develop your debating skills and your fluency in the English language. Additionally, it's a great way to meet new people.

If you want to experience your MUN to the fullest, you should prepare yourself as well as possible. Preparation is a vital point if you want to be a professional and active delegate during the debates. Not only does it allow for a better understanding of the issues at hand, but it can also help to convince other delegates that you're in the right. However, MUN isn't just about convincing other people that you're right; it is also of great importance that you are willing to listen and truly consider what the others are trying to say.

Before the actual debate session there is time for some lobbying. During this period of the conference you have to find submitters for your resolution. This means that you show your resolution to countries that are willing to support your resolution. If you have the minimum of supporters for your resolution, your resolution will be discussed in the debate. As a delegate of a country you can only support one resolution, keep that in mind during the lobby-time.

Due to this, it is crucial to investigate the policy of the represented country as much as possible, taking into account its history, geography, culture, policy, economy, current problems, particularly in the context of the debated issue. It is also very useful to start your research with the website of the UN (www.UN.org) where delegates can learn how the UN works and find useful information concerning their subject. Apart from the Internet and traditional sources such as books and newspapers, the embassy of the represented country is mostly supportive as well. If you look at the contents page, you can see that we've prepared some material to help you do research on your country.

Who is who?

The Secretary-General

The Secretary-General is the highest official during the conference. They are responsible for making sure that the conference runs in accordance with the agenda and that the formal rules are being exerted. They announce the opening and the closing of the conference. The Secretary-General is also a final arbiter and decision-maker during the MUN; concerning form and substance of the debates as well as the technical and logistical issues. In case of any uncertainties which may occur during the debates, the Chairs have a right to ask the Secretary-General for announcing the final solution. The Secretary's decisions are of utmost importance and therefore can suspend the Chairs' decisions. At our KOPPELMUN we have two Secretaries General.

The Chairs and The Deputy Chairs

The Chairs and their respective alternate chairpersons are the leaders of the committees. It is their duty to organise and preside the debates. They make sure that the debates are according the official MUN rules. However, they are not a member of the committee, therefore they have no right to express their opinions about the topic of the discussion. They will answer the questions of delegates concerning formal issues about the debate.

The President of the General Assembly

At the end of the day there is a GA plenary, this is after the committees have agreed on the final resolutions' propositions and they are not intended to be discussed and voted by all the Member States representatives. The President of the General Assembly acts similarly to the Chair, being the person who bears the responsibility of upholding the formal rules during session, granting the speakers the floor and conducting the voting procedures. In extraordinary situations or when the President is not able to run the GA plenary, the house can debate under the Secretary General.

The Admins

The admins are an important part of the staff. They are responsible for carrying the documents for the delegates as well as passing the formal information between the delegates during their debates. They work extensively to provide the participants with sufficient circumstances to actively and successfully represent their countries. They will take care of the notepapers and will take positions during the voting procedure. The admins are students from the first, second or third year from our school. There is one Main Admin, they are the official leader of the Admin Staff.

Main things you need to know

There are some basic rules and formulas that allow communication in UN manner. There are also some basic terms or rules you have to be familiar with, such as:

- **Point of personal privilege**: used by the delegate to discuss the subject connected with his physical state (e.g. heat in the room, asking the Chair to speak louder)

- **The dress code:** each delegate should dress up properly. This means, delegates are required to be dressed accordingly (Western Business Attire). National costumes are also allowed.

- **The speaking rules:** When giving speech at the floor of a committee or the GA, the delegates are to obey certain rules.

  - A speech must always begin with a formal phrase, such as: "Honourable Chair, fellow delegates"
  - You should always refer to yourself in the third person. This means that during a speech the delegates should not use "I" as they are not presenting their own opinion but the policy of their country. As well as calling upon other delegates; always refer to them as 'the delegate of … '
  - The time allotted for a speaker is set by the Chair and can be changed during the debate
  - The speech cannot be offensive and must be always relevant to the issue currently discussed
  - Upon finishing every speech the delegate must yield the floor to The Chair. You can do this with a normal phrase, such as: "The delegate of … yield the floor back to the Chair"

Delegate's tasks

Before the conference

Checklist on country

I Identity

A. Geography

- Surface area? _____
- Population? _____
- Capital? _____
- Location:
    o On which continent? _____
    o Close to a sea or an ocean? If so, which? _____
    o Landlocked country? _____
    o Relief of the country? _____
    o Is the relief an advantage or a disadvantage? Explain your answer.
      _____

- Name the bordering countries.
  _____
  _____

B. History and political life

- Independent country? O yes O no
- Former colony? O yes O no. Independent since when? _____
    o A former colony of which country? _____
- Current political regime? _____
- Is the regime stable? Why or why not?
  _____
  _____
- Name of the Head of State? _____
- Name of the Head of Government? _____
- What are the main events of the last 5 years?
  _____
  _____
  _____
  _____
  _____

C. Cultural aspects

- What is/are the official language(s)? _____
- Are there different ethnical groups? O yes O no
    o Name them: _____
- What is/are the main religion(s)? _____
- Do these elements influence:
    o Society? O yes O no. Explain:
      _____

- o The political life? O yes O no. Explain:

    _____

- o The economy? O yes O no. Explain:

    _____

D. Economic aspects

- GDP? _____
- Dependency and debt? _____
- Resources:
    - o Energy: _____
    - o Mines: _____
    - o Agriculture: _____
    - o Fishing: _____
    - o Industry: _____
    - o Services (trade, transport, tourism): _____
- Is it an MEDC? O yes O no
- Is it an LEDC? O yes O no
- Explain:

    _____

- Member of an economic organisation? O yes O no.
    - o Name it: _____

II International position
A. Defence

- Military independence? O yes O no
    - o Explain: _____
- Member of military alliance? O yes O no
    - o Name it: _____
- Nuclear weapon? O yes O no

B. Influence

- Member of the United Nations since when? _____
- Regularly member of the Security Council? _____
    - o Last times member? _____
- Regularly member of the ECOSOC? _____
    - o Last times member? _____
- Member of international organisations? O yes O no
    - o Name them:

        _____

        _____

- Relationship with bordering countries:

    _____
    _____
    _____
    _____

C. Useful complementary information

_____
_____
_____
_____
_____

Checklist on an issue
Name of the issue:

_____
_____

I Official definition of keywords

- _____:
  _____
  _____
  _____

- _____:
  _____
  _____
  _____
  _____

- _____:
  _____
  _____
  _____
  _____

- _____:
  _____
  _____
  _____
  _____

II Official references/documents

- Resolution/Declaration (1):
  o Number: _____
  o Date: _____
  o Website: _____
- Resolution/Declaration (2):
  o Number: _____
  o Date: _____
  o Website: _____
- Resolution/Declaration (3):
  o Number: _____
  o Date: _____
  o Website: _____
- Any other websites relevant to the issue?

  _____
  _____

- Last conference on the issue?
  - o Location: _____
  - o Date: _____
  - o Name of the commission/council/organisation working on the issue:
    _____
  - o Website of the commission/council/organisation:
    _____
  - o Summarise on what the conference has debated/decided on the issue:
    _____
    _____
    _____

III Current situation on the issue
Give figures, locations, any other information relevant to the issue:

_____
_____
_____
_____
_____
_____
_____

IV Position of the country on the issue

- Did the country sign/ratify any documents (e.g. resolution, treaty) on the issue? O yes O no
  - o Give specific references:
    _____
    _____
    _____

- Has the country done anything relevant to the issue? O yes O no
  - o Explain:
    _____
    _____
    _____
    _____
    _____

- What elements could the country add/change on the issue?
  _____
  _____
  _____
  - o Explain:
    _____
    _____
    _____
  - o

I What is a policy statement?

A document that briefly and clearly explains the policies of your country with respect to the issues dealt with at the conference. There are two important reasons for drawing up this document:

- On the one hand, it forces you to focus on the exact points of view of your country/organization;
- On the other hand, it serves as a reference document to your delegation members and committee members during the conference.

Thus, policy statements may provide an excellent tool in the lobbying process; they may also serve as the basis for your speech in your committee.

II What does a policy statement consist of?

In order to produce a useful policy statement, you ought to carry out thorough research. You should also bear in mind that a policy statement consists of five parts in which you:

1. Explain and define the issue and its most important terms;
2. Provide a short summary of recent international action related to the issue;
3. Refer to key documents that relate to the issue;
4. State the country's general position on the issue;
5. Make suggestions of your own that are in line with your country's policies to provide a solution to the issue.

   Make sure your policy statement does not exceed 300 words.

To sum up, the policy statement sets out to answer three basic questions:

1. What is the background to your country's point of view on the issue?
2. What is your country's current position on the issue?
3. What does it hope to achieve in relation to the issue?

   Additionally, you might add strength to your position by answering the following question:
4. What have other member states that share my country's view done in this area?

III What to remember about a policy statement?

In a sense, the brevity and clarity of your policy statement shows how well you have prepared for the conference. Make sure that you read out your policy statement to your fellow-delegates at several stages of your research. You will be surprised to find how many things that are clear to you as an expert on an issue are hard to understand for those who have not carried out your research. Your fellow-delegates' questions and comments will lead to a clearer document that will be an excellent starting-point for your lobbying, resolutions and opening speech.

Write Resolutions

I What is a resolution?

A resolution is one long sentence, divided into a number of clauses. In these clauses, you explain what the exact problem is (pre-ambulatory clauses) and what actions need to be taken to solve the problem (operative clauses). Changes like adding clauses, taking clauses away and modifying clauses

will be made by you or other delegates during the conference. Finally, the resolutions get voted on and either passes or fails.

In all forums, except the Security Council, a resolution is a non-binding advice to all Member States. Only the Security Council can decide to take action and force member states to implement a resolution.

II How to write a resolution?
The language of a UN resolution is very formal, diplomatic and somewhat legalistic. In order to help you, please read the 4 following questions:
A. What is the preambulatory clause?
The preambulatory clauses focus on getting people up to date with your issue. It is a section composed of facts and not action or opinions. Preambulatory clauses can include:

- Past UN resolutions, treaties, or conventions related to the topic

- Past regional, non-governmental, or national efforts in resolving this topic

- References to the UN Charter or other international frameworks and laws

- Statements made by the Secretary-General or a relevant UN body or agency

- General background info formation or facts about the topic, its significance, and its impact.

B. How to write the preambulatory phrases?

You should always italicize the preambulatory clauses and you should end your preambulatory phrases with a comma.

You will write your references to former UN resolutions, ratified conventions, and/or declarations.
You will provide official figures, the most recent ones possible, to illustrate the issue.
You will congratulate countries and/or organisations (i.e. UN organisations, NGOs) which have worked on the issue.
You will emphasise the difficulties that have been encountered in the past
You will need to begin the preambulatory clauses with a present or a past participle or an adjective. See the following list:

	PREAMBULATORY PHRASES	
Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Observing
Bearing in mind	Fully believing	Pointing out
Confident	Further deploring	Reaffirming

Congratulating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognising
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Reminding
Deeply disturbed	Having examined	Seeking
Deeply regretting	Having received	Taking into account
Deploring	Having studied	Taking into consideration
Desiring	Keeping in mind	Viewing with appreciation
Emphasising	Noting further	Welcoming

EXAMPLE: "*Fully believing that* the problems of ethnic, religious and even communal conflicts constitute a serious threat to national security,''

C. What are the operative clauses?

The operative clauses which are the propositions of solving a particular problem. The operative clauses are more detailed and propose specific and efficient solutions. They contain the policy statements of the body making the resolution.

D. How to write operative clauses?

You should take a solution that you want to include in the resolution. You then take that solution, combine it with an underlined operative phrase, and end it with a semicolon (the last operative clause ends with a period). Operative clauses are also numbered. This differentiates from pre-ambulatory clauses. It helps to order and organize your resolution and makes it easier to refer to a operative clauses in a speech.

You must ensure that your proposals are actually workable and that they fully reflect the existing policies of the country or agency that you represent. You encourage, and/or invite countries to sign/ratify a convention/declaration.

TIP: Usually more details in an operative clause will make it stronger or at least make the idea more clear to other delegates. A simple way to strengthen each operative clause is to answer the 'who, what, when, where, why and how' of each resolution. You can write these things in sub-operative clauses, which you call a ,b, c. It is even possible to make a sub-sub-operative clauses, which you call i, ii, iii, iv.

You have to begin the operative clauses with verbs in the third person singular of the Present Tense. See the following list.

	OPERATIVE PHRASES	
Accepts	Designates	Regrets
Affirms	Encourages	Requests
Approves	Endorses	Resolves
Asks	Expresses its satisfaction	Seeks
Authorizes	Expresses its hope	Strongly affirms

Calls for	Further recommends	Strongly urges
Calls upon	Hopes	Suggests
Congratulates	Invites	Supports
Confirms	Proclaims	Trusts
Declares accordingly	Proposes	Transmits
Deplores	Recommends	Urges

NOTE: You should always underline the operative phrases as well as end the operative phrases with a semicolon.

EXAMPLE: " <u>Strongly suggests</u> the implementation of a 'Three Strike System', which would target undesirable content of individual states on the world wide web, by;
    a) providing the host with a first strike consisting of a warning to avoid future exposure of such content;
    b) alternatively, suggesting a 24 hour period during which the site would be given a chance to remove the undesired content during which the site will not be given access to the public, if the content is not removed another strike would be give;
    c) fine the host with an agreed amounts as the third strike;
        i.   transferring the money to humanitarian aid, governmental organizations and and charities;
    d) provide the host with a heavier warning or block the site completely if the content continues to remain on the web; "

III Heading
<u>This part of the resolution contains:</u>

•   FORUM: for example: Disarmament Committee
•   QUESTION OF: here the delegate writes the subject of a debate
•   SUBMITTED BY: represented country
•   CO-SUBMITTERS: countries which support the resolution (delegates look for co-submitters during the conference and informal lobbying)

IV Example resolution on a random topic
FORUM: HUMAN RIGHTS COUNCIL
QUESTION OF: **<u>Internet censorship as a violation of basic human rights</u>**
SUBMITTED BY: Spain

HUMAN RIGHTS COUNCIL,

Alarmed by the fact that there are a lot of countries that can be categorized as 'enemies of the Internet' according to Reporters without borders,

Deeply concerned by the fact that India, Brazil and South Africa are willing to ban all British and American sites,

Reaffirming the human rights and fundamental freedoms enshrined in the Universal Declaration of Human Rights and relevant international human rights treaties, including the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights,

Aware of the fact that the United Nations General Assembly accepted 'The Universal Declaration of

Human Rights (UDHR)' on 10 December 1948 at the Palais de Chaillot, Paris,

1. Expresses its appreciation to those who recognize and ratify the Declaration of the Human Rights;

2. Notes that the Internet is a driving force now and should be in the future and supports the development of the global and open nature of the Internet;

3. Affirms that people have the same rights online as they have offline. Especially the freedom of expression and freedom of speech. These rights should be protected;

4. Requests all countries to stimulate the international access to Internet for each individual, by
      a)   improving the facilities for each men and women to have access to Internet such as but not limited to:
            i. internet cafes
            ii. libraries, churches, public places
            iii. schools and universities;
      b)   lower the taxes on internet connection in states, in which more than 50% of the population has no access to internet;

5. Recommends to organise and make a new international and global UN organisation, called the Human Rights Online organisation (HRO), whose duties are such as but not limited to:
      a)   check upon the progress states made on reducing the internet censorship
      b)   be an platform for states and people, who are asking for information about their online rights
      c)   be a driving force in solving this problem
      d)   punishing states if there is made slow or no progress, such as but not limited to:
            i. taxing states
            ii. taking away voting rights within the Human Rights council;

6. Further recommends that the HRO creates:
      a)   an international definition for harmful sites
      b)   an international list of harmful sites, which should be blocked in each countries, such as but not limited to:
            i.   sites that glorify or support terrorism
            ii.   sites that contain any form of child pornography
            iii.   sites that contain organized crime information
            iv.   sites that contain discrimination or violence against groups or associations;

7. Encourages all states to come up with an alternative for the Deleting Online Predators Act (DOPA), because this one fails in making a distinction between
      a) harmful information, such as but not limited to:
            i. sites containing sexual predators
            ii. sites containing crime information
            iii. sites containing any form of discrimination
      b) no harmful information should that not be censored, such as but not limited to:
            i. sites containing educational tools
            ii. sites containing applications used in distance learning and for class forums;

8. Recognizes the Combating Online Infringement and Counterfeits Act, which would allow the Justice Department to block websites that are in violation with copyright laws;

9. Proposes for more briefings and information to people about the potential dangers of the Internet by:

        a) Holding forums at which people can obtain information, such as but not limited to:

                i. how to protect their own privacy online

                i. how to be aware of the dangers on the internet

        b) Sending out flyers to inform people about their rights they have on the Internet;

10. Calls upon all states to recognize, support and protect the Declaration of the Human Rights, by

        a) making sure that in their own country each men or women has their rights

        b) supporting other states to improve the Human Rights for men and women in their country;

11. Proposes to block illegal actions on international webpages;

12. Proposes the increase of monitoring by international and national agencies of all of data flowing through the internet, the data gathered cannot be used against an individual unless justified by court.

Prepare notepaper
I What is the use of official notepaper?

During debating time, conversation between delegates is not allowed. You should focus your attention on the different interventions within the House. You should also be well ready to intervene in the debate at any times.

However, it is instrumental that you should remain, during this period, in contact with your fellow delegates in order to establish a common strategy. The notepaper is the perfect way to communicate. On your notepaper, write the delegation name of your addressee.

Write in English, and English only, what you want to say to the other delegate. Then raise your hand with the notepaper. A member of the Admin Staff will take your note and bring it to your addressee.

II A sample notepaper

From the delegation of the Oriental Republic of Uruguay.
To:

During the conference

Lobbying

This is probably the most important yet baffling part of the conference. The key to successful lobbying is to be pro-active, which means taking active steps to present and discuss your proposals. Keep an eye on the fact that the aim is to negotiate in order to reach consensus.

Before the start of the formal conference you informally try to gain the interest and support of other delegates for their draft resolution. As a basis for a draft resolution, a well-researched and well-written policy statement can be used. You may find other delegates with a similar resolution and decide to merge the two, making the resolution stronger and more likely to succeed in debate. This is the time for delegates to air their views. Allies need to be found to support the draft resolution. Sometimes a delegate might abandon their own resolution in favour of another, better one.

Your draft resolution should not be longer than two A4 pages, and be clearly expressed in the official format. It forms the basis for discussion and you should expect your resolutions to be merged with others as long as national interests and security are not undermined. You should create resolutions that are representative of the policies of specific interest groups and that make realistic recommendations for actions to be taken in dealing with the issues.

The Chairs should coordinate the work of the delegates in the lobbying process to prevent unrealistic or illogical resolutions being produced. This is the time when you will try to obtain sufficient co-submitters to register your resolution. Generally, time spent on lobbying usually results in a stronger resolution.

Debate on the resolutions of their forum
I Definitions of key words used in the forums

- *The chair*: The chairperson is the one conducting the debate and maintaining order while remaining totally impartial.
- *The house*: All the members of the forum except the chairman.
- *The submitter*: The person who is proposing the motion in the form of a draft resolution for debate.
- *The motion*: The proposal for debate, which will eventually be voted upon.
- *A point of information*: A question directed either to the speaker who has the floor or to the chairman by a delegate of the house who has been duly recognised by the chairman.
- *A point of order*: A question directed to the chairman by a delegate of the house who feels that a mistake has been made in the order of debate or who requires clarification of the rules of procedure.
- *A point of personal privilege*: A question directed to the chair by a delegate who refers to the comfort and well-being of the house (e.g.: audibility, temperature in the house).
- *To have the floor*: To have been given the right to speak in debate before the house.
- *To yield the floor*: To give up one's right to the floor either finally or temporally for a point of information to be asked.

II Modes of address during debate
A. Parliamentary behaviour by delegates

1. Speakers need to address each other in the Third Person at all times. Always "honourable speaker" or "fellow delegates", never "You" or "I".

2. Delegates should stand when speaking and should not sit down until after the speaker has finished answering the delegate's question.
3. Delegates must avoid the use of insulting or abusive language.
4. Delegates should address the chair and the house before presenting their speech Example: " Honourable Chair, fellow delegates…"

B. Phrases to be used by delegates

- "Mr./Madam Chairman…".
- "The delegate of … requests the floor" or "wishes the floor".
- "The delegate of … would like to rise a point of information/ point of order".
- "The delegate of … wishes to speak in favour of/against this motion/resolution/amendment because…".
- "Is the chair/the speaker (not) aware that…".
- "Does the speaker (not) agree with me that…".
- "The speaker stated in their speech… Do they (not) realize that…".
- "The delegate of … moves to amend the resolution by striking/inserting/adding the words…"
- "The delegate of … urges the house to give its support by voting for/against this motion/resolution/amendment".

Points and motions

Points or motions may never interrupt a speaker, except for a point of personal privilege. All points and motions may be overruled by the chair.

Points

Points of personal privilege
Can be used of anything concerning to a delegate's comfort and well-being, for example: bathroom visits or audibility issues.

Point of order
Refers to procedural matters. It can only refer to something that has just happened, but may never interrupt a speaker. Can be used when an error has been made regarding the rules of procedure.

Points of information (to the speaker)/ POI's
A question directed to the delegate having the floor at that time, if the delegate having the floor is willing to answer points of information. You may not shout out this point and will have to wait for the chair to ask if there are any points of information in the house, which is when you can raise your placard to possibly get recognised. If the chair recognises your POI, you must pose your POI as a question directly relating to what the speaker just said.

If you wish to pose another question directly related to the answer a delegate has given you, you may (after the answer has been given) request a follow-up. Granting a follow-up is at the discretion of the chair.

Point of information (to the chair)
A question to the chair referring to anything the other points do not cover.

Point of parliamentary inquiry
A question directed to the chair regarding the rules of procedure.

Motions

If someone raises a motion, a second is required. A motion can be objected to. If this happens, the chair can decide to take a quick vote. Motions need a simple majority to pass.

Motion to move to the previous question
Calls for moving on to the next matter, for example: this can be to end debate and go into voting procedures or to go in time against during debate.

Motion to extend debate time
Calls for the extension of debate time on a resolution or amendment.

Motion to extend points of information
Calls for the extension asking points of information, the speaker can refuse this.

Motion to divide the house
is used when the majority of the final vote on a much-disputed issue is too narrow to be considered conclusive. The house is then asked to vote again, but this time, with no abstentions allowed.