

RULES OF PROCEDURE

STAKEHOLDERS SUMMIT FOR SOCIAL WELLBEING (S³)

1. ROLL CALL

- 1.1. At the beginning of the Summit, the Chair shall conduct roll call.
- 1.2. Stakeholders shall respond with **“Present”** or **“Present and Voting.”**
- 1.3. Stakeholders responding “Present and Voting” shall not be permitted to abstain during substantive voting.
- 1.4. A stakeholder may change their status from “Present” to “Present and Voting” only before substantive voting begins.

2. QUORUM

- 2.1. The Chair shall determine whether quorum has been established before substantive proceedings commence.
- 2.2. Once quorum is established, the Summit may proceed with formal debate and decision-making.

3. OPENING OF THE SUMMIT

- 3.1. The Chair shall formally open the Summit following the establishment of quorum.
- 3.2. The Summit shall deliberate upon matters affecting social wellbeing and the influence of digital platforms, public figures, social movements and other stakeholders on society.
- 3.3. Stakeholders shall advocate for the interests, responsibilities and perspectives associated with their assigned portfolios.
- 3.4. Stakeholders are not required to align themselves with national blocs and may form coalitions based on shared interests.

4. GENERAL SPEAKERS' LIST

4.1. The Chair shall open the General Speakers' List following the opening of substantive proceedings.

4.2. Stakeholders wishing to speak shall be added to the GSL through the procedure established by the Chair.

4.3. Each speaker shall be given a fixed speaking time determined by the Chair.

4.4. Stakeholders may use their allotted time to:

- Present their stakeholder's position;
- Identify risks and responsibilities;
- Challenge existing approaches; and
- Propose measures relating to social wellbeing.

4.5. Stakeholders may yield their remaining speaking time to the Chair, questions, or another stakeholder where permitted.

5. MODERATED CAUCUS

5.1. A stakeholder may motion for a Moderated Caucus by specifying:

- The topic;
- The total duration; and
- The speaking time per stakeholder.

5.2. The proposed topic must be relevant to the Summit's agenda.

5.3. The Chair may accept, reject or modify the proposed caucus.

5.4. Stakeholders shall speak only when recognised by the Chair.

5.5. The Chair may terminate or extend a Moderated Caucus as required.

6. UNMODERATED CAUCUS

6.1. A stakeholder may motion for an Unmoderated Caucus by specifying its proposed duration.

6.2. During an Unmoderated Caucus, stakeholders may freely negotiate, form coalitions and develop joint proposals.

6.3. Stakeholders are encouraged to form coalitions based on shared objectives rather than predetermined blocs.

6.4. Stakeholders may work on policy proposals, frameworks and Summit Outcome Documents during an Unmoderated Caucus.

6.5. Stakeholders shall remain within the designated Summit area unless otherwise permitted by the Chair.

7. POINTS

7.1. Point of Personal Privilege

A stakeholder may raise a Point of Personal Privilege when a personal difficulty is affecting their participation in the Summit.

7.2. Point of Order

A stakeholder may raise a Point of Order if they believe that the Rules of Procedure are not being followed.

7.3. Point of Parliamentary Inquiry

A stakeholder may raise a Point of Parliamentary Inquiry to seek clarification regarding procedure or the proceedings of the Summit.

8. MOTIONS

8.1. Stakeholders may introduce motions when the floor is open and motions are permitted by the Chair.

8.2. Motions may include:

- Opening or closing the GSL;
- Introducing a Moderated Caucus;
- Introducing an Unmoderated Caucus;
- Extending a caucus;
- Introducing a policy framework or Outcome Document; and
- Moving into voting procedure.

8.3. The Chair shall determine the order in which motions are considered.

8.4. Motions shall be subject to voting where required.

9. POLICY PROPOSALS

9.1. Stakeholders may collaboratively develop Policy Proposals during unmoderated caucuses.

9.2. Policy Proposals should identify:

- The issue being addressed;
- The stakeholders responsible for implementation;
- Proposed actions;
- Mechanisms for accountability; and
- Expected outcomes.

9.3. Policy Proposals shall be submitted to the Chair for review before being formally introduced.

9.4. The Chair may approve, return or request modifications to a Policy Proposal.

10. SUMMIT OUTCOME DOCUMENT

10.1. Approved Policy Proposals may be consolidated into a **Summit Outcome Document**.

10.2. The Outcome Document shall contain practical commitments, recommendations and mechanisms for implementation.

10.3. Stakeholders who have substantially contributed to the Outcome Document may be recognised as sponsors.

10.4. Stakeholders supporting the introduction of the Outcome Document may be recognised as signatories.

10.5. The Chair shall review the final document before it is formally introduced to the Summit.

11. AMENDMENTS

11.1. Stakeholders may propose amendments to a Summit Outcome Document.

11.2. Amendments may:

- Add provisions;
- Remove provisions; or
- Modify existing provisions.

11.3. The Chair shall determine the admissibility of an amendment.

11.4. Amendments shall be debated and voted upon according to the procedure determined by the Chair.

12. RIGHT OF REPLY

12.1. A stakeholder may request a Right of Reply if another stakeholder has made a direct and significant personal or organisational attack.

12.2. The Chair shall have sole discretion to grant or deny a Right of Reply.

12.3. A Right of Reply shall address only the statement that prompted it and shall not be used to introduce unrelated arguments.

13. VOTING PROCEDURE

13.1. When debate is closed, the Summit shall enter voting procedure.

13.2. During voting procedure:

- No stakeholder may enter or leave the Summit;
- No points or motions shall be entertained except where required by procedure; and
- Silence shall be maintained.

13.3. Procedural motions shall generally require a simple majority unless otherwise specified.

13.4. Substantive Outcome Documents and amendments shall require a simple majority unless otherwise determined by the Secretariat.

13.5. Stakeholders marked “Present and Voting” shall not be permitted to abstain on substantive matters.

14. COALITIONS AND STAKEHOLDER INTERACTION

14.1. Stakeholders may form temporary or permanent coalitions during the Summit.

14.2. Coalitions shall not possess independent voting rights unless explicitly recognised by the Chair.

14.3. Stakeholders may negotiate directly with other stakeholders regardless of their assigned sector or portfolio.

14.4. Stakeholders are expected to remain consistent with the interests and powers of their assigned portfolio throughout the Summit.

15. SUSPENSION OF THE SUMMIT

15.1. A stakeholder may motion to suspend the Summit for a specified period.

15.2. The Chair may accept, reject or modify the proposed duration.

15.3. Suspension temporarily halts Summit proceedings without formally concluding the session.

16. ADJOURNMENT

16.1. A motion to adjourn may be entertained when the Summit has completed its scheduled proceedings.

16.2. The Chair shall determine whether the motion is in order.

16.3. Once adjourned, the Summit shall formally conclude.

17. AUTHORITY OF THE CHAIR

17.1. The Chair shall preside over all Summit proceedings and ensure that discussion remains orderly, relevant and substantive.

17.2. The Chair shall have the authority to:

- Interpret and enforce these Rules of Procedure;
- Determine the order of motions;
- Recognise speakers;
- Regulate speaking time;
- Rule motions and points in or out of order; and
- Take necessary measures to maintain the smooth functioning of the Summit.

17.3. The Chair's procedural rulings shall be considered final unless otherwise provided by the Secretariat.

NOTE TO STAKEHOLDERS

Stakeholders are expected to familiarise themselves with these Rules of Procedure before the commencement of the Summit. Procedural clarifications may be provided by the Chair during proceedings where necessary.