



**SUSTAINABLE  
DEVELOPMENT GOALS  
FORUM**

**Glossary**

# Glossary

**Agenda** – an issue or issues which must be tackled by a particular committee of the Forum. Agenda is established by the Secretariat prior to the conference and is not a subject to change.

**Amendments** – motions for adding, changing or deleting in the resolution draft. Delegates make a decision about adoption or rejection of amendments by voting.

**Chair** – a member of the Secretariat of the Forum, who declares the opening and closing of sessions of the committees, conducts a roll call, directs sessions, opens and closes the speakers list, gives the floor, puts points to vote and announces decisions taken by delegates and ensures the observance to the regulations and Procedure rules.

**Delegate** – a participant of MDG Forum, representing interests of a certain state, organization, region or official in one of the committees. A delegate must be well acquainted with history, domestic and foreign politics of the represented state, have profound knowledge of the state or organization's position concerning the agenda and act on sessions on behalf of this entity. All decisions within a committee are made by voting of the delegates.

**Expert** – a member of the Forum Secretariat, who specializes on the agenda, prepares a report on the discussed matter, answers delegates' questions concerning the agenda and examines draft resolutions and amendments for compliance with execution requirements, norms of the international law and the UN resolutions.

**Formal debates** – a mode of the committee's work, during which the Chair makes a list of speakers and gives delegates the floor in accordance to this list, delegates make speeches according to the adopted regulations.

**Guest** – an invited observer, who is not a Forum participant. Guests may attend all the events within the framework of the Forum, but they may not interfere in delegates' work during sessions in any form.

**Moderated caucus** – one of the modes of a committee of the Forum, during which the formal debates' regulations are suspended, the list of speakers is not made, delegates are given the floor at their request.

**Unmoderated caucus** – one of the modes of Forum committee, which is used for negotiations with suspended Rules of Procedure.

**List of speakers** – a list, which specifies the order of speeches in the mode of formal debates. List of speakers is opened and closed by the Chair, who adds to it all the delegates wishing to take the floor in the sequence of their placards are raised.

**Position** – an official point of view of a state, organization or region, regarding a certain issue. A delegate must be well acquainted with the attitude of the represented state or organization towards all the aspects related to the agenda of the committee and stand for its position during sessions.

**Motion** – a motion to change the mode of the session, time-limits for speeches and questions or the flow of the session, put forward by delegates or the Chair and

stated in the Rules of Procedure. A motion must be stated as a motion.

**Rules of Procedure** – the rules which regulate Forum committees' work. The Rules of Procedure are established prior to the Forum and each delegate must follow them.

**Qualified majority** – the majority of  $\frac{2}{3}$  or  $\frac{3}{4}$  of the present delegates or listed participants, which is essential to adopt important decisions. The use cases of it are established in the Rules of Procedure or by the Chair.

**Point** – a question addressed from one of the delegates to a speaker or the Chair, which is defined in the Rules of Procedure and must be stated as a question.

**Quorum** – an established number of participants of the session, which is essential to consider the session entitled to adopt decisions on the agenda.

**Resolution** – an international legal document on the agenda issues, created and adopted by voting of the Forum committee. Adoption of a resolution comes in several stages: creation of draft resolutions by delegates, voting on the working resolution, making amendments to it and, eventually, final voting for the resolution

**Right of reply** – a right to take the floor in order to respond to the impugnation, that (in the delegate's opinion) was addressed to the represented state, or to the delegate themselves as a representative of this state.

**Roll call** – a procedure which is conducted at the beginning of each session of a committee. The Chair calls delegates, represented in the committee, one-by-one in order to establish the quorum. A delegate must reply "present and voting" when a state, organization or official, which they represent is named.

**Secretary** – a member of the Forum Secretariat, who assists the Chair during sessions. A Secretary counts the votes, fulfills technical assignments of the Chair and Expert, ensuring proper work of the committee.

**Regulations of session** – the working order, established by delegates of the committee, which regulates discussions of issues on the agenda, the quantity and length of speeches, time-limits for questions to speakers.

**Majority** – 50% + 1 vote of those present delegates or of the list of participants. The majority of votes is essential for a committee to adopt a decision on most issues.

**Voting** – a process of decision-making by a committee of MDG Forum, based on the opinion of the majority of the delegates. Abstention from voting is not allowed according to the Rules of Procedure.