MARINE PARADE CLUSTER
SINGAPORE
MODEL CABINET

MARINE PARADE . MOUNTBATTEN . JOO CHIAT . BRADDELL HEIGHTS . GEYLANG SERAI . KEMBANGAN–CHAI CHEE . MACPHERSON .

SMC 2024

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Conference Staff

The Secretariat

The Secretariat members of SMC 2024 are as follows:

Secretary-General - Chng Wen Ting

Deputy Secretary-General - Mehak Dhir

Under-Secretary-General for Academic Matters - Chan Charlene Julia

Under-Secretary-General for Administration - Rheann Celeste Rodrigues

Under-Secretary-General for Conference Management - Jene Newton Arulraj

Under-Secretary-General for Outreach - Asha Prasad

Members of the Secretariat reserve the right to take action against any representative at their own discretion, which may be announced and carried out by the chairs. These include but are not limited to the revocation of speaking rights and expulsion from the conference. The Secretariat also has the power to make decisions on issues or questions pertaining to the harmonious and smooth operation of the conference. In the absence of a Cabinet chairperson, any member of the Secretariat may assume the role, responsibilities and authority of a chairperson.

Chairpersons

At SMC 2024, each Cabinet is staffed with one head chairperson, and one or two additional co-chairpersons, who will all assume the role of a deputy prime minister (DPM). All chairpersons may, at their discretion, transfer their powers to each other. The role of the chairpersons is to oversee debate within the Cabinet and ensure decorum is maintained at all times. Similarly, chairs are able to make decisions they feel are relevant during Cabinet sessions at their discretion. Additionally, the chairs are able to suspend representatives' rights in Cabinet as they deem fit, and report inappropriate actions to the Secretariat. Awards in each Cabinet shall be decided by the chairs.

1. General Rules

1.1 Scope of this Document

The rules included in this guide are applicable to all Cabinets at the Singapore Model Cabinet (SMC) 2024. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Cabinet Head Deputy Prime Minister (DPM) will be the final authority on what procedure to follow.

1.2 Working Language

English shall be the official language for all Cabinets, and the main mode of communication between constituents of each Cabinet. Speeches are to be delivered in this language, and Cabinet memos are to be drafted in English as well. Representatives should refrain from communicating with other representatives or conference staff in non-working languages, to avoid putting other representatives at a disadvantage due to linguistic segregation.

1.3 Representation and Voting Rights

Only registered representatives will be accorded recognition and representation. Representatives will be representing various stakeholders of the government of the day, but will not take into account the actual political affiliations of the ministers or members of the ministry. Each Cabinet will consist of several ministries and various statutory boards. Each entity in a single representative committee will be represented by one representative.

All ministries will be accorded one vote for substantive and procedural matters. Statutory boards will be accorded one vote for procedural matters only. Statutory boards shall be granted all other rights of ministries, including speaking or sponsorship of Draft Cabinet Memorandums (DCM) and amendments.

1.4 Quorum

Quorum is set at one-third of entities of the Cabinet unless ruled otherwise by the Under-Secretary-General for Academic Matters. The Cabinet shall only commence debate when quorum has been reached, or at the discretion of the Under-Secretary-General for Academic Matters. At the beginning of each session, the dais will show quorum, the simple majority (>50%) and the two-thirds majority required for procedural and substantive voting respectively.

1.5 Decorum

All representatives shall be courteous and respectful to all other representatives, DPMs and administrative staff present. Speeches or statements that are deemed malicious and/or vulgar by the DPMs will immediately be called out, and follow-up action may be taken at the discretion of the DPMs. If a representative continues with improper conduct, the DPMs may issue further warnings and the SMC Secretariat may take action against the representative. Representatives should adhere to the code of conduct prescribed by schools under the Ministry of Education.

Representatives are required to wear their full school uniform (with tie and blazer) or business attire.

Representatives are allowed to speak in both the first and third person.

1.6 Roll Call

At the start of every Cabinet meeting, the DPMs will take a roll call. The roll call will be taken in alphabetical order of the ministries and statutory boards represented in the Cabinet. When the name of the ministry or statutory board is called, the representative will inform the DPMs of the presence of his/her ministry or statutory board. Ministries should state if they are present and voting. Statutory boards should state if they are present. There are no abstentions allowed in Cabinet. Representatives who call out "present and voting" (i.e. Ministerial Representatives) are not allowed to abstain in the voting of substantive matters.

However, should a representative call out "present" (i.e. representing a statutory board), they are allowed to abstain when voting on substantive matters.

If a representative is not present during roll call, he/she will not be recognised by the DPMs, and instead be considered absent and will not have speaking powers. If a representative is late, he/she will only be considered present when the representative sends a private message to the DPMs indicating that he/she is present and voting and the DPMs acknowledge the note. Representatives who are late to sessions are to include within the note :

The Ministry/Statutory Board that they are representing;
Their reasoning for being late:
Their voting status: Present/Present and Voting.

1.7 Agenda Setting

Should the Cabinet be tasked with tackling one or more issues on the agenda, the first order of business would be to set the agenda through a motion to set the agenda on one of the issues. Representatives are to specify which topic they wish to set ahead of the agenda when raising this motion. This motion requires a procedural vote with a simple majority (>50%) to pass. Once it passes, that agenda will be set as such. Debate on the first topic will automatically lapse when one Draft Cabinet Memorandum has been passed. The Cabinet will automatically move into debate on the second topic without requiring a motion. Should a crisis occur within one of the Cabinets, the DPMs will suspend debate on the current topic and move the Cabinet to address the more urgent issue.

2. Debate Procedures

2.1 Opening Statements

After the roll call, the Cabinet will move into opening statements of the representatives of various entities. Each ministry or statutory board is to select a representative to deliver a speech of no more than 90 seconds, aiming to deliver the ministry or statutory board's stance and approach to the scenario in a succinct and concise manner. After all entities have been heard, the Cabinet will move into a General Speakers' List (GSL). Opening speeches are only conducted at the start of a topic or crisis.

2.2 General Speakers' List

Once all opening statements have been made, the Cabinet will move into a GSL for open debate on the scenario. The DPMs will set the individual speaking time that all representatives have to adhere to. Ministries and statutory boards may request to be added to the GSL by raising their placards when the DPMs call for speakers.

On the GSL, representatives may address the Cabinet generally on the issue as a whole, sub-issues, working papers, Draft Cabinet Memorandums or amendments on the floor. Representatives may also raise points or motions during the GSL, but must not interrupt speakers (i.e. raising a motion after someone has finished their speech, or when the dais calls for motions to be raised).

The default speaking time shall be 90 seconds, unless the Cabinet decides otherwise by raising a motion or a decision is made at the discretion of the DPMs.

2.3 Speeches

All speeches shall adhere to the time limit set by the DPMs at the beginning of debate which is 90 seconds, unless otherwise stated by the DPMs. No representative can speak without the permission of the DPMs. The DPMs may reprimand a representative who (i) is disrespectful towards other representatives or (ii) goes above the given time limit. Representatives may choose to speak on any aspect of the topic while speaking from the GSL, but are highly discouraged from bringing up irrelevant topics or from initiating circular debates that stall the progress of the Cabinet.

2.4 Yields

Representatives are reminded that there is no yielding at the end of moderated caucuses. At the end of a speech in the GSL, representatives must yield their time in one of the following ways:

2.4.1 DPMs

When a representative has finished their speech and has not used all the time allocated for speaking, the representative may choose to yield their remaining time back to the DPMs. However, if the representative uses all the time allocated for speaking, he/she MUST yield back to the DPMs; e.g. "This representative would like to yield the floor back to the DPMs." The chairs will then automatically accept this yield and move on to the next speaker on the speakers' list.

2.4.2 Other Representatives

When a representative has finished his/her speech without using all the time allocated for speaking, he/she may choose to yield his/her remaining time to another member of the Cabinet. This other member would then use the remaining allocated time to speak, should he/she accept the yield. However, this other member may not yield his/her time to a subsequent member (known as a secondary yield). E.g. "This representative would like to yield the floor to the Ministry of Home Affairs."

2.4.3 Points of Information

When a representative has finished his/her speech and did not use all the time allocated for speaking, the representative may choose to yield to Points of Information (POI). POIs will only be entertained if the representative has at least 30 seconds of speaking time remaining. If the remaining time is under 30 seconds, representatives must yield back to the DPMs. POIs are raised directly to this representative by members of the Cabinet. The POIs should, therefore, be relevant to the speech made, and should be phrased in the form of a question, in a clear and concise manner. The number of POIs allowed will be at the discretion of the DPMs, but is recommended to allocate up to 15 seconds per POI. E.g. "This representative would like to open himself up to Points of Information."

3. Points and Motions

During Cabinet proceedings, representatives are able to raise points and motions on the floor. Should there be multiple points or motions raised, they will be entertained in order of disruptiveness (Section 3.3). To raise points or motions, representatives must raise their placards and state their representations and point/motion when addressed by the DPMs. Every motion requires at least one other ministry or statutory board to second the proposed motion. The following points and motions will be entertained:

3.1 Points

3.1.1 Point of Personal Privilege

A Point of Personal Privilege (PPP) is raised when a representative experiences personal discomfort during Cabinet sessions. For example, representatives can request to be excused when they need to use the washroom, by raising a PPP or by passing a note to the DPMs. E.g. "This representative would like to raise a Point of Personal Privilege."

PPPs are also in order during speeches, if it concerns the audibility of the speaker. For example, a representative may request that the speaker raise his/her volume. This is, however, the only point that can disrupt a speech. All other points or motions can only be raised in between speeches. Representatives are discouraged from exercising PPPs for frivolous requests.

3.1.2 Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry (POPI) should only be raised when a representative is unclear about the Rules of Procedure or Cabinet Proceedings and wishes to clarify them with the DPM. E.g. "This representative would like to raise a Point of Parliamentary Inquiry." POPIs should not be used to add an individual to the speakers' list.

3.1.3 Point of Order

A Point of Order is raised when a representative feels that an error has been made in the Rules of Procedure by a member of the Cabinet or by the DPMs. E.g. "This representative

would like to raise a Point of Order." Points of Order cannot be used to interrupt speeches unless the speech itself is out of order. Representatives are to refrain from exercising points of order needlessly.

3.2. Motions

3.2.1 Motion to set the agenda

At the start of Cabinet sessions, following roll call, should there be multiple topics up for discussions, representatives may wish to set the agenda for debate. They may do so by calling for motions to set the agenda, following which, the representative who called for the motion to set the agenda may choose the order in which the Cabinet would debate the issues. At SMC 2024, as the maximum number of topics that a Cabinet debates is set at two, should a motion to set the agenda fail, the Cabinet session will automatically take the second issue which was proposed to be debated to be the first issue on the agenda. This would require a simple majority (>50%) to pass. Subsequently, the dais will open debate and hence the GSL on the issue.

3.2.2 Motion for an Unmoderated Caucus

The purpose of this motion is to allow the Cabinet to break out of formal debate structure in order to consolidate different viewpoints. During this time, formal debate is suspended and representatives may stand up and disperse. Eg. "This representative would like to motion to introduce an unmoderated discussion of 15 minutes." This motion can be used by a member of the Cabinet only when the floor is open and on the GSL. The representative making the motion must state the duration of the discussion, which cannot exceed 20 minutes. The representative who made the motion must summarise the proceedings of the unmoderated discussion at the end of the discussion, with a speaking time of no more than one minute. Once time for the discussion has elapsed, Cabinet will return to the GSL. This motion requires a simple majority (>50%) to pass.

On occasion, the DPMs may request for a specific goal/reason for the unmoderated caucus to be held. The DPMs will have final say over the feasibility and the appropriateness of an unmoderated caucus and will act accordingly.

3.2.3 Motion for a Moderated Caucus

The purpose of this motion is to focus the debate session to address certain smaller topics within the large overarching issue. This motion can be used by a member of the Cabinet only when the floor is open and he/she is in the GSL. The representative raising the motion must state the topic and duration of the discussion, as well as a time limit for individual speeches in the discussion. E.g. "This representative would like to motion for a moderated discussion of ten minutes, with a speaking time of one minute for each speaker on the necessity of health subsidies."

Speakers who speak in the moderated caucus must strictly adhere to the topic of the moderated caucus within their speeches. Representatives who have already spoken in the moderated caucus are not allowed to be added a second time. If at any time, there is no speaker wishing to speak, the moderated discussion will be closed by the DPMs and debate will resume from the GSL. This motion requires a simple majority (>50%) to pass.

3.2.4 Motion to Introduce Draft Cabinet Memorandum

The purpose of this motion is for a ministry to introduce their Draft Cabinet Memorandum (DCM) to the Cabinet. E.g. "This representative would like to motion to introduce DCM 1.2." This motion can only be used when the floor is open and the representative is in the GSL. A ministry can only use this motion after the DCM has been submitted to the DPMs and has been approved by the DPMs. The DCM should be written during the conference, and any pre-written or plagiarised DCMs will not be approved by the DPMs. The ministry or statutory board will be informed once the DCM has been approved and is ready for introduction. The ministry may thereafter refer to the DCM by its designated number, which will be provided by the DPMs. More than one DCM will be allowed. This motion requires a simple majority (>50%) to pass.

3.2.5 Motion to Introduce Working Paper

Should a representative have written a working paper and wish to introduce it to the Cabinet as a platform for debate or a presentation of his or her ideas, he or she may wish to introduce a working paper to the Cabinet. He or she may do so by motioning to introduce a working paper. This would require a simple majority (>50%) to pass. Working papers first need to be vetted and approved by any one of the DPMs in order to be introduced. Motions to introduce working papers will not be in order without the DPM's approval.

3.2.6 Motion to Introduce Amendment

The purpose of this motion is for a ministry to introduce an amendment to a DCM being debated. This motion can only be used when the Cabinet is in open debate on the DCM. A representative may only use this motion after a proposed amendment memo has been submitted to the DPMs and has been approved by the DPMs. There are two types of amendments - friendly amendments and unfriendly amendments.

Motions to introduce friendly amendments automatically pass. In order to introduce a friendly amendment, the amendment must be vetted and approved by all the sponsors of the DCM as well as the DPMs.

Representatives who are not sponsors or submitters of a DCM but wish to amend it would do so through an unfriendly amendment. To introduce the unfriendly amendment, representatives are required to call for a motion to introduce an unfriendly amendment to the DCM once it has been approved by the dais. This would require a simple majority (>50%) to pass. E.g. "This representative would like to motion to introduce a friendly/unfriendly amendment to Draft Cabinet Memo 1.2."

3.2.7 Motion to Divide the Question

Should a **DCM fail to pass**, a member of the Cabinet may motion to divide the question. E.g. "This representative would like to motion to divide the question on the voting of Draft Cabinet Memo 1.2."

Dividing the question means that the Cabinet will vote on the DCM clause by clause. A simple majority (>50%) is required for the motion to pass. The DPMs will then conduct a clause-by-clause vote. A **two-thirds majority** is required for each clause to pass. Once all the clauses have been voted upon, clauses that have been passed will be recombined into a new DCM. The Cabinet will then vote on the DCM as a whole. As this is a substantive vote, a two-thirds majority is required for this DCM to pass.

3.2.8 Motion to Divide the House

This is a motion removing the right to abstain from all members of the Cabinet, which involves a procedural vote and a simple majority (>50%) to pass. This motion may be raised both before and after a vote. This motion does not affect representatives of statutory boards, who will still be unable to vote on DCMs.

3.2.9 Motion for a Roll-Call Vote

A roll-call vote may be in order should representatives see the need to do so. To do so, representatives should motion for a roll call vote. This should be called for after moving into direct voting procedure, but before the vote. This would require a simple majority (>50%) to pass.

3.2.10 Motion to Move into Direct Voting Procedure (DVP)

The motion to move into direct voting procedure should be used when representatives wish to vote on the DCM or an amendment after thoroughly debating on it. This would require a simple majority (>50%) to pass.

3.2.11 Motion to Suspend Debate

This motion can be used by a member of the Cabinet to suspend the Cabinet meeting until the next session. The DPMs have the discretion to decide whether this motion is in order. When in order, this motion will immediately be put to a vote. This motion requires a simple majority (>50%) to pass. E.g. "This representative would like to motion to suspend the Cabinet for lunch."

3.2.12 Motion to Adjourn Debate

This motion can be used by a member of the Cabinet to suspend the Cabinet meetings at the end of the conference. The DPMs have the discretion to decide whether this motion is in order. When in order, this motion will immediately be put to a vote. This motion requires a simple majority (>50%) to pass.

3.2.13 Right to Reply

Should a representative feel that his or her personal integrity or the integrity of the entity he or she is representing has been breached by another representative during a speech, he or she may request the right to reply. To do so, wait for the representative speaking to conclude his or her speech, following which, the representative who has been offended may give a brief reason why he or she feels offended and request a follow-up action, usually in the form of an apology or recanting. The dais would then approve it at their discretion, and should it be approved, ask the representative in question to undertake such action.

3.3 Order of Recognition

Points and motions will be recognised in this order;

I.	Point of Personal Privilege
II.	Point of Order
III.	Point of Parliamentary Inquiry
IV.	Motion to Adjourn Debate
V.	Motion to Suspend Debate
VI.	Motion to Introduce Unmoderated Discussion
VII.	Motion to Introduce Moderated Discussion
VIII.	Motion to Introduce Working Paper
IX.	Motion to Introduce Draft Cabinet Memo
X.	Motion to Introduce Unfriendly Amendment
XI.	Motion to Proceed into Direct Voting Procedures
XII.	Motion for Roll-Call Vote
XIII.	Motion to Divide the Question

3.4 Procedural and Substantive Voting

There are two types of voting: procedural voting and substantive voting. For both procedural and substantive voting, **all representatives** are allowed to vote on the DCM on the floor. For procedural voting, all representatives within the Cabinet will **have** to vote on the matter, abstentions are not in order. All representatives will be accorded a total of one vote each for both procedural and substantive voting.

3.4.1 Procedural Voting

A vote on any matter other than DCMs and amendments is considered procedural. Procedural votes require a simple majority (>50%) to pass. No abstentions are allowed for procedural votes and all entities present are allowed to vote. All entities must either vote "for" or "against".

3.4.2 Substantive Voting

A vote on any Draft Cabinet Memo or amendment is considered substantive. A substantive vote requires a two-thirds majority to pass. Once the Cabinet closes debate on the scenario or amendment, it will move into substantive voting procedures. No interruptions are allowed. At this point, the only points and motions that are in order are Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry, Reordering Draft Cabinet Memos, Division of the Question, and Motion for a Roll-Call Vote. If there are no motions, the Cabinet will proceed to vote on all Draft Cabinet Memo.

Only ministries are allowed to vote on substantive matters.

Ministries can vote "for", "against" or "abstain".

Once a DCM has passed, voting procedure ends as only one DCM may be passed to address the scenario.

3.4.3 Simple Majority (>50%)

A simple majority is defined as 50%+1 if there is an even number of entities present and 50% rounded up to the nearest whole number if there is an odd number of entities present.

3.4.4 Two-Thirds Majority

A two-thirds majority is defined as ⅔ of the total number of entities present, rounded up to the nearest whole number.

3.4.5 Seconds and Objections

When a motion has been introduced, the DPMs will call for seconds and objections. Both ministries and statutory boards can second or object to a motion.

A motion with objections without seconds automatically fails, and a seconded motion without objections automatically passes.

A motion called with both seconds and objections will move the Cabinet to a procedural vote which is compulsory for all representatives.

3.4.6 DPM Discretion

The DPMs may automatically pass a motion using their discretion.

3.4.7 Roll-Call Vote

When debate moves into voting procedure on a DCM, a member of the Cabinet may motion to move into roll-call vote. This motion requires a simple majority (>50%) to pass.

In a roll-call vote, the DPMs will call on representatives in alphabetical order. Ministries will vote "for", "against" or "abstain" verbally. The DPM will then announce the outcome of the vote. E.g. "This representative would like to motion to move into a roll-call vote."

4. Documents

General Rules

Documents not introduced formally through motions are not allowed to be mentioned in speeches. This applies to working papers, unfriendly amendments and DCMs.

4.1 Working Papers

A working paper can be drafted by representatives or a group of representatives during the Cabinet session for various purposes, including but not limited to the explanation of ideas, a list of solutions proposed by the Cabinet or even the framework for a potential DCM. Working papers can come in any form including but not limited to diagrams, presentations and documents

To introduce a working paper, representatives should submit it to the DPMs for vetting and approval, and upon approval, can be introduced when the representatives are holding the floor. The content of the working paper has to be relevant to the debate topic and must be constructive for debate. The DPMs reserves the right to reject working papers that do not fulfil these criteria. Once a working paper has been introduced, the dais will distribute the contents of the working paper to every member of the Cabinet.

Working papers can be submitted by ministries and statutory boards and must contain the names of the submitter(s).

Representatives may request for their working papers to be shown during their speeches and may mention these documents in their speeches once they have been introduced

4.2 Draft Cabinet Memorandums (DCM)

General Requirements

A DCM must be signed by at least 20% of the total members in the Cabinet. The number of signatories required for each Cabinet will be made known to representatives at the start of the Cabinet meetings.

A DCM should only have up to **five sponsors**. Sponsors of a DCM are ministries or statutory boards that fully support the memo and wish to see the memo passed in its entirety. During voting procedures on the DCM, sponsors who represent ministries have to vote "for" on the DCM.

Signatories on a memo are not necessarily supportive of the memo; they only wish to see it debated on during the Cabinet meeting. They may be either for or against the memo. After all the necessary signatures have been gathered, the DPMs need to give final approval before allowing the introduction of the DCM. This includes vetting for language and content, as well as checking for plagiarism.

Once the chairs have approved of the DCM, they should inform the sponsors verbally or via private message.

Note: After the introduction of a DCM, members of the Cabinet may choose to focus debate on the specific DCM by motioning for a moderated discussion on the DCM. Representatives are not allowed to mention the DCM in any speeches before its formal introduction into the Cabinet.

Contents of a DCM

To construct a DCM, representatives are to draft the preambulatory clauses, and the operative clauses. The preambles of a DCM states the reasons for which the Cabinet is addressing the issue and highlights past action on the issue. Each preambulatory clause begins with an italicised present participle, otherwise known as a preambulatory phrase, and ends with a comma.

Operative clauses are clauses which offer solutions to the addressed issues. They are action-oriented and begin with an operative phrase followed by the proposed solution. The operative clauses should be numbered, support one another and build the complete solution. Additionally, they should be punctuated by a semicolon, with the exception of the last operative clause ending with a full stop. A sample DCM is in Annex B.

4.2.1 Procedure

There is no need to specify a main sponsor. After the requirements stated in Article 1 above have been met, the sponsors of the DCM may motion to introduce it to the floor. E.g. "This representative would like to motion to introduce Draft Cabinet Memo 1.2." This motion can only be made when Debate is on the GSL. The motion requires a procedural vote; hence a simple majority (>50%) is required for the motion to pass.

Once the motion has passed, the DPMs will invite the sponsors of the DCM to read out the DCM clause by clause. This will be followed by a five-minute question and answer session, where any member of the Cabinet may ask the sponsors questions pertaining specifically to the memo. Following this, the Cabinet will then move into time for and against the DCM. This would act as a closed debate, where no yielding would be in order. The number of speakers and duration of this time would be at the discretion of the dais. Representatives who have submitted or sponsored the DCM are expected to speak for the DCM.

Following this, debate will then move back into the GSL.

Members of the Cabinet may thereafter refer to the DCM by its designated number. More than one DCM may be on the floor at any one time. Any DCM will remain on the floor until a Cabinet memo addressing the scenario has been passed.

4.2.2 Amendments on Draft Cabinet Memos

Amendments are proposed changes to specific clauses of the DCM. Representatives may motion to amend any DCM on the floor. There are two types of amendments - friendly amendments and unfriendly amendments.

Friendly Amendments

Friendly amendments are changes to a DCM that have been agreed upon by all sponsors of the DCM. No signatories are required, and such amendments require the approval of the DPMs first. After approval is given, a representative may motion to introduce a friendly amendment. As the amendment is friendly, no voting is required to pass the amendment. Instead, the amendment will be directly incorporated into the DCM. Friendly amendments can also be used to make linguistic corrections to a clause, such as to correct a spelling or grammatical error. E.g. "This representative would like to introduce a friendly amendment." No motion is required to introduce a friendly amendment. They merely need to be sent to the dais, specifying which clause they are amending. However, representatives are to bear in mind that they are amending something which they have submitted, which may be frowned upon by the dais.

Unfriendly Amendments

Unfriendly amendments are changes to a DCM that have NOT been agreed on by all sponsors of the DCM. A draft unfriendly amendment must have been signed by at least 20% of the Cabinet. This includes both sponsors and signatories. The number of signatories required for each Cabinet will be made known to members of the Cabinet at the start of Cabinet meeting. The unfriendly amendment also requires the approval of the DPMs first. After approval has been given, a ministry or statutory board may motion to introduce an unfriendly amendment. This can only be done when debate is on the GSL. The motion requires a procedural vote; hence, a simple majority (>50%) is required for the motion to pass. If the motion passes, the DPMs will move into closed debate on the unfriendly amendment. The number of speakers for and against the amendment will be at the discretion of the DPMs.

Members of the Cabinet may motion to move into direct voting procedure on the unfriendly amendment after at least one speaker both for and against the amendment has spoken. A simple majority (>50%) is required to pass the motion to enter direct voting procedures on the proposed amendment. This motion requires a simple majority (>50%) to pass. If the motion passes, debate will then move into voting procedure on the unfriendly amendment. The vote is a substantive vote, and therefore a two-third majority is required for the unfriendly amendment to pass.

If the unfriendly amendment passes and is added to the DCM, a sponsor may choose to withdraw their support of the DCM by sending a note to the DPMs. If more than 50% of the DCM has been amended, it is automatically tabled/removed from debate. In addition, amendments to the second degree (i.e. amending an amendment) are not allowed.

4.2.3 Voting Procedure for Draft Cabinet Memos

The Cabinet enters into voting procedures upon a single DCM by passing a "motion to move into direct voting" procedure which requires a procedural vote and simple majority (>50%) to pass. Upon passing this motion, the Cabinet shall move into closed debate on the DCM and the DPMs will entertain two speakers for and two speakers against the DCM. The **DCM requires a two-third majority in a substantive vote to pass.** If a clause that directly conflicts with a clause in a future DCM is passed, the clause in the future DCM is automatically struck out before voting commences, as if a successful division of the question had passed.

The following motions are in order during voting procedures (DVP):

4.2.3.1 Motion to Divide the House

This is a motion removing the right to abstain from all members of the Cabinet, which involves a procedural vote and a simple majority (>50%) to pass. This motion may be raised both before and after a vote. This motion does not affect statutory boards, who will still be unable to vote on DCMs.

4.2.3.2 Motion to Divide the Question

The Cabinet can decide to separate the DCM into constituent parts which would be voted upon individually. This is done through a motion to divide the question. Should there be seconds and objections, the DPMs will entertain two speakers for and two against the motion. The motion then requires a simple majority (>50%) through a procedural vote to pass. Upon passing, the DPMs will accept proposed divisions from representatives and rank the proposed divisions in order of severity. Procedural voting will then be conducted on the divisions in that order, requiring a simple majority (>50%) to pass; the first proposed division to pass will split the DCM accordingly. Substantive voting procedures will then commence on each of the constituent parts. Parts of the DCM passed by the Cabinet will be reconstituted into a new DCM, which will undergo a final substantive vote by the entire Cabinet.

4.2.3.3 Motion for Roll-Call Vote:

This is a motion to mandate that each representative verbally announce his or her vote to the Cabinet. This motion involves a procedural vote and a simple majority (>50%) to pass. Once it passes, there will be two rounds of voting and representatives will be called upon in alphabetical order. In the first round, representatives are allowed to vote "for", "against", "abstain", or "pass" in the second round of voting. In the second round, representatives must choose to vote "for", "against", or "abstain". Passing is not allowed.

Upon the passing of a DCM, Cabinet debate on the topic will lapse.

5. Appendix

Annex A: Verbs for Preambulatory and Operative Clauses

Please note that this list is **not** exhaustive.

Verbs for Preambulatory Clauses		Verbs for Operative Clauses	

Affirming	Fully alarmed by	Affirms	Has resolved
Alarmed by	Fully Aware of	Approves	Notes
Applauding	Having Considered	Calls for	Proclaims
Approving	Having Examined	Calls Upon	Reaffirms
Aware of	Having Heard	Condemns	Recommends
Bearing in mind	Having Studied	Congratulates	Regrets
Believing	Keeping in mind	Considers	Resolves
Cognizant of	Noting Further	Declares	Solemnly Affirms
Confident	Noting with Approval	Designates	Strongly Condemns
Convinced	Noting with Deep Concern	Draws attention	Supports
Contemplating	Noting with Deep Regret	Emphasises	Takes note of
Declaring	Noting with Satisfaction	Encourages	Trusts

Deeply concerned by	Observing	Endorses	Supports
Deeply regretting	Realising	Expresses its hope	
Deeply Conscious Of	Recognising	Further Invites	
Deeply Disturbed	Recalling	Further proclaims	
Deeply Convinced	Taking into account	Further Records	
Expressing its Appreciation	Taking note	Further Reminds	
Expressing its Satisfaction	Viewing with Satisfaction	Further Requests	
Emphasising	Welcoming	Further Resolves	

Annex B: Sample Draft Cabinet Memo

Sponsors: MEWR, MOM, MOE

Signatories: MOH, GovTech, PUB, MCCY, CPF

Topic: Leading the Change in Singapore's Domestic Affairs

The Cabinet,

Deeply concerned over the state of income inequality in Singapore,

Recognising that the lower income bracket remains largely marginalised,

Affirming all existing measures implemented by the Government of Singapore,

Acknowledging the obligation to alter existing financial aid schemes to better suit the needs of the lower income group,

Endorsing the use of non-governmental (NGOs) and voluntary welfare organisations (VWOs) to facilitate and better the lives of all citizens,

Hereby…

Article 1: Definitions

1. Defines:
   a. 'Direct' aid as means that allow an immediate purchase of goods,
   b. 'Indirect' aid as highly subsidised fees for social needs as well as support for citizens to get a job (training sessions),
   c. Low-income groups as those earning $1 100 or below per household per capita,
   d. Lower-middle-income groups as those earning $2 000 or below per household per capita;

Article 2: Short-Term Solutions

2. Urges for the provision of indirect subsidies in terms but not limited to:
   a. Education,
   b. Healthcare,
   c. Transport,
   d. Daily necessities,
   e. Skills training sessions;

3. Advocates for the inclusion of the following minority groups under the definition of a nuclear family unit:
   a. Single parents,
   b. Divorcees,
   c. Widows or widowers;

4. Calls for the involvement of Non-Governmental Organisations (NGOs) in providing aid to the underprivileged through methods such as but not limited to:
   a. Community engagement,
   b. Door-to-door visits in housing areas that have a high concentration of the lower income group,
   c. Development of digital platforms to increase the accessibility of aid,
   d. Direct aid provision through food or NTUC vouchers or cash pay-outs.