

## V. Rules of Procedure

In this chapter, you will find a generic version of Rules of Procedure that are commonly used throughout MUN Conferences.

### 1. General considerations

#### **1.1. Scope**

The following rules apply to the **[Name of Conference]**. Please note that for Specialized Agencies, Committee Chairs are responsible for determining rules that are in order to facilitate debate and discussion. In case of conflict of interpretation, the Committee Chair is the final authority for determining the applicability of the rules of procedure.

#### **1.2. Language**

English will be the official language of **[Name of Conference]**. A Delegate wishing to speak in a language where simultaneous interpretation is not provided will be required to provide his or her own translation. Please note that time spent in translation will be counted towards total time allotted for a given speech.

#### **1.3. Diplomatic Courtesy**

During committee session, Delegates are expected to exercise diplomatic courtesy when addressing members of the committee and the dais.

### 2. Staff

#### **2.1. Dais**

The daises of the General Assembly and ECOSOC committees shall be composed of a Chair, a Director and a Rapporteur. The Dais of the Specialized Agencies shall be composed of a Chair and a Director.

##### ***2.1.1. Competence of the Dais***

The competence of the dais may not be questioned by Delegates. However, if necessary, a member of a Dais may be removed by the Conference Secretariat.

##### ***2.1.2. Dais composition: Chair***

###### ***2.1.2.1. Authority of the Chair***

The Chair shall exercise ultimate authority over his/her respective committee proceeding in an equitable and objective manner.

###### ***2.1.2.2. Responsibilities of the Chair***

The Chair is responsible for all procedural matters pertaining to the committee including, but not limited to, moderating debate, determining the applicability of rules and proposing the adoption of new rules without approval from the committee, if necessary.

###### ***2.1.2.3. Appeals***

With the exceptions of rules that cannot be appealed, any decision of the Chair can be appealed. Should a Motion to Appeal be made, the Chair will have the right to defend

his/her ruling. The Motion will then be put to a vote at the committee in question. A Chair can be overruled by a two-thirds (2/3) majority resulting from this vote.

### ***2.1.3. Dais composition: Director***

#### ***2.1.3.1. Authority of the Director***

The Director shall have authority over all committee support staff and ensure that Delegates are accurately representing the position of their countries, with respect to substantive issues and topics.

#### ***2.1.3.2. Responsibilities of the Director***

The Director shall be responsible for ensuring relevancy of the content and format of Resolutions. The Director shall also assist the Chair with all committee proceeding matters.

### ***2.1.4. Dais composition: Rapporteur***

#### ***2.1.4.1. Responsibilities of the Rapporteur***

The Rapporteur shall be responsible for all administrative matters pertaining to the committee including, but not limited to, the maintenance of an attendance roster, a Speaker List and the recording of voting results.

### ***2.1.5. Support staff***

Under the authority of the Director, the support Staff shall assist the Dais in all committee functions as needed.

## **3. Parliamentary procedure**

**3.1.** Attendance shall be conducted by the Rapporteur by a Roll Call at the beginning of every committee session or by the Director for committees without Rapporteurs. Delegates shall establish their presence in the committee in either of the two following manners:

### ***3.1.1. Present and Voting***

A Delegate that is declared "Present and Voting" shall vote in favour or against any substantive matter without the possibility of abstention.

### ***3.1.2. Present***

A Delegate that is declared "Present" shall vote in favour, against or abstain on any substantive matter.

## **3.2. Procedural matters**

Procedural matters are defined as those matters relating to the structure of the committee session. All Delegates must vote on procedural matters and no Delegate may abstain. Roll Call vote is not in order for procedural matters.

## **3.3. Substantive matters**

Substantive matters are defined as those matters relating to the specific topic at hand. Delegates that have established their presence at the initial roll call as set out in sections 3.1.1 and 3.1.2 shall act accordingly. Roll Call vote on substantive matters is in order following voting procedure as set in section 15.5.1.

#### **4. Delegations Rights**

A country delegation shall be represented by one voting Delegate per committee. A group/school may be comprised of many country delegations. All Delegates shall have speaking and voting rights on all matters, however, Delegates representing UN Observers shall not have voting rights on substantive issues.

#### **5. Quorum**

Committee activities and debate shall start when at least one quarter (1/4) of the Delegates are present. If quorum is not met thirty (30) minutes after the scheduled start time of the committee session, the committee shall be dismissed until the next scheduled time, unless otherwise instructed by the Conference Secretariat. Quorum shall be assumed when committee activity begins. The total number of Delegates will be determined by the attendance list from the most recent committee session. If quorum is in question in the first committee session, the list of delegations expected to attend will serve to determine the total number of Delegates in attendance.

##### **5.1. Verification of Quorum**

Delegates may Motion for a Verification of Quorum, where the Rapporteur will proceed with quorum confirmation by initiating a Roll Call. The Chair can rule the Motion dilatory without option for appeal.

#### **6. Speakers List**

A Speaker's list is opened following a Motion from a Delegate and the subsequent approval of the Chair. The opening of Primary and Secondary Speaker's lists does not require a vote. A Delegation can add its country name to the List pending only if it is not already on the List. The Delegate may either raise his/her placard when the Chair calls for Delegates to do so or send a note to the Rapporteur. Debate is automatically closed when the Speaker's List is exhausted.

##### **6.1. Primary Speakers List**

A primary Speakers List shall be opened to discuss the order in which the Agenda will be set. The Primary Speakers List shall remain open in case the committee wishes to revisit the Agenda.

##### **6.2. Secondary Speakers List**

A Secondary Speakers List shall be opened after the Agenda has been set to proceed with the discussion of the first topic as designated by the committee. Whenever deemed necessary, the Chair may decide to open additional Speaker's Lists on other substantive issues. Once the Speakers List is exhausted, the committee will enter voting procedure on Amendments and Draft Resolutions on the floor.

#### **7. Majority**

Unless otherwise specified, no motions are debatable and all require a simple majority vote to pass.

##### **7.1 Simple majority**

A procedural or substantive matter requiring a simple majority to pass implies that fifty percent plus one vote (50% + 1) of the committee must vote in favour of the matter to pass. If the vote is a tie, the matter will be considered to have failed.

##### **7.2 Two-thirds (2/3) Majority**

A procedural or substantive matter requiring a two-thirds (2/3) majority to pass implies that two-thirds (2/3) of the committee must vote in favour for a matter to pass.

## **8. Agenda**

The Agenda reflects the order in which topics will be addressed by the committee. This is the primary order of business to be considered by the committee in the first session. At this time the chair may entertain a motion to set the speaking time as set out in section 10.1.

**8.1.** Only topics set on the provisional Agenda provided by **[Name of Conference]** shall be considered by a committee.

**8.2.** Specialised Agencies, with the exception of those agencies with pre-determined topics shall set the Agenda following the guidelines that are provided by the Chair.

### **8.3. Motion to set the Agenda**

**8.3.1.** Following the Motions put on the floor by Delegates suggesting the order of topics for the Agenda, the Chair will consider the Motions in the order in which they were made.

**8.3.2.** The Chair will take two (2) Speakers in favour and two (2) Speakers against the Motion and proceed with a vote.

**8.3.3.** If the Motion is accepted by simply majority, the Agenda will be set in the manner suggested by the Motion; a Secondary Speaker's List will automatically be opened.

**8.3.4.** If the Motion fails, the Chair shall consider the next Motion and repeat the process laid forward in 8.3.2 and 8.3.3.

**8.3.5.** The order of the Agenda set at the beginning of the conference shall remain for the duration of the conference. Should Delegates wish to revisit the Agenda at a later time, they can request to do so after a topic has either been completed and all substantive matters voted on or if a topic has been tabled. The relevance of such a Motion shall remain at the discretion of the Chair.

**8.3.6.** The Directors of Specialized Agencies shall call for tabling of the debate if committee updates and news need to be considered immediately by the Delegates. The committee shall return to the regular Agenda once the given updates and news have been addressed.

## **9. Debate**

### **9.1. Formal Debate**

A committee shall by default be in Formal Debate unless otherwise advised by the Chair. Delegates should refer to the Secondary Speakers List for the speaking order.

### **9.2. Informal Debate**

During formal debate, a motion can be made by any Delegate for a Moderated Caucus or an Unmoderated Caucus, both of which constitute informal debate. Informal debate can only occur on substantive issues and is out of order once a motion to close debate has been passed. Motion to enter informal debate is in order following the procedures outlined in sections 14.3 through 14.6.

### **9.3. Recognition**

A Delegate may only address the committee if he/she has received permission from the Chair.

### **9.4. Interruptions**

A Speaker may not be interrupted by another Delegate unless the Delegate has risen to a Point of Personal Privilege or Point of Order.

## **10. Speeches**

### **10.1. Motion to Set Speaking Time**

A delegate may Motion to set a time limit on speeches. The Chair may either rule the Motion dilatory at his/her discretion or put it to vote. A Delegate exceeding the allotted time for a speech may be called to order by the Chair.

### **10.2. Relevance of speech**

A Chair may call a Delegate to order if his/her speech is not relevant to the subject matter being discussed.

## **11. Yields**

Only during substantive debate, a Delegate may yield any remaining time at the end of his/her speech in one of the following manners:

### **11.1. To Questions**

The Chair will use the remaining time to entertain questions for the Speaker from the committee. Delegates wishing to ask questions shall raise their placards and wait to be recognised by the Chair. The Chair shall rule questions that are rhetorical, leading or not relevant to the Speaker's speech out of order. Only the Speaker's answer shall be subtracted from the remaining speaking time.

### **11.2. To another Delegate**

A Speaker wishing to give the remaining time allotted to his/her speech to another Delegate can do so by inviting the other Delegate to the floor. A Speaker that has been yielded to cannot yield his or her time again.

### **11.3. To the Chair**

The Floor will automatically be given to the next speaker on the Speakers list. If a specific yield has not been established by the Speaker, the floor will automatically return to the Chair.

## **12. Points**

### **12.1. Point of Personal Privilege**

A Delegate may rise to a Point of Personal Privilege if a matter impairs him/her from participating fully in committee activities. The Dais shall try to effectively address the source of impairment. This point may interrupt a Speaker.

### **12.2. Point of Order**

A Delegate may rise to a Point of Order if a rule of procedure is not properly observed by a Delegate or by a member of the Dais. The Chair will rule on the validity of the point. A Delegate rising to a Point of Order may not comment on the topic of discussion. A Point of Order ruled dilatory by the Chair may not be appealed. This point may interrupt a Speaker.

### **12.3. Point of Parliamentary Inquiry**

A Delegate may rise to a Point of Parliamentary Inquiry to request an explanation from the Chair on rules of procedure. This point may not interrupt a Speaker and is out of order during a Moderated Caucus.

### **12.4. Right of Reply**

A Delegate who feels that his/her country or person has been insulted by another Delegate may rise to a Right of Reply. Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply. The Chair will recognize the Right of Reply at his/her discretion. Should the Chair rule the Right of Reply out of order, his/her decision cannot be appealed. The Chair may also request that the Delegate submit his/her Right of Reply in writing for further consideration before granting it. The Chair might choose to set a time limit for a Right of Reply. No delegate may call for a Right of Reply on a Right of Reply.

## **13. Motions**

### **13.1. Motion to Set Comments**

During substantive debate, Delegates of the Committee may choose to set two thirty (30) second comments at the end of every speech during formal debate by moving to set comments. If this motion passes, Delegates wishing to comment may raise their placards at the end of the Speaker's speech and await recognition from the Chair. Comments must be relevant to the preceding speech.

### **13.2. Motion for the Adjournment of the Meeting**

A Delegate may motion for the Adjournment of the meeting to suspend all committee activities until the next scheduled meeting time. The Chair may rule the Motion out of order without possibility of appeal or put it to vote.

### **13.3. Motion for the Adjournment of the Session**

A Delegate may Motion for the Adjournment of the Session to suspend all committee activities for the duration of the conference. The Chair may rule the Motion out of order without possibility of appeal or put it to vote. In the event that a chair approves this, there should be two (2) speakers for and two (2) speakers against and the motion will require a 2/3 majority to pass.

### **13.4. Motion for a Moderated Caucus**

A Delegate may Motion for a Moderated Caucus thereby suggesting a change from formal debate to moderated informal debate. A Delegate who moves for Moderated Caucus must suggest a time length of the caucus, speaking time and justification for the Motion. The Chair may suggest a more appropriate caucus length or speaking time or may rule the Moderated Caucus out of order without possibility of appeal. If the Motion passes, the committee will enter informal debate whereby the Chair will recognize Delegates who raise their placards to speak about the issue at hand.

### **13.5. Motion to Extend the Moderated Caucus**

A Delegate may Motion to Extend the Moderated Caucus if he/she feels that additional time would benefit committee work. The Delegate moving for an Extension of the Moderated Caucus must suggest a length for the extension. The Chair may suggest a more appropriate caucus length or speaking time and put it to vote or may rule the Motion out of order without possibility of appeal.

### **13.6. Motion for an Unmoderated Caucus**

A Delegate may Motion for an Unmoderated Caucus thereby suggesting a change from Formal to Informal debate. The Delegate who makes this motion must suggest a length and justification for the Unmoderated Caucus. The Chair may suggest a more appropriate caucus length and put it to vote or

may rule the Unmoderated Caucus out of order without possibility of appeal. Once the Motion has passed, the committee will depart from the Speaker's List and Delegates will carry an informal discussion on the topic specified in the Motion.

### **13.7. Motion to Extend the Unmoderated Caucus**

A Delegate may Motion to Extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the committee. The Delegate who moves for an Extension of Unmoderated Caucus must suggest a length for the extension. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal.

### **13.8 Motion to Appeal**

As laid out in section 2.1.2.3, should a Motion to Appeal be made, the Chair will have the right to defend his/her ruling. The Motion will then be put to a vote at the committee in question. A Chair can be overruled by a two-thirds (2/3) majority resulting from this vote

### **13.9. Motion to Table Debate**

A Delegate may motion to Table Debate in order to end debate on a substantive issue without voting on any Draft Resolutions that may be on the floor. If the Chair rules the Motion in order, two (2) Delegates shall speak in favour and two (2) Delegates shall speak against before proceeding with a vote. If the Motion passes, substantive debate will stop and the committee will return to the Primary Speakers List.

### **13.10. Motion to Return to a Dismissed Topic**

While in the Primary Speaker's List, the Chair may entertain a Motion to go back to a dismissed topic. In that event, the Chair will entertain one (1) Speaker for and one (1) Speaker against. A two-thirds majority (2/3) vote is required for the Motion to pass. If the Motion carries, debate on the dismissed topic resumes and the committee automatically returns to the existing Secondary Speakers List.

### **13.11. Motion to Close Debate**

A Delegate may Motion to Close Debate in order to end debate on a substantive issue whereby the committee will enter voting procedure on all amendments and Draft Resolutions presented to the floor. If the Chair rules the Motion in order, there will be only two (2) Delegates speaking against the Motion. A two-thirds (2/3) majority vote is required to pass the Motion to close debate.

### **13.12. Motion to Close the Speakers List**

A Delegate may Motion to Close the Speaker's List to prevent any additional names from being added to the end of the List. If the Chair rules the Motion in order, there will be a two-thirds (2/3) majority vote required to pass.

### **13.13. Motion to Re-Open the Speakers List**

In the event that a Speakers List has been closed and not exhausted, a Delegate may Motion to Re-open the Speaker's List to allow for additional names to be placed on the List. If the Chair rules the Motion in order, there will be a two-thirds majority (2/3) vote required to pass.

### **13.14. Motion for Censure**

If a Delegate is clearly misrepresenting either deliberately or by lack of preparation his/her country, or is disruptive, Delegates may Motion for Censure of the Delegate in question. The Chair may rule the Motion out of order. If the Motion is in order, the Delegate in question will have two (2) minutes to explain his/her conduct. A delegate that is censured will be prohibited from speaking during a given committee session. A second censure will mean that the delegate is prohibited from speaking for the remainder of the conference. This motion does not require a vote.

## **14. Resolutions and Amendments**

### **14.1. Motion to Question Competence**

A Motion to Question the Competence of the Body to consider a Draft Resolution or amendment is in order upon introduction of the documents. The Chair will recognise one (1) Speaker in favour and one (1) Speaker against the Motion. There will be a two-thirds (2/3) majority vote required to pass. If the Motion is approved, the document will be retracted and will not be allowed to be re-introduced.

### **14.2. Working Paper**

A Working Paper is an informal document used by committee Delegates to work on building a Draft Resolution. A Working Paper should be written under Resolution format and will be distributed at the Chair's discretion if requested by a Delegate. Delegates should refer to a document as a Working Paper in a speech until the document has been submitted and approved by the Director at which point it will be referred to as a Draft Resolution (see 15.3.1).

### **14.3. Resolutions**

#### ***14.3.1. Draft Resolutions***

A Working Paper submitted to the Director under proper Resolution format will be referred to as a Draft Resolution. Delegates may refer to a document as a "Draft Resolution" in a speech only after it has been assigned a number by the Dais. If Draft Resolutions are complementary or fairly identical, the Chair may recommend that the Sponsors of the Draft Resolutions combine the documents prior to the end of the debate.

#### ***14.3.2. Resolution denomination***

A Draft Resolution that has been put to a vote by the committee and passes may be referred to as a "Resolution".

#### ***14.3.3. Format***

Draft Resolutions must be properly formatted as per the guidelines found in the Model UN Delegate Handbook.

#### ***14.3.4. Sponsors***

Sponsors are recognized as the writers of the Draft Resolution. The required number of Sponsors will be set by the Chair according to the size of the committee. The respective number of Sponsors must be present on a Working Paper to be introduced to the floor as a Draft Resolution. Sponsors must agree to support a Resolution unless major changes have been introduced through the amendment process.

#### ***14.3.5. Signatories***

Signatories are recognized as the supporters of the Draft Resolution. The required number of Signatories will be set by the Chair according to the size of the committee. The appropriate number of Signatories must be present on a Working Paper to be introduced to the floor as a Draft Resolution. Amendments to the Draft Resolution are not required to be approved by Signatories. Signatories are not required to support the Draft Resolution during voting procedure; they only agree to put their names as those who are interested in seeing the Working Paper become a Draft Resolution for further debate.

#### ***14.3.6. Introduction of a Draft Resolution***

A Delegate may Motion to Introduce a Working Paper as a Draft Resolution. Once the Working Paper has been assigned a Draft Resolution number by the Dais, the Chair will invite

the Sponsors of the Resolution to read out only the operative clauses of the Draft Resolution to the committee. This will be followed by a vote in order to determine whether or not the Draft Resolution is allowed on the floor to be further debated.

#### **14.4. Amendments**

##### ***14.4.1. Amendments to Pre-Ambulatory Clauses***

Amendments to Pre-Ambulatory Clauses are not in order.

##### ***14.4.2. Non-Substantive Amendments***

Grammatical, spelling or formatting errors on Draft Resolutions will be made at the discretion of the Director.

##### ***14.4.3. Friendly Amendments***

Substantive Amendments approved by all the Sponsors of a Draft Resolution will automatically be integrated to the Draft Resolution without vote from the committee. A Friendly Amendment may be further amended through the Unfriendly Amendment process.

##### ***14.4.4. Unfriendly Amendments***

Substantive Amendments to a Draft Resolution not approved by each of the Sponsors of a Draft Resolution are considered unfriendly and require one fifth (1/5) of the committee's approval and approval from the Director to be introduced. Unfriendly Amendments will be put to a vote prior to the vote on the Draft Resolution as a whole. Amendments to Unfriendly Amendments are out of order.

#### **14.5. Withdrawal**

##### ***14.5.1. Draft Resolutions and Friendly Amendments***

The Sponsors of Draft Resolutions and Friendly Amendments may request withdrawal of the documents at their discretion.

##### ***14.5.2. Unfriendly Amendments***

The Signatories of an Unfriendly Amendment may request withdrawal of the document at their discretion.

##### ***14.5.3. Re-Introduction***

Withdrawn Resolutions or Amendments may be re-introduced to the committee by obtaining the support of one fifth (1/5) of the committee. The re-introduced Resolutions or Amendments will then be voted on during voting procedure.

#### **15. Voting Procedure**

When the Chair announces that the committee is entering voting procedure, no entering or exiting from the room will be permitted, unless there is an emergency or until voting procedure has come to an end. At this time, Motions to Divide the Question, for an Important Question or for Roll Call Voting are in order.

##### **15.1. Method of Voting**

Each Delegate of the committee has one vote and must demonstrate his/her voting intentions by raising his/her placard at the Chair's request unless there is a Roll Call vote (see rule 16.1.1). In accordance with rule 3.1, Delegates must vote in favour, against or abstain. No Delegate shall vote on behalf of another Delegate.

#### ***15.1.1. Roll Call Vote***

Roll Call Motions may only be in order for substantive matters. This Motion is automatically accepted unless the Chair rules it out of order; the decision is not subject to appeal.

#### ***15.1.2. Passing***

During Roll Call, a Delegate may choose to pass. The Chair will place the Delegate at the bottom of the voting list. A Delegate who has passed once during a voting sequence may not pass again but must vote definitively.

#### ***15.1.3. Voting with Rights***

A Delegate may request a right of explanation after voting. Upon completion of voting, the Delegate will be permitted to explain the reasons as to why he/she has chosen to vote a certain way. The Chair may limit the speaking time at his/her discretion.

### **15.2. Voting on Draft Resolutions**

A committee can vote on and pass more than one Resolution on a given topic. Draft Resolutions will be voted on in the order that they were numbered by the Dais.

### **15.3. Voting on Amendments**

All Unfriendly Amendments shall be voted on in the order in which they were proposed before the committee moves to vote on the Draft Resolution as a whole. If one Amendment implies the rejection of a second Amendment, the second Amendment will not be voted upon. A passed Amendment shall be automatically included in the Draft Resolution. Once all the Amendments relating to a Draft Resolution have been voted on, the committee shall vote on the Draft Resolution as a whole.

### **15.4. Motion to Divide the Question**

Prior to the start of the voting process on a Draft Resolution, a Delegate may request through a Motion to Divide the Question to vote on an individual or group of operative clauses. A Delegate must specify how he/she wishes to divide the operative clauses during his/her Motion. Should there be more than one Motion to divide the question on the floor, the committee shall vote on the Motions from the least to the most damaging to the draft resolution. The Chair shall take two (2) Speakers in favour and two (2) Speakers against the first Motion to divide the question for a speaking time of fifteen (15) seconds each. A simple majority is required to pass the Motion. If the Motion passes, subsequent Motions to Divide the Question will be ruled dilatory and the committee will proceed to vote on the Draft Resolution in the manner suggested in the Motion. If the motion fails, the remaining motions made will be considered in accordance with the above procedure. The divided section that fails during voting will be taken out of the final Draft Resolution; only those sections that have been passed will remain. The committee will then proceed to vote on the new final Draft Resolution as a whole after all the divisions have been voted on. If all operative clauses fail, the Draft Resolution, as a whole, fails.

### **15.5. Motion to have a Draft Resolution Considered an Important Question**

A Motion to have a Draft Resolution considered an Important Question may be ruled out of order at the discretion of the Chair. If the Chair rules the Motion in order, one (1) Speaker shall speak in favour and one (1) Speaker shall speak against the Motion. A simple majority is required to pass the Motion. If the Motion is passed, the Draft Resolution will require a two-thirds (2/3) majority to pass as a Resolution.

## **16. Precedence**

Motions shall be considered in the following decreasing order.

Point of Order (13.2)

Point of Personal Privilege (13.1)

Right of Reply (13.4)

Point of Parliamentary Inquiry (13.3)

Motion to Appeal (2.1.2.3)

Motion to Set Speaking Time (10.2)

Motion to Set Comments (14.1)

Motion to Adjourn Session (14.3)

Motion to Adjourn Meeting (14.2)

Motion for Censure (14.14)

Motion for Unmoderated Caucus (14.6)

Motion for Moderated Caucus (14.4)

Motion for the Verification of Quorum (5.1)

Motion for Closure of Debate (14.11)

Motion for Closure of the Speaker's List (14.12)

Motion for Re-Opening of the Speaker's List (14.13)

Motion to Table Debate (14.9)

Motion to Question Competence (14.15)

Motion to Divide the Question (16.4)

Motion for an Important Question (16.5)

Motion to Introduce a Draft Resolution (15.2.6)

