



Rules of Procedure

SECTION 1 COMMITTEE RULES

1. *Committee Chairs*

The chairs of each committee will be responsible for opening and closing their committees', directing discussions towards debate topics, ensuring the observation of the procedure rules, giving the right to speak to members, putting questions and motions to a vote and announcing decisions.

The Chairs, subject to these rules, will have complete control over the proceedings of the Committee and over its meetings. They shall rule on points of order. They may set a limit on the time allowed to speakers and the number of speakers for and against each motion. Committee chairs may advise delegates on a possible course for the debate and are responsible to the Secretary-General.

2. *Quorum & Roll Call*

At the beginning of each session, the Chairs will declare their Committee open and permit debate to proceed once a Roll Call has been taken and after the start time for their committee. It is up to the discretion of the Chairs to start a committee without the expected number of delegates. After the initial Roll Call, Chairs may only bring the

Committee back in session once all delegates are present.

At the beginning of each session, Chairs will call on Member States in English alphabetical order to state their status of attendance. Member states may reply 'present' or 'present and voting', where 'present and voting' means the Member State cannot abstain on any substantive vote.

SECTION 2 RULES GOVERNING THE AGENDA

3. *Setting the Agenda*

Two topics have been distributed to delegates ahead of time for them to have considered and drafted resolutions on. The Chairs will then decide the order of discussion of the topics.

4. *Lobbying*

Delegates, or groups of delegates, who have written motions will be given a short period of Unmoderated Caucus before debate on the topic commences to gain signatures for their resolution. Delegates are allowed to sign 3 resolutions for each topic, signing the Draft Resolution does not indicate support for said resolution. Sponsors (writers) of a resolution count towards the total number of signatories. Once the time for lobbying has elapsed, chairs will ask for all resolutions to be submitted and will chose one with a large number of signatures and that is interesting and likely to stimulate debate in Committee.

SECTION 3 RULES GOVERNING DEBATE

5. *Proposing Motions*

During debate on the Resolution and breaks, the Chairs may call on Delegates who wish to propose motions. The Chairs recognise each motion such that the latest motion is equal or supersedes all others already raised. The Chairs may stop entertaining motions at any time in order to move the debate forward. The Chairs will then entertain motions one by

one, starting from the most superseding. In the case of several motions having the same priority, the Chairs will decide the order.

6. Order of Motions

The order of motions that may be raised while the floor is open are, from most to least superseding:

1. Motion to Extend Time
 2. Motion to Move to Voting Procedure
 3. Unmoderated Caucus
 4. Moderated Caucus
7. Voting on Motions

When a non-substantive motion (any motion in clause 9) is entertained by the Chairs, the Chairs will first call for all those who second the motion to make themselves heard, then they will call for all who object to make themselves heard. If any member objects to a motion in this way, then a vote must be held using placards. A motion may be denied by the chairs in the name of time constraints.

8. Unmoderated Caucus

Unmoderated Caucus is a type of informal session where delegates are allowed to talk to each other freely to gain support for their Amendments or to simply exchange views on the current topic or Draft Resolution. No speeches are made during this time

A Motion for an Unmoderated Caucus is in order at any time when the floor is open. The Delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not exceeding ten minutes. A simple majority is required to adopt the motion. The Chairs may rule the motion dilatory or out of order if the motion is not constructive to debate.

9. Moderated Caucus

Moderated Caucus is a more formal discussion period where delegates are able to raise their placards, and the Chairs will call on them to say whatever they wish, as long as it remains on topic. Most of the time Unmoderated Caucus will be called as it is more effective for many people to talk at once, however if one Delegate, or group of delegates is trying to get the attention of the whole Committee for a short period of time i.e. they are trying to get their amendment signed by as many people as possible, Moderated Caucus is effective at achieving that.

A Motion for a Moderated Caucus is in order at any time when the floor is open. The Delegate making the motion must briefly explain its purpose and specify a time limit for the caucus (not to exceed ten minutes), and a time limit for the individual speeches. A simple majority is required to adopt the motion. The Chairs may rule the motion dilatory or out of order if the motion is not constructive to debate; this decision is not subject to appeal.

10. Motion to Extend Time

A motion to increase the time for debate on a specific topic may be made and will be considered by the chairs. If the chairs believe that extending time for debate on the topic will be constructive to the debate and enough time remains to do so, they will accept the motion. Otherwise, the chairs shall reject the motion and the debate shall continue.

11. Motion to Move to Voting Procedure

If a delegate believes that more debate on a particular amendment will not change how delegates will vote, they may bring forward a motion to move directly to voting procedure. The chairs will discuss this motion among themselves and if they believe that moving to voting procedure will not significantly impact the debate of the committee, they will accept

and voting procedure shall commence. Otherwise, the chairs shall reject the motion and the debate shall continue.

12. Withdrawing a motion

A motion may be withdrawn by its proposer at any time before voting has commenced. Any motion approved by the Committee may not then be withdrawn by the delegate who moved for its introduction.

SECTION 4 RULES GOVERNING SPEECH

13. Granting of Speeches

No Delegate may address a session without having previously obtained the permission of the Chair. The Chair may at their discretion call a Delegate to order if the speech is not relevant to the subject under discussion; is considered personally offensive to any party; or infringes upon the sovereignty of a Member State. A speech shall be granted for the author(s) of a resolution when it is introduced. The chairs shall also be able to ask for speakers for or against an amendment or resolution at any time in order to move along the debate in the interests of time.

14. Time Limit on Speeches

The Chairs may limit the time allotted to each speaker during the debate. The Chairs may also set no specific time limit for a speaker but will tell them to draw their speech to a close if they believe that the speaker is taking up too much time.

15. Yields

A Delegate granted the right to speak on a substantive issue may yield either to another Delegate, to Points of Information, or to the Chair.

Yield to another Delegate – The remaining time that the Speaker had will be given to the other Delegate who may make one further yield to another Delegate.

Yield to Points of Information – Delegates wishing to ask the speaker questions will be selected by the Chairs and limited to one short question each, however they may raise their placards again to ask another question. The Chairs will have the right to call to order any Delegate whose question is, in the opinion of the chair, rhetorical, leading, or not relevant to the current topic.

Yield to the Chair – The Delegate does not wish to speak anymore, and the Chair will choose the next speaker to continue the debate.

16. Right to Reply

A Delegate whose national integrity has been impugned by another Delegate may request a Right to Reply. Requests may be submitted to the Chair with a short explanation of the reason of the request. A remark that impugns a Delegate's 'national integrity' is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty. The Chair shall determine an appropriate time limit for the reply. The Chair's decision on whether to grant the Right of Reply is not open to appeal. A Right of Reply to a Right of Reply is out of order.

SECTION 5 POINTS

17. Raising Points

Any of the points below may be raised by any Delegate at any time as long as it does not interrupt any speaker (unless it is a point of personal privilege that is relevant to the current speech e.g. they cannot hear the speaker). A Delegate wishing to raise a point shall raise their hand until the Chair recognises that point and asks them to raise it in full. Chairs will also specifically ask Delegates if they have any points of a

particular nature to make, particularly order or clarification after a speech. The Chair shall then take any action required as per the rules below.

18. Point of Personal Privilege

Whenever a Delegate's ability to participate in the proceedings is impaired or when a Delegate is in discomfort, they may rise to a Point of Personal Privilege. While a Point of Personal Privilege may interrupt a speaker, Delegates should be courteous in their use of this point. If appropriate, the Chair will request that the speaker raise their volume and/or clearly or take any other appropriate action.

19. Point of Order

If a Delegate does not follow the rules of discussion, if they use inappropriate language, state points that are factually incorrect, or say anything that is not allowed by the UN charter e.g. advocating war or violence, another delegate may raise a Point of Order against them at the end of their speech or statement. If the Point of Order is accepted the "offending" country will be asked to either clarify that the statement is in their own words or to retract their statement.

20. Point of Clarification

If a delegate does not understand what a Speaker has said or needs additional clarification, they may ask for a point of clarification at the end of the Speakers remarks. A point of clarification may not be used as a vehicle for speechmaking and may be ruled out of order by the Chair if this occurs. The Speaker should then answer this Point of Clarification to the best of their ability to help the Delegate understand their point.

21. Point of Information

Delegates may only raise a Point of Information if the Speaker has yielded themselves to Points of Information.

22. Point of Parliamentary Inquiry

When the floor is open, a Delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee Staff during caucus.

SECTION 6 RULES GOVERNING SUBSTANTIVE PROPOSALS

23. Introducing a Draft Resolution

Once a Resolution has been chosen as stipulated in clause 5 and has been made available to the Committee, a sponsor of the Draft Resolution may propose a motion to introduce said Resolution. After the motion is entertained by the Chairs, the Draft Resolution shall be considered 'introduced' and 'on the floor' and may henceforth be referred to simply as 'the/this resolution'. The sponsor of the Draft Resolution will then be called upon to make a speech in favour of the resolution and the Chairs may decide to invite a second speaker to speak for the Draft Resolution.

24. Panel of Authors

After a Draft Resolution has been introduced, any of its sponsors must read out the operative clauses in the Draft Resolution to the Committee. If any delegates are confused or have questions relating to the Draft Resolution, they are able to ask the Chairs to grant the creation of a Panel of Authors. If granted, the Chairs shall set a time limit of no more than five minutes during which members of the floor may ask short questions to this panel, consisting of all sponsors of the Draft Resolution, for the purpose of clarifying the content or meaning of the Resolution.

25. Amendments

An Amendment is a proposal that does no more than add to, delete from or revise at most one third of the operative clauses of a Draft Resolution. Delegates may amend and Draft Resolution that has been introduced. In order for amendments to be considered, they should be submitted in writing to the Chairs for approval along with any signatures that Delegates have gained which support the introduction of said amendment. After the Chairs have received the amendment, they will choose ones with many signatures or ones that will encourage debate in the Committee. A part of the Draft Resolution that has been amended, may be amended again. Each amendment will be debated before speeches against the Draft Resolution and will consist of one or two speakers speaking for and against the amendment.

26. Second Degree Amendments

If a delegate has submitted an amendment that no longer makes sense due to previous amendments, they can send a note to the chair to change their amendment before it is introduced. If a small part of an amendment e.g. wording needs to be changed, a motion to make an amendment to the second degree can be made where unanimous support is needed to change the text of the amendment.

27. Friendly Amendments

If an Amendment is signed by all the sponsors of a Draft Resolution and once it has been approved by the Chair, it may be introduced as a Friendly Amendment by its sponsor. Upon entertaining the motion, the Chair shall read out or project the operative clauses of the Amendment. The Committee shall then immediately vote on introducing the Amendment and making it part of the Draft Resolution without further discussion of it.

28. Substantive Voting

A substantive vote is taken only on passing a Draft Resolution or Amendment. In a

substantive vote, members may vote 'Yes', 'No', or 'Abstain'; members 'present and voting' cannot abstain, as stipulated in Rule 2. Delegates will express their vote by a raising of placards. After the Chair has announced the beginning of voting, no Delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates may not leave or enter the Committee room while voting is taking place.

29. Division of the Question

After debate has been closed, a Delegate may move for the operative clauses of the Draft Resolution(s) to be voted on separately. This should be raised orally after debate has closed but before substantive voting has started.

If there are multiple motions for different divisions, those shall be voted upon in an order to be set by the Director where the most radical division will be voted upon first. The most radical division is considered that which separates the Draft Resolution into the greatest number of divisions, unless the Chair expressly states that another proposal would be substantively more radical.

Parts of the Resolution that are subsequently passed will be recombined into a final document, which is then carried into the final vote on the proposal. This final vote is substantive. If all of the operative parts of the Resolution are rejected, the proposal will be considered to have been rejected as a whole. Amendments cannot be divided.