

Model United Nations

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Flow of Debate

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Rules of Procedures

General Rules

1. The working language of the conference is English. All documents must be written in and all speeches delivered in English.
2. The Chair
 - a. The chair consists of the President and the Secretary General.
 - b. The Secretary-General shall oversee the general administration of the simulation.
 - c. The duties of the President are to: declare the opening and closing of the meeting; to direct the discussion; to ensure observance of the rules; to accord the right to speak; to put questions; to announce decisions; to rule on points; to approve resolutions and amendments submitted for consideration.

Opening of Debate

1. Roll Call -
 - a. At the beginning of the session, the chair will initiate a roll call. Each delegate must respond with “Present” or “Present and Voting”. If a delegate responds with “Present and Voting”, they can not abstain from voting on substantive matters.
 - b. If a delegation is not present at the time of roll call, it is expected to pass a note to the chair once arrived.
2. Setting the Agenda -
 - a. The agenda of the conference shall be communicated to the delegations beforehand.

Order of Business

1. Opening Speeches -
 - a. No delegate shall address the meeting without first being recognized by the President, whether raising a point, making a motion or speaking to a motion.

- b. Persons rising on a point or to make a motion from the floor shall indicate the specific point or motion when recognized by the President.
 - c. The President shall call upon speakers in the order in which they signify their desire to speak after adding them to the Speaker's List. The President may call out a speaker if his or her remarks are not relevant to the subject under discussion.
2. Speakers list -
- a. Delegates are given the right to speak in the order in which they appear on the speakers list. Upon the opening of the speakers list, delegates may be added by a show of placards.
 - b. During debate, delegates may be added to the open speakers list by sending a note to the chair.
 - c. A delegation may anytime request to withdraw from the speakers list by either sending a note to the chair or by declining to speak when called upon.
 - d. A delegation may request to move its name to the bottom of the speakers list by either sending a note to the chair or doing so verbally when called upon to speak. However, if the speakers list has been closed, a delegation must either speak in its turn or withdraw from the list.
3. Time Limit -
- a. A delegate may anytime motion to set the speaking time. Such a motion requires a "seconder" and will be passed by a majority vote. In the absence of such a motion, the speaking time is set to three minutes.
 - b. If a speaker exceeds the time limit, the president shall call the speaker in order informing that he/she has exceeded the time limit and then calling the next speaker on the list.
4. Yielding of remaining time -
- a. The delegate must yield his/her time in either of the following ways:
 - i. To the President - The committee moves on.
 - ii. To Comments - Two delegates, selected by the President, may make 30 second comments on the speech just

delivered. The President shall call to order a speaker whose comment does not pertain solely to the preceding speech.

- iii. To another delegate
- iv. To Questions - The delegate may use the rest of his/her time to answer questions posed by other delegates. The President shall select delegates to pose questions.

b. If a delegate fails to yield the time, it is assumed that it is yielded to comments.

5. Right of Reply -

- a. If a delegate makes a statement or accusation that is directed at another country or delegation, the affected delegation may request the right of reply to respond to the statement or accusation.
- b. A delegate may use no more than 30 seconds to reply.

Points

1. Point of order -

A delegate may raise a “point of order” if the delegate believes that the President is not following the Rules of Procedure or not being sufficiently active in ensuring that other representatives do so. The point of order shall be immediately ruled on by the President in accordance with the rules of procedure. If a delegate feels that the ruling of the President is incorrect, they may appeal against the ruling. The appeal is put to a vote and the decision of the President could be overruled by a simple majority of those present and voting.

2. Point of personal privilege -

A delegate may raise a “point of personal privilege” for some of the following reasons - the room is too hot/cold or the delegate cannot hear the speaker. This point may only interrupt a speaker if it is raised for the latter of the above mentioned reasons.

3. Point of information -

- a. (To the speaker) -

- i. A delegate may raise such a point to put up a question to the speaker concerning the content of the speech or other issues relevant to the debate.
 - ii. There may be a “request to follow up” that means the delegate wants to ask another question. This may or may not be allowed by the Chair. No direct dialogue between delegates is allowed in between; the question is asked and then the answer is given.
- b. (To the President) A delegate may raise such a point to seek clarification of the rules by the President.

Motions

1. Motion to Move to Previous Question -
This requires a “second” and can be objected.
2. Motion to Extend Debate Time -
A delegate may raise this to ask for allowing more time for debate on resolution, clause or amendment.
3. Motion to Table a Resolution -
A delegate may ask to put aside the resolution in debate until recalled. For this to occur the person who called for the tabling of the resolution can take to the floor to make a speech about their reasoning. There can be time in favour and time against this proposal. Then a vote must be held. A 2/3 majority is required to pass the motion.
4. Motion to Reconsider a Resolution -
This is the motion to recall a tabled resolution to debate. This would require a 2/3 majority.
5. Suspension of Meeting -
The meeting may be suspended for a limited amount of time upon request by a delegate or the President. This motion will be immediately put to a vote.
6. Adjournment of Meeting -
A delegate may motion for the adjournment of the meeting. This motion will be immediately put to a vote.
7. Adjournment of the Debate -

A delegate may motion for the adjournment of the debate to end the current debate on a specific issue/topic. This requires a “seconded” and the motion is put to a vote and it passes with simple majority.

8. Closure of the Debate -

A delegate may motion for the closure of the debate to end the debate on the current topic/issue and move to a vote on the matter at hand. This requires a “seconded” and the motion is put to a vote.

Moderated Caucus

1. A motion for a moderated caucus may be made by any delegate, and a motion must include a time limit for the caucus, a speaking time for the caucus and the purpose for the caucus.
2. A moderated caucus is entered by a simple majority vote. There are no yields in a moderated caucus.
3. The delegate proposing the caucus may speak first or defer to last.
4. The Chair will announce the order in which delegates will speak.
5. The Chair may interrupt a delegate if they go over their allotted time or if their speech is not relevant to the topic at hand.
6. During a moderated caucus, delegates are encouraged to ask questions and engage in debate with each other.

Unmoderated Caucus

1. A motion for an unmoderated caucus may be made by any delegate, and a motion must include a time limit for the caucus, a speaking time for the caucus and the topic for the caucus.
2. An unmoderated caucus is entered by a simple majority vote.
3. The Chair will announce the start and end time of the unmoderated caucus.
4. During an unmoderated caucus, delegates may form groups to discuss and collaborate on specific topics.
5. Delegates must still conduct themselves professionally and respectfully during an unmoderated caucus.

6. The Chair may call an end to the unmoderated caucus if necessary, or may interrupt delegates if their behaviour becomes inappropriate.

Resolutions

1. A motion to introduce a resolution may be made from the floor and seconded from the floor by a voting member. Only voting members may be the signatories for a resolution.
2. Proposals and amendments on a tabled draft resolution/decisions shall be either formally submitted in writing to the chair, issued as 'L-documents' or proposed orally from the floor, if no member objects.
3. The Chair shall consider whether the sense of a resolution or an amendment is clear and the text is in good form; the President may require redrafting to meet this standard. The President may give advice on form and language, if requested.
4. Amendments:
 - a. No amendment shall be entertained by the President which fundamentally alters or negates the intent of a resolution. The President's ruling on this shall be final and unchallenged.
 - b. When an amendment is moved to a proposal, the amendment shall be voted on first.
 - c. However, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.
 - d. Non-substantive amendments to correct errors in spelling, grammar or format shall be incorporated as part of the original resolution without a vote.
 - e. Friendly amendments are substantive amendments approved by all sponsors of the resolution and approved by the Chair. These amendments are added to the resolution without a vote upon approval.
 - f. Unfriendly amendments are substantive amendments not receiving the approval of all sponsors of a resolution. They require signatures from 1/5 of the total members of the committee and the approval of the Chair to be introduced.

Unfriendly amendments are voted on separately upon closure of debate.

5. Withdrawal of Resolutions or Amendments -

A resolution may be withdrawn at any time by either co-sponsor before voting on it begins.

Voting

1. General Rules -

- a. Each member state of the meeting shall have one vote.
- b. During a vote on a substantive motion, the door of the meeting room shall be closed and no delegate shall be permitted to enter or leave while the vote is being conducted.

2. Voting on draft resolutions -

- a. It is assumed that draft resolutions will be adopted by consensus and therefore shall not require voting. However, in the event that the draft resolution cannot be accepted by consensus, the meeting will go into a vote.
- b. If all operative paragraphs of a draft resolution are rejected, the draft resolution will be considered rejected as a whole.

3. Voting methods -

- a. The meeting shall normally vote by showing of hands or placards.
- b. Roll-Call Vote -

A voting member may request for a roll-call vote. The roll-call will be taken in alphabetical order, and when called, the representative shall answer "Yes", "No" or "Abstain".

- c. After the President has announced the beginning of voting, no delegate shall interrupt the voting unless on a point of order in connection with the actual voting procedure. The President may permit members to explain their vote either before or after the voting. The time given for these explanations may be limited by the President. The President shall not permit the proposer of an amendment to explain his vote on his own proposal or amendment.

- d. If a vote is equally divided on any matter, the President shall decide if a second vote shall be taken. If the second vote also results in an equally divided situation, the proposal shall be regarded as rejected.

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