

Rules Of Procedure

1. Authority of the Secretary-General

The Secretary-General shall be the final arbiter of all decisions made within the conference. They, or such person as designated by him or her, are responsible for such interpretation of the rules as is necessary. The Secretary-General may also introduce, modify or remove such rules as he or she deems fit. The agenda topics of the Conference may only be modified by the Secretary-General.

2. Secretariat

The Secretariat is deemed to consist of the Secretary-General, the Deputy-Secretary-General and all Under-Secretary-Generals as decided before the commencing of the conference, as well as such other supporting members as the Secretary-General deems fit. The Secretariat shall print and distribute resolutions as requested, provide crucial materials and fulfil such work vital for the progress of the Conference.

3. Language

The language of the Conference is English, and as such all documents, notes and speech are to be produced solely in English. Use of any other language during debate is deemed out of order.

4. Courtesy

Delegates shall show courtesy to all personnel of the conference, including other delegates, chairs, directors and the Secretariat. All personnel must wear formal business attire. Chairs shall call to order any delegate who fails to show proper courtesy; in cases of grave breaches of courtesy the Secretary-General may expel a delegate from the conference.

5. Attendance and Quorum

At the beginning of the opening session, and at later sessions at the discretion of the chair, a roll-call shall be taken of all attending countries. Member States are to reply with either "Present" or "Present and Voting" with the reply of "Present and Voting" to mean that the delegate is unable to abstain on a substantive vote. Debate may only begin when one third of the committee is Present, or Present and Voting.

Observer States are to announce themselves as "Present" only.

In the case of committees not comprised of UN member states and observers, a quorum is deemed to be established when one third of designated members are in attendance.

6. Voting Rights

All delegates within a UN body have the right to vote on both procedural and substantive matters. All observers within a UN body have the right to vote on procedural matters *only*.

In the case of a committee that is not a UN body; voting rights are to be allocated at the decision of the directors of that committee.

7. Rights of Delegates and Observers

All delegates, observers and participating members of non-UN bodies, have the right to address the committee, assuming the recognition of the Chair. All delegates and observers, as well as participating members of non-UN bodies have the right to motion, subject to recognition by the Chair. Delegates and observers have the right to sign resolutions and amendments.

8. Points

8.1. Point of Personal Privilege

A delegate may make a point of personal privilege if they are suffering from circumstances that impair their ability to participate in the debate. Upon being recognised by the Chair, they may stand and state the source of their discomfort and request actions to be taken. A point of personal privilege may interrupt the speaker only on grounds of audibility or other circumstances preventing participation in debate.

8.2. Point of Order

A delegate may make a point of order to indicate a breach in parliamentary procedure by another delegate or the chair. The delegate is not to use a point of order to provide substantive discussion on the agenda. The chair will rule immediately on the point of order in line with these rules of agenda. A delegate may *not* interrupt a speaking delegate, though the Chair may do so.

8.3. Point of Parliamentary Inquiry

A delegate may make a point of parliamentary inquiry to ask a question regarding the rules of procedure. The delegate may *not* interrupt a speaker. The chair will answer the inquiry in line with the rules of procedure. Delegates wishing to discuss substantive matters with the Chairs should do so either by written note or during an unmoderated caucus.

8.4. Rights of Reply

A delegate may request a right of reply in writing to the chair, if they feel that their national honour has been insulted by a delegate. If the chair consents, they shall allocate time for the delegate to make their right of reply. There shall be no rights of reply to rights of reply, although the Chair may still call the delegate to order at any time.

9. Motions

9.1. Seconds and Objections

In the event of a motion not being ruled dilatory by the Chair, the Chair shall enquire whether the motion is seconded by another delegate, in the event of no second being granted, the motion shall not take effect or be voted upon. If a motion is seconded, the Chair shall enquire if any delegate objects to the motion. In the event that no delegate does so, it shall immediately take effect. In the event that there is both a second and an objection, the motion shall undergo a procedural vote.

9.2. Set the Agenda

After the initial roll-call has been taken and a quorum established, a motion to set the Agenda is in order. The chair shall establish a speaker's list for the purpose of discussing the motion. After at least four speakers have spoken, it is in order for there to be a motion to close debate on the motion. This motion would require a simple majority to pass. If this motion carries the committee shall vote on whether to adopt the topic proposed. A simple majority is required to adopt the topic, if the vote on the Topic fails, the other Topic is immediately adopted.

The passing of a resolution on Topic A automatically triggers the adoption of Topic B as the agenda for debate.

An additional motion to set the Agenda is only in order after the rejection of a resolution. If the Chair does not rule this motion dilatory, then it shall be debated to the extent of one speaker for and one speaker against. A two-thirds majority is necessary to adopt the new agenda.

9.3. Caucuses

9.3.1 Moderated Caucuses

A motion to make a moderated caucus is always in order when the floor has been opened. The proposing delegate (or observer) must suggest the purpose, overall time limit, and individual speaker's time. Each speaker will be selected at the Chair's discretion. An extension (which may not be longer than the original length of the caucus) may be granted at the Chair's discretion. The overall time of the original caucus plus any extensions may not exceed 20 minutes. The Chair may rule any motion for a moderated caucus dilatory, this decision may not be appealed.

9.3.2 Unmoderated Caucuses

A motion to make an unmoderated caucus is always in order when the floor has been opened. The proposing delegate (or observer) must suggest the purpose and time limit of the caucus. An extension (which may not be longer than the original length of the caucus) may be granted at the Chair's discretion. The overall time of the original caucus plus extensions may not exceed 20 minutes. The Chair may rule any motion for an unmoderated caucus dilatory, this decision may not be appealed.

9.4. Closure of Debate

The motion for closure of debate for the first topic to be discussed is in order when the floor is open, so long as at least one draft resolution has been introduced. The motion requires a two thirds majority to pass, and is debateable to the extent of two speakers against. If passed, then the committee will immediately move to vote on all draft resolutions, in the order that they were introduced. Regardless of if a resolution is passed, upon conclusion of voting, the committee shall immediately move to debate the alternative agenda topic.

A motion for closure of debate for the second topic to be discussed may be ruled dilatory by the Chair, this decision is not open to appeal.

9.5. Move to Voting Procedure

A delegate may motion to move to voting procedure. In the case of amendments this motion is not debateable. In the case of resolutions this motion is debateable to the extent of one speaker for and one against. The Chair may rule this motion dilatory. In the event that such a vote may result in the second topic to be concluded, the Chair's decision is not appealable.

9.6. Table Debate

A delegate may motion to table debate on a resolution, amendment or working paper. Such a motion requires a two-thirds majority, and may be ruled dilatory by the chair. If this motion passes, than the relevant document shall be removed from debate. The document may be re-introduced by a simple majority.

9.7. Question the Competence of the Committee

A delegate may motion to question the competence of the committee immediately after the introduction of a resolution or amendment. Such a motion may be ruled dilatory by the Chair, and requires a two-thirds majority to pass. It is debateable to the extent of one speaker in favour and one against. Additionally the Chair may make a non-binding statement on the issue. Should such a motion pass the amendment or resolution is considered as tabled.

9.8. Appeal

A motion may be made to appeal decisions of the Chair unless they may not be appealed. Such a motion must be recognised by the Chair, who may speak in defence of their decision. A vote must have a two thirds majority to overrule the Chair, who may then choose to pass the appeal to the Secretary-General. The Secretary-General's decision is final and may not be appealed.

10. General Speaker's list

The General speakers' list is in effect whenever the committee is not in a caucus. Specific speaker's lists should be made for the debate of amendments and of certain motions. A new general speakers' list should be made for each topic.

Delegates may be added to the speakers' list, either by sending a written note to the Chair, requesting it, or by raising a placard if the Chair asks. Delegates may not add themselves to the speakers' list if they are already present on it.

The time for each speaker is to be one minute. This time may be altered by a motion to do so, requiring a simple majority. Motions to do so may be ruled dilatory by the Chair.

11. Yields

Delegates, may use their remaining time when speaking in general debate to yield in one of three ways.

11.1 Yield to another Delegate

A delegate may yield their remaining time to another delegate, who must accept the yield. The delegate may not then yield to another delegate.

11.2 Yield to Points of Information

The delegate may yield their time to points of information, allowing other delegates, to be picked at the discretion of the Chair, to ask brief questions of the delegate, who may answer. Only the time taken to answer shall be counted against the delegate's remaining time. Follow-up questions are only permitted with the permission of the Chair.

11.3. Yield to the Chair

The delegate may yield to the Chair if they do not desire to yield to another delegate or to points of information. The Chair will then move to the next speaker on the speaker's list. If a delegate runs out of time they are deemed to have automatically yielded to the chair.

12. Working Papers

Working papers are documents written to aid debate by the committee. They need not be written in formal style but must be submitted to the Chair for approval. When approved a delegate may motion to introduce the working paper, requiring a simple majority, the Chair may rule this dilatory. Working papers are not formal documents and will not be printed.

13. Resolutions

A draft resolution must be approved by the Chair and receive the signatures of at least one fifth of the attending delegates and observers. When it has done so a delegate may "motion to introduce the draft resolution", requiring a simple majority. If passed, a majority of the committee may request that the resolution be printed, rather than displayed electronically. If that is the case, debate on the resolution will be delayed until printed. The operatives will be read aloud, or the delegates given time to read the resolution, at the Chair's discretion. The chair may allow up to an additional three minutes to the current speaker's time to allow the proposer of the resolution to fully explain their resolution.

The resolution will be debated as part of the General speakers' list. More than one resolution may be in circulation at a time, but only one may pass on each topic. If a resolution is passed, debate will immediately commence on the second agenda item.

Signatures may be gained from either sponsors, who are deemed to be in favour of the resolution or amendment as it stands, or signatories, who may vote as they wish.

14. Amendments

An amendment to a resolution must be approved by the Chair and receive the signatures of at least one tenth of attending delegates and observers. When that has taken place a delegate may motion to introduce it. The amendment will be read aloud by the proposer. The Chair may allow an additional minute to the current speaker's time to allow the proposer to fully explain their amendment.

Signatures may be gained from either sponsors, who are deemed to be in favour of the resolution or amendment as it stands, or signatories, who may vote as they wish.

A separate speaker's list will be formed for debate on the amendment. Motions for caucuses are out of order during debate on an amendment.

Amendments to amendments are out of order.

14.1 Friendly Amendment

The Chair may, at their discretion, make amendments that do not alter the substance of a resolution or amendment. If a sponsor of the resolution or amendment objects, than such friendly amendments are out of order.

15. Voting

All votes for the passing of an amendment or resolution are substantive votes. All other votes are procedural.

Only points of personal privilege or points of order are in order while voting is taking place. All other applicable motions must be made immediately after movement to voting procedure.

Unless otherwise stated, all votes require a simple majority, that is 50% of the votes plus one (rounding down, if necessary) of all delegates (and observers, if a procedural vote) in the committee.

Some votes require a two-thirds majority, where there must be twice as many votes "for" as "against" in order to pass.

15.1. Procedural Vote

All delegates and observers have the right to one vote in procedural vote. All delegates and observers must vote either "for" or "against" the motion, they may not abstain.

Unless otherwise stated, all procedural votes require a simple majority.

15.2. Substantive Votes

Votes to pass a resolution or amendment require a simple majority. Observers may not vote on substantive matters.

Delegates that indicated that they were "present" at roll-call may vote either "for", "against" or "abstain". Those that indicated "present and voting" must vote either "for" or "against".

Certain issues may be deemed to be those of "special importance". Should the Chair believe a vote would be of such importance they should refer it to the Secretary-General. If the Secretary-General, or appointed representative, agrees, then the vote must pass with a two-thirds majority.

15.3. Division of the Question

A delegate may motion to divide the question and vote upon the amendment or resolution in separate portions, the portions to be suggested by the proposing delegate. The motion is not debateable and is passed by a simple majority. In the case of multiple motions to divide the question passing, the most disruptive separation is used.

Voting shall then take place on each separated portion of the resolution or amendment. If at least one portion fails, than an additional overall vote may be taken at the conclusion.

15.4. Roll Call

A delegate may motion to vote by roll-call, this motion is not debateable and is passed by a simple majority. The Chair may rule this dilatory. In the case of this motion being made after a division of the question, the motion may apply to one or more specific portions of the resolution.

15.5. Security Council Voting Procedure

15.5.1 Procedural Voting

Procedural voting is to take place in line with rule 15.1.

15.5.2. Substantive Voting

All substantive votes in the Security Council require an affirmative vote of nine members. In the case of less than 15 members being present, an alternative method of two-thirds minus one is acceptable, at the Chair's discretion.

15.5.3. Permanent Members

The five permanent members of the Security Council are: The United Kingdom, the United States of America, the French Republic, the People's Republic of China and the Russian Federation.

If a permanent member of the Security Council votes "against" on a substantive vote, then the vote fails.

16. Committee Directorate General Authority

The Chairs of a committee shall be responsible for keeping order and ensuring the continuation of debate, to that end, they have the following powers.

The Chair may temporarily suspend some or all rights of a committee member. The delegate may appeal this decision to the Secretary-General.

The Chair is responsible for commencing, suspending, recommencing and concluding debate and any motion to do so by them is automatically carried.

17. Precedence

In the case of multiple motions, points and votes being requested, they shall be voted in order of the most disruptive first.

In the case of equal motions, with different overall speakers' time, the longer proposed motion is voted on first. In the case of equal motions with equal overall speakers' time, but different individual speakers' time, the motion with the lower individual speakers' time is voted on first.

Order of Precedence

Points:

- 1) Point of Personal Privilege – may interrupt the speaker (rule 8.1.)
- 2) Point of Order (rule 8.2.)
- 3) Point of Parliamentary Inquiry (rule 8.3.)

Motions:

- 4) Motion to Appeal the Chair's Decision (rule 9.8.)
- 5) Motion to Set the Agenda (rule 9.2.)
- 6) Motion to Question the Competence of the Committee (rule 9.7.)
- 7) Motion for an Unmoderated Caucus (rule 9.3.2)
- 8) Motion for a Moderated Caucus (rule 9.3.1)
- 9) Motion to Table a Resolution/Amendment (rule 9.6.)
- 10) Motion to Move for Closure of Debate (rule 9.4.)
- 11) Motion to Move to Voting Procedure (rule 9.5.)