

## ***RULES OF PROCEDURE<sup>1</sup>***

### **1. ROLE OF COMMITTEE STAFF**

- a. --CHAIR: The Chair is in charge of all committee proceedings. S/he will open and close all committee sessions, interpret and ensure the observance of the Rules of Procedure and Delegate Code of Conduct, determine whether points and motions are in order, accord the right to speak, keep track of speaking time, approve working papers and amendments, announce the results of votes, etc. During caucuses, the Chair will help the delegates find allies, draft working papers, and propose amendments.
- b. --VICE CHAIR: The Vice Chair is responsible for assisting the Chair. S/he will take attendance, keep a written record of the committee proceedings, keep track of delegate participation for awards, help the chair approve working papers and amendments, count votes, etc. During caucuses, the Vice Chair will help the delegates find allies, draft working papers, and propose amendments. Once delegates have begun to submit working papers, the vice chair's primary responsibility (taking precedence over the others) will be to evaluate and approve working papers to become draft resolutions.
- c. --RAPPORTEUR: The Rapporteur is responsible for assisting the Chair and the Vice Chair. S/he will post the agenda, current motions, the speakers list, draft resolutions, and amendments. The Rapporteur will also help the chair approve working papers and amendments, count votes, etc. During caucuses, the Rapporteur will help the delegates find allies, draft working papers, and propose amendments. The Rapporteur will also aid in keeping a record of committee proceedings while the vice chair evaluates working papers.
- d. --EXPERT/RUNNER: Whenever possible, each committee will also have an expert/runner. Expert duties include helping the vice chair approve working papers and amendments, making presentations during debates on the issues, and helping delegates find allies, draft working papers, and propose amendments during caucuses. Runner duties include printing and distributing draft resolutions and delivering messages from the Chair to the Conference Staff, from delegates to the Committee Staff, from delegates to Home Government, and (at the discretion of the Chair) from one delegate to another.
- e. -- EX COMM MEMBER: Each committee will have one Ex Comm member to assist the chair and all other committee staff and to give the final approval on all working papers submitted to become draft resolutions. Ex Comm members have administrative duties in the Office of Delegate Services (ODS) and at Home Government, as well as the responsibility of running a room at region night.
- f. Committee Staff (also known as the Dais) shall help the delegates in their deliberations and in drafting working papers.

### **2. EXPECTATIONS OF DELEGATES**

- a. Delegates must know and adhere to these Rules of Procedure and the Delegate Code of Conduct (see separate document).
- b. Delegates are expected to remain "in character" during the conference. In other words, they must know, respect, and represent their country's actual positions.
- c. Delegates must treat one another and the committee staff with respect.
- d. Delegates who fail to meet these expectations will be warned by the Chair. If their behavior does not improve, the Chair may refuse to grant speaking privileges, may revoke voting privileges, and/or may expel them from the Committee. This will eliminate any chance of receiving a scholarship or award.
- e. Except in exceptional circumstances approved by MMUN staff, each country shall have one delegate per committee. Delegates who co-represent a country shall have one vote.

---

<sup>1</sup> Written by Karen Ruth Adams with contributions from Jennifer Hathaway, Rob Killian, Paul Moe, Aimee Ryan, and Nicholas Potratz. Copyright 2014 by Karen Ruth Adams.

- f. Each delegate must have a country placard that can be read at a distance and conforms to the instructions posted before the conference.

### 3. COMMITTEE AGENDA

- a. The agenda of the Opening Ceremony shall include the adoption of the committee topics posted before the conference
- b. The first session of each committee shall include:
  - i. Introduction of committee staff
  - ii. Attendance and seating assignments
  - iii. Review of rules
  - iv. Practice simulation
  - v. Agenda setting
- c. Sessions II, III, and IV shall include:
  - i. Opening speeches
  - ii. Topic discussion
- d. Sessions V and VI shall include:
  - i. Draft resolution debate
  - ii. Voting procedures
  - iii. Selection of speakers for the High Level Meeting
- e. High Level Meeting shall include
  - i. Speeches on two resolutions selected by committee chairs
  - ii. Final Plenary votes on resolutions

#### POINTS AND MOTIONS – GENERAL INFORMATION

- a. Delegates may use any and all points and motions listed below.
- b. Delegates may use only the points and motions listed below.
- c. Before making any point or motion, delegates must be recognized by the Chair.
- d. To be recognized by the Chair, delegates must raise their placards.
- e. Which delegates are recognized, and in what order, is at the discretion of the Chair.
- f. When a delegate has been recognized, s/he shall state his/her point or motion.
- g. The Chair shall decide whether particular points and motions are in order.
- h. If a point or motion is in order and requires a vote, voting will occur by show of placards.
- i. The Chair may suggest motions to facilitate the work of the committee.

### 4. POINTS AND MOTIONS – ORDER OF PRECEDENCE

- a. When more than one point or motion is on the floor, Chairs will address them in the following order:
  - i. Point of Order
  - ii. Point of Parliamentary Inquiry
  - iii. Motion to Appeal the Decision of the Chair
  - iv. Motion to Adopt the Agenda
  - v. Motion to Vote by Acclamation
  - vi. Motion to Suspend the Meeting
  - vii. Motion to Adjourn Debate
  - viii. Motion to Close Debate
  - ix. Motion to Divide the Question
  - x. Motion to Reconsider
  - xi. Motion to Close the Speakers List
  - xii. Motion to Open the Speakers List
  - xiii. Motion to Adjourn the Meeting

### 5. MEANING AND PURPOSE OF PARTICULAR POINTS AND MOTIONS

- a. **Point of Order:** Used to call attention to a breach of rules. If necessary, this point can interrupt a speaker; in other words, during a speech, a delegate may raise his/her placard and call out “point of order.” If the delegate is recognized by the Chair, s/he will explain what breach of rules has occurred. The Chair shall immediately decide if there was a breach. If so, s/he shall correct the

error. The Chair's decision is final unless successfully appealed. If the Chair is in doubt, s/he may ask the committee to vote.

- b. **Point of Parliamentary Inquiry:** Used to ask the Chair about the rules or proceedings of the Committee. If necessary, this point can interrupt a speaker; in other words, during a speech, a delegate may raise his/her placard and call out "point of parliamentary inquiry." If the delegate is recognized by the Chair, s/he will explain his/her inquiry. If the question is in order, the Chair will endeavor to answer it.
- c. **Motion to Appeal the Decision of the Chair:** Used to challenge a decision of the Chair. The Chair can rule this motion dilatory (out of order) if s/he can provide evidence of his/her adherence to the rules or other reasons for his/her decision. If necessary, this point can interrupt a speaker; in other words, during a speech, a delegate may raise his/her placard and call out "motion to appeal the decision of the Chair." If the delegate is recognized, s/he will explain the decision s/he wishes to appeal. If the Chair accepts the motion, s/he will ask for 2 pro and 2 con speakers, then hold a vote. To pass, the motion requires a 2/3 majority. If the decision passes, the Chair's decision is overturned.
- d. **Motion to Adopt the Agenda:** Used to set the order in which the pre-announced agenda topics will be considered. This motion is in order only during the first committee session. When this motion is in order, the Chair will ask the delegate making the motion to specify the desired agenda order by number (eg., 2, 3, 1). The Chair will collect all similar motions. They will be voted on in the order they were made. The first one to receive a simple majority will be the committee's agenda. The topics will then be renumbered I, II, III.
- e. **Motion to Vote by Acclamation:** Used during voting procedure to pass an amendment or draft resolution without a standard vote of those in favor, those opposed, and those abstaining. If Chair deems the motion to be in order, s/he will ask if there are objections to the amendment or draft resolution. *Delegates who would vote "no" in a standard vote on the document should raise their placard to register objection.* If there are no objections, document will pass. If one or more delegates object, standard voting must be used. This motion speeds up the voting process and shows the Committee is united in support of the amendment or draft resolution.
- f. **Motion to Suspend the Meeting:** Used to pause the Committee's deliberations for caucuses and breaks. Delegates making this motion should indicate the purpose and length of the break. If the Chair finds the motion to be in order, the vote requires a simple majority. After the caucus or break, the deliberations will resume where they were interrupted.
- g. **Motion to Adjourn Debate:** Used to end debate on the current topic without a vote on any of the draft resolutions thus far introduced on that topic. This motion can be used to help manage the Committee's time, for example if the Committee would like to hold at least some debate on all topics before voting on any draft resolutions. If the Chair deems the motion to be in order, s/he will ask for 2 pro and 2 con speakers. To pass, the motion requires a simple majority. If delegates decide to return to the topic later, they can make a Motion to Reconsider the topic.
- h. **Motion to Close Debate:** Used to end debate on a topic. If the Chair finds the motion to be in order (if there has been adequate discussion of the topic), s/he will ask for 2 con speakers. To pass, the motion requires a 2/3 majority. If the motion is to close debate on a topic and the motion passes, the Committee will move into Voting Procedures on the amendments and draft resolutions on the topic.
- i. **Motion to Divide the Question:** Used during voting procedures to split an amendment or draft resolution into two amendments or resolutions that can be voted on separately. Only operative clauses may be divided. If the Chair finds the motion to be in order, s/he will ask the delegate to explain which operative clauses the delegate wishes to leave in the original document and which s/he wishes to be put into the new document. The Chair will then ask for 2 pro and 2 con speakers. To pass, the motion requires a simple majority. If there is more than one motion to divide a single amendment or resolution, the first one to receive a majority is the only one that shall go into effect. Once an amendment or draft resolution has been divided it is treated as two amendments or draft resolutions, each of which will be voted on separately.
- j. **Motion to Reconsider:** Used to re-open debate on a topic. During voting procedure, this motion can also be used to request a second vote on an amendment or draft resolution if the vote was tallied incorrectly or if delegates misunderstood the issue at stake. In making this motion, delegates must explain what type of reconsideration they are seeking. If the Chair finds the

motion to be in order, s/he will ask for 2 con speakers. To pass, the motion requires a 2/3 majority.

- k. **Motion to Close the Speakers List:** Used to prevent additional speakers from being added to the Speakers List. This motion can be used to help manage the Committee's time. When the Speakers List has been exhausted, the committee must move directly into voting procedure on amendments and draft resolutions related to the current topic. If the Chair finds this motion to be in order (if there are draft resolutions on the topic and the resolutions have been adequately discussed), s/he will ask for 1 pro and 1 con speaker. To pass, the motion requires a simple majority.
- l. **Motion to Open the Speakers List:** Used to reopen the Speakers List once it has been closed if delegates determine that more substantive debate is needed. If the Chair finds this motion to be in order, s/he will ask for 1 pro and 1 con speaker. To pass, the motion requires a simple majority.
- m. **Motion to Adjourn the Meeting:** Used at the end of the last Committee session of the conference to conclude the Committee's deliberations until next year. If the Chair deems the motion to be in order, it will pass with a simple majority.

## 6. **SPEAKERS LIST**

- a. Delegates cannot speak unless they have been recognized by the Chair.
- b. When the Chair opens discussion on a topic, s/he will establish a speakers list.
- c. Delegates wishing to speak on the topic should raise their placards. They will be added to the list in the order they are recognized by the Chair.
- d. At the discretion of the Chair, delegates may send a note to the Rapporteur asking to be added to the list.
- e. The Chair will call on delegates in the order they appear on the list.
- f. A delegate can appear only once on the current list. Once a delegate has spoken s/he can ask to be added to the list again.
- g. The Chair may limit delegates' ability to appear on the list to enable the Committee to hear from a wide variety of delegates or to manage Committee's time.
- h. If the speakers list is exhausted, the Committee will move immediately into voting procedure on the topic at hand. If there are no draft resolutions on the topic, the Committee will move onto the next topic.
- i. The Chair may add delegates to the speakers list to encourage discussion, include delegates who have not yet spoken, manage the Committee's time, and otherwise further the progress of the Committee.

## 7. **SPEAKING TIME**

- a. The committee will have a standard speaking time of 1 minute. There is no motion to change the speaking time.
- b. Procedural motions requiring pro and con speakers have a set speaking time of 30 seconds.
- c. The Chair will alert speakers when their time has expired. If the Chair fails to do so, delegates may rise to a Point of Order.

## 8. **ACCEPTABLE SPEECHES**

- a. Speeches must pertain to the topic at hand.
- b. Speeches must be delivered in diplomatic language.
- c. Irrelevant and undiplomatic speeches will be ruled dilatory (out of order) by the Chair. If the Chair fails to do this, delegates may rise to a Point of Order.
- d. Delegates are encouraged to begin their speeches by thanking the Chair and fellow delegates.

## 9. **TYPES OF SPEECHES**

- a. **Procedural Speeches** deal with procedural motions, such as setting the agenda, setting the speaking time, and closing debate. When speaking on procedural issues, a delegate must speak only to that procedural issue and its possible effects on the Committee. Motions cannot be made during procedural speeches. At the end of procedural speeches, any remaining time reverts to the Chair.

- b. **Substantive speeches** address the agenda topic before the committee. They may relate to broad issues within the topic or to particular draft resolutions or amendments. At the end of a substantive speech, the speaker can make a motion. In that case, the balance of the time is yielded to the Chair. If no motion is made and there is time remaining, the delegate may yield the balance of his/her time as follows:
  - i. Yield to the Chair. This will end the time, and the next speaker will be called.
  - ii. Yield to another delegate. If the Chair determines that sufficient time is remaining, s/he will ask the delegate to whom the time has been yielded whether s/he wishes to use the time. If not, the time will revert to the Chair.
  - iii. Yield to questions. If the Chair determines that sufficient time is remaining, s/he will ask for questions from the floor and recognize one delegate at a time to ask a question. The speaker may choose not to answer any question. Questions and answers will continue until the speaking time has been exhausted.

**10. TIPS AND GUIDELINES FOR EFFECTIVE SPEECHES AND DEBATE AT MMUN**  
**(The Delegate Script lists tips and guidelines with examples of giving effective speeches at MMUN. Delegates should review the script prior to attending their committees at the conference to get an idea of what occurs during committee sessions.)**

- a. **Progression of Substantive Speeches Throughout Topic Discussion**
  - i. In the first sessions of committee, speeches should focus on the general position of one's country, and ideas for potential working papers. Use speeches as an opportunity to broadcast your country's position on an issue to the entire committee. This can help you find potential allies and cosponsors for your ideas and resolutions.
  - ii. Once delegates have formed blocs and generated some substance for working papers, focus speeches on bloc positions, promoting working papers, and encouraging other delegates to offer input on or debate existing working papers.
  - iii. After delegates begin submitting working papers and the working papers are accepted as draft resolutions by conference staff, delegates' speeches should center on describing the content of their draft resolutions and what they hope the documents will achieve. Try to garner support for draft resolutions, as having strong support and awareness from the committee members will increase the chance that a draft resolution will pass. Be open to friendly criticism and debate, and willing to offer your own constructive criticism or debate to another delegate's resolution yourself.
  - iv. Even if you have not yet completed a draft resolution, once others' draft resolutions have been accepted, present statements supporting, disagreeing with (remember to remain diplomatic and respectful), or offering constructive criticism of existing draft resolutions.
  - v. Finally, use speeches to present amendments, either friendly or unfriendly, that you and/or other delegates have created for existing draft resolutions.

**11. CAUCUSES**

- a. There are two types of caucuses: unmoderated and moderated.
- b. Delegates must remain in the room during caucuses. The committee is still in session.
- c. Delegates wishing to caucus should make a Motion to Suspend the Meeting. The motion should indicate which type of caucus is desired, for what purpose, and for how long. Example: "I move to suspend the meeting for 20 minutes for the purpose of an unmoderated caucus to draft working papers."
- d. During an **unmoderated caucus**, the meeting is suspended for a set amount of time, and delegates are free to engage in informal discussion with one another to negotiate and draft working papers. During unmoderated caucuses it can be helpful to meet with others from your region. At the beginning of a committee, unmoderated caucuses should focus on finding cosponsors to draft and offer ideas for working papers, or signatories to support the papers. As the committee progresses, delegates should use this time to promote their working papers or draft resolutions, gain input from other delegates on their working papers or draft resolutions, and debate important issues (including the wording) of a draft resolution.  
 If approached by a delegate while they are promoting their draft resolution or working paper, or if approaching other delegates about their documents, do not be afraid to disagree and start a friendly

debate about a document's wording or content if the country that you are representing would have concerns over the resolution. Remember to keep the disagreement diplomatic, respectful, and to offer constructive criticism. For instance, in the spirit of negotiation and compromise, one might suggest changes to the document that would make it more acceptable to one's country.

- e. During a **moderated caucus**, the meeting is suspended for a set amount of time, and the chair moderates a session in which delegates either:
  - i. Engage in popcorn-style debate. Delegates raise their placards to be recognized by the chair and make short speeches for an amount of time specified in the motion to suspend the meeting.
  - ii. Ask questions of one or more speakers. Speakers must agree to be questioned before the committee votes on the motion to suspend debate. Using these question and answer sessions provides a great method for delegates to read or share the purpose and content of their working papers or draft resolutions, while answering questions, gaining feedback from the body, and addressing concerns that others have over their documents.
- f. When a caucus is over, the committee returns to the previous speakers list for the topic.

## 12. WORKING PAPERS, DRAFT RESOLUTIONS & RESOLUTIONS

- a. Until draft resolutions are approved by the Dais, they are known as working papers.
- b. To be approved by the Dais and introduced for committee discussion, working papers must be in the proper format, pertain to the topic at hand, be written in diplomatic language, reflect an understanding of the topic, and add something new to the Committee's previous work on the topic.
- c. Working papers must have a minimum of four preambulatory clauses and four operative clauses.
- d. Each working paper must have a total number of sponsors and signatories equal to 25 percent of the Committee's membership.
- e. Once a working paper has been approved by the Dais, it receives a number and is known as a draft resolution.
- f. When a draft resolution has been typed and copied, the Chair will introduce it to the Committee.
- g. A draft resolution can be withdrawn. This must occur before Voting Procedures begins and requires the agreement of all sponsors. If this occurs, the Chair will ask if the signatories wish to pick up its sponsorship. If so, new signatories must be found to reach the 25 percent of committee requirement. If not, the document will no longer be considered.
- h. Draft resolutions become resolutions if they pass by majority vote.

## 13. AMENDMENTS

- a. An amendment adds to or deletes from a draft resolution.
- b. Only operative clauses can be amended.
- c. An amendment must be germane to the proposal it seeks to alter and cannot wholly replace it.
- d. Delegates wishing to amend a draft resolution must fill out an amendment form.
- e. Amendments must clearly specify the proposed revisions by identifying the numbers of the operative clauses to be changed and the proposed additions or deletions.
- f. Delegates must take the amendment form to the sponsors of the draft resolution. If the sponsors accept the amendment, they must sign the form. This is a friendly amendment.
- g. If the sponsors are not willing to accept the amendment, delegates can propose an unfriendly amendment by obtaining the signatures of sponsors and signatories totaling 25 percent of the Committee's membership.
- h. Both friendly and unfriendly amendments must be submitted to the Dais for approval.
- i. Once the dais has approved a friendly amendment, the Chair will introduce it to the committee by reading it aloud. Friendly amendments do not need to be voted on. They automatically become part of the draft resolution.
- j. Once the dais has approved an unfriendly amendment, the Dais will number the amendment, and the Chair will introduce it to the committee by reading the amendment number and the text of the proposed amendment.
- k. The Rapporteur will post all amendments.
- l. An amendment can be withdrawn. This must occur before Voting Procedures begin and requires the agreement of all sponsors. If this occurs, the Chair will ask if the signatories wish to pick up

its sponsorship. If so, new signatories must be found to reach the 25 percent of committee requirement. If not, the document will no longer be considered.

- m. During voting procedure, amendments will be voted on before the resolution they amend.
- n. An amendment cannot be amended.

#### 14. VOTING

- a. Each member state has one vote.
- b. Voting will occur by show of placards unless the Chair asks delegates to stand to facilitate counting.
- c. Before a vote, the Chair shall describe the motion, amendment, or draft resolution to be voted on and shall explain the consequences of a "yes" or a "no" vote.
- d. Unless otherwise noted, motions, amendments, and draft resolutions pass with a simple majority (50% + 1) of the delegates voting in favor and opposed. Abstentions are not counted in calculating majorities.
- e. Some motions specifically noted in these rules require a 2/3 majority.
- f. In the Security Council, substantive matters (amendments and resolutions) require a majority and cannot receive a "no" vote from any of the five permanent members. This rule does not pertain to procedural matters.
- g. **Procedural Voting:** All states must vote either in favor or opposed on procedural matters such as setting the speaking time and closing debate. There are no abstentions.
- h. **Substantive Voting:** Voting on amendments and draft resolutions (also known as Voting Procedure) will begin on a topic either when the speakers list is exhausted or following a successful Motion to Close Debate.
- i. When the Committee enters Voting Procedure, the Runner will bar the doors. No one may enter or leave, no notes may be passed, and no talking will be allowed. The Committee will remain in this state until the Chair has announced the votes on all amendments and draft resolutions.
- j. During Voting Procedure, the only motions that are in order are:
  - i. Point of Order
  - ii. Point of Parliamentary Inquiry
  - iii. Motion to Appeal the Decision of the Chair
  - iv. Motion to Vote by Acclamation
  - v. Motion to Divide the Question
  - vi. Motion to Reconsider
- k. Unless a successful Motion to Vote by Acclamation is made, voting will following the standard procedure of counting yeas, nays, and abstentions.
- l. Substantive voting will occur in the order draft resolutions were approved by the Dais. Before voting on each draft resolution, the Committee will vote on amendments to the resolution (if any) in the order they were approved by the Dais. Then the amended draft resolution will be put to a vote.
- m. The Chair will announce the results of all votes.
- n. When votes have been conducted on all of the draft resolutions on a topic, the Committee will move automatically into the next agenda topic. A new speaking time and speakers list will be established.