

# Rules of Procedure

## Introduction

### 1. SCOPE

The rules included in this guide are applicable to all Committees. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted from before the session begins. No other rules of procedure apply. If a situation arises which has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on which rule to apply.

### 2. LANGUAGE

English will be the official and working language of the conference. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the Committee staff that will then distribute the translated version to the rest of the Committee.

### 3. REPRESENTATION

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one or two delegates and will have one vote on each Committee. One delegate cannot yield or share his or her time to the other member of the same delegation.

### 4. CREDENTIALS

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary- General. Any representative whose admission raises an

objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

#### 5. PARTICIPATION OF NON-MEMBERS

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. These representatives reserve the right to vote only on procedural matters but not substantive matters. A representative of an organization that is not a member of the United Nations or an Accredited Observer may address a Committee only with the prior approval of the Chair.

## General Rules

#### 6. PARTICIPATION OF NGOS

Representatives of Non-Governmental Organizations (NGOs) reserve the same rights as a full member of the Committee, with the exception of the right to vote on substantive matters, or the right to sponsor (or sign) draft resolutions. At the discretion of the Committee Chair, the dele-

gates of Non-Governmental Organizations hold certain unique procedural rights stated below:

- **Introductory Statements to Committee:** If desired, an NGO holds the right to submit a written introduction to the Committee Chair that elaborates on the position and powers of the NGO. The Chair reserves the right to postpone the introduction of the NGO if necessary.
- **Written or oral announcements:** An NGO is allowed to address the Committee in oral or written form, stating its stance on the topic being discussed and the possible contributions it can make. This announcement will also be made at the discretion of the Committee Chair.

## 7. STATEMENTS BY THE SECRETARIAT

The Secretary-General or a member of the Secretariat designated by him may at any time reserve the right to make either written or oral statements to the Committee.

## 8. GENERAL POWERS OF THE COMMITTEE STAFF

The Committee Dais Staff consists of the Committee Chair and at least one assistant Co Chair.

Each Committee session will be announced open and closed by the Committee Chair who may also propose the adoption of any procedural motion to which there is no significant objection.

The Chair, subject to these rules, will have complete control of the proceedings at any meeting.

The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and ensure and enforce the adherence to these rules. If necessary and given no objections, the Committee Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation, or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Dais staff. Committee Dais staff members may also advise delegations on the possible course of debate. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary-General.

## 9. QUORUM

Quorum denotes the minimum number of delegates who need to be present in order to open debate. Quorum is met and the Chair declares a Committee open to proceed debate when at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum. In order to vote on any substantive motion, the Committee must establish the presence of a simple majority of members. A simple majority is defined at Isar Model United Nations, as when the number of “yes” votes exceeds the number of “no” votes.

## Rules Governing Debate

### 10. APPEAL

An appeal can only be made to procedural matters not substantive ones. A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the Rules of Procedure. The delegate can only appeal a ruling immediately after it has been pronounced. The delegate will be given thirty seconds in order to explain the reasoning behind the appeal. The Chair may speak briefly in defence of the ruling. The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by two-thirds of those members present and voting. The Chair's decision not to sign a draft resolution or amendment is never appealable. A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling. The Chair's ruling shall stand unless overruled by two-thirds of the Committee voting "No."

### 11. COURTESY

Every delegate will be courteous and respectful to the Committee staff and to other delegates. The Chair will immediately call to order any delegate who does not abide by with this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to report the incident to the Chair of the Committee who will then follow the appropriate protocol.

### 12. AGENDA

The Agenda decides the order in which the topics will be discussed in Committee. Therefore the first matter the Committee decides on will be setting the agenda. The only motion in order at this time will be in the form of "The delegation of XY moves that Topic Area Z be placed first on the Agenda."

A motion shall be made to put a Topic Area first on the agenda. This motion requires a second. Delegates may only propose those Topic Areas listed in the preparation materials. The Chair holds the right to modify these Topic Areas at his or her discretion. A Committee in which only

one Topic Area may be proposed for the agenda will be considered to have automatically adopted that Topic Area without debate.

A Speakers List will be established 'for' and 'against' the motion; speakers 'for' will speak in support of the Topic Area suggested, speakers 'against' will speak in favour of the other Topic Area. Debate over the Agenda can only be closed by a motion after the Committee has heard from two speakers for the motion and from two against, or all the speakers on one side and at least two on the opposite side. As stated in Rule 16, the Chair will recognize two speakers against the motion to close debate. A vote of two-thirds is required for closure of debate on the agenda. In the situation where the Speakers List on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.

Once debate is closed, the Committee will move to an immediate vote on the motion, which will require a simple majority to pass. If the motion fails, the other Topic Area will automatically be placed first on the agenda.

A motion to proceed to the second Topic Area is in order only after the Committee has adopted or rejected a resolution on the first Topic Area. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker in favour and one against. This motion requires a vote of two-thirds of the members present and voting to pass.

In the event of a simulated international crisis or emergency, the Secretary-General, members of the Secretariat or the members of the Committee Staff may call upon the delegates of a certain Committee to set aside or table debate on the current Topic Area so that the more pressing issue may be attended to immediately. After a draft resolution has been passed on the crisis topic, the Committee will return to debate on the tabled topic. If a draft resolution on the crisis topic fails, the Committee may return to debate on the tabled Topic Area only at the discretion of the Committee Staff.

Comments are not in order during debate on the agenda, since deciding the Agenda is a procedural question. All motions for caucus shall be ruled dilatory during the consideration of the agenda. Also, delegates will not be allowed to yield their time (see Rule 22).

### 13. DEBATE

The setting of the Agenda is followed by the opening of a new, continuous Speakers List that is used to begin general debate. This Speakers' List will decide the order of speakers for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers' may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails, the Committee postpones debate on it, or the Committee moves to the next Topic Area.

### 14. UNMODERATED CAUCUS

A delegate may motion for an unmoderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions in descending order of length and the Committee members will vote accordingly. The Chair may rule the motion out of order and his/her decision is not subject to appeal. An unmoderated caucus may be extended only twice.

### 15. MODERATED CAUCUS

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers' List and call on delegates to speak at his/her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of length and the Committee members will vote accordingly. The Chair may rule a motion out of order and his/her decision is not subject to appeal. No motions are in order between speeches during a moderated caucus. A delegate can and will be ruled out of order if the delegate's speech does

not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only twice but only after the caucus has ended.

#### 16. CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers' against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If there are no speakers' against the closing debate, the Committee Chair will ask the delegates if there are any objections to voting by acclamation (Please see Rule 35 for details on procedure). If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

#### 17. SUSPENSION OR ADJOURNMENT OF MEETING

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may rule such motions out of order; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee. In the case of a real emergency as declared by the Secretary General, members of the Secretariat or the Committee Staff, debate will automatically be suspended without any exceptions.

#### 18. POSTPONEMENT & RESUMPTION OF DEBATE

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favour and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favour and one opposed. Resumption of debate will cancel the effects of postponement of debate.

## Rules Governing Speeches

#### 19. RECONSIDERATION

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize two speakers' opposing the motion after which the motion will be immediately voted upon. A two-thirds majority of the members present is required for reconsideration.

If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered.

#### 20. SPEAKER'S LIST

The Committee shall at all times have an open Speakers' List for the Topic Area being discussed. The Chair will either set a speaking time or entertain motions to set a speaking time. Separate Speakers' Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers' List by submitting a request in writing to the Chair, provided that member is not already on the Speakers' List, and may remove its name from the Speakers' List by submitting a request in writing to the Chair.

At any time the Chair may call for members that wish to be added to the Speakers' List. The names of the next several members to speak will always be posted for the convenience of the Committee. The Speakers' List for the second Topic Area will not be open until the Committee has proceeded to that topic.

The Speakers' List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speakers' List. A motion to close any Speakers' List is never in order.

### 21. SPEECHES

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or staff.

### 22. TIME LIMIT ON SPEECHES

The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.

### 23. YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. A delegate must declare any yield at the conclusion of his or her speech.

- Yield to another delegate: His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. To turn the floor over to a co-delegate of the same member state is not considered a yield. The

second delegate speaking may not yield back to the original delegate.

- Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading and/or not designed to elicit information. Only the speaker's answers to questions will be counted towards the time limit.

- Yield to the chair: Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker. Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter. A delegate must declare any yield by the conclusion of his/ her speech. Even if a delegate's time has elapsed, he/she must still yield. Yields only need to be made when in a Speakers' List.

## Rules Governing Points

### 24. COMMENTS

If a substantive speech involves no yields, the Chair may recognize up to two delegates, other than the original speaker, to comment for thirty seconds on the specific content of the speech just completed. Commentators may not yield. No comments shall be in order during debate on procedural motions.

### 25. RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply

will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order.

#### 26. POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

#### 27. POINTS OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule out of order these points, which are dilatory or improper; such a decision is not appealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.

## Rules Governing The Path To A Draft Resolution

#### 28. WORKING PAPERS

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair, but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider that working paper

introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval.

## 29. DRAFT RESOLUTIONS

A draft resolution may be introduced when it receives the approval of the Chair. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in Committee. There are no official sponsors of draft resolutions. Signatories should be listed in alphabetical order on every draft resolution. A draft resolution requires a simple majority of members present to pass. Only one draft resolution may be passed per Topic Area. After a draft resolution is passed, voting procedure will end and the Committee will move directly into the second Topic Area (following the rules governing the setting of the agenda).

## 30. INTRODUCTION TO DRAFT RESOLUTIONS

Once a draft resolution has been approved as stipulated above and has been copied and distributed, a delegate(s) may move to introduce the draft resolution. The Chair, time permitting, may read the operative clauses of the draft resolution. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. The Chair, at his/her discretion, may answer any clarificatory points on the draft resolution. Any substantive points will be ruled out of order during this period, and the Chair may end this 'clarificatory question-answer period' for any reason, including time constraints. More than one draft resolution may be on the floor at any one time. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a Resolution on that Topic Area has been passed. Debate on draft resolutions proceeds according to the general Speakers' List for that Topic Area and delegates may then refer to the draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.

### 31. AMENDMENTS

Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of it. Only one amendment may be introduced at any given time.

Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. There are no official sponsors of amendments. As there are no official sponsors of draft resolutions, there can be no friendly amendments. If the submitted amendment contains a typological error, the corrected version should be submitted to the Chair only and does not need to be circulated to the entire Committee. The Chair, at his or her discretion will announce the corrections made in the latter version. Preambulatory phrases may not be amended. The final vote on the amendment is substantive; NGOs and Observer Nations will not be allowed to vote on amendments.

A motion to introduce an approved amendment may be introduced when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. The motion will pass by a simple majority. General debate will be suspended and a Speakers' List will be established for and against the amendment.

A motion to close debate will be in order after the Committee has heard from two speakers' for the amendment and from two speakers' against or from all the speakers' on one side and at least two on the other side. The Chair will recognize two speakers' against the motion to close debate, and a vote of two-thirds is required for closure. If there are no speakers' against the motion to close debate, the Committee Chair will ask to move to voting by acclamation.

When debate is closed on the amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass. After the vote, debate will resume according to the general Speakers' List.

## Rules Governing Voting

### 32. PROCEDURAL VOTING

Voting on any matter other than draft resolutions and amendments is considered procedural.

Each and every member of the Committee, including representatives of Accredited Observers

and of NGO must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes. If there is not the required number of speakers’ for or against a motion, the motion will automatically fail or pass.

### 33. SUBSTANTIVE VOTING

Substantive voting includes voting on draft resolutions and amendments. Once the Committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this point of time, the chambers are sealed and no interruptions will be allowed. The only points and motions that will be in order are: Division of the Question, Reordering Draft Resolutions, Motion to vote by acclamation, Motion for a Roll Call Vote, Point of Personal Privilege and Point of Order. If there are no such motions, the Committee will vote on all draft resolutions. For substantive voting, each member will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast. A simple majority requires more “Yes” votes than “No” votes (i.e. more countries voting in the affirmative than the negative). Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area. In the Security Council, the five permanent members have the power to veto any substantive vote. A “No” vote by one of the five permanent members in the Security Council is considered a veto. NGOs and Observer Nations will not be able to vote on draft resolutions and/or amendments.

### 34. VOTING BY ACCLAMATION

Before the beginning the vote on a particular motion, draft resolution or amendment, the Committee Chair has the right to ask his or her members if there are any objections to a vote by acclamation. If the Committee members have no objections, then the motion will automatically be adopted without the Committee going into voting procedure. A single objection to voting by acclamation will mean that the Committee will go into normal voting procedure.

### 35. REORDERING DRAFT RESOLUTIONS

A Motion to Reorder Draft resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. If the motion receives the simple majority required to pass, the Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

### 36. DIVISION OF THE QUESTION

After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be altered by division of the question.

The motion can be debated to the extent of two speakers' for and two against, to be followed by an immediate procedural vote on that motion. If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.

The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division has been passed, requiring a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.

Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

### 37. ROLL CALL VOTING

A delegate has the right to request a roll call vote after debate on a draft resolution is closed. A roll call vote can only be in order for substantive votes.

In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. In the first sequence, delegates may vote “Yes,” “Yes with Rights”, “No,” “No with Rights”, “Abstain,” or “Pass.” Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.

A delegate who voted “Pass” during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote. The Chair shall then call for changes of votes; no delegate may request a right of explanation if he or she did not request on in the previous two sequences. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds. The Chair will then announce the outcome of the vote.

## Precedence Of Motions

Motions will be considered in the following order of preference:

1. Point of Personal Privilege (Rule 26)
2. Point of Order (Rule 27)
3. Adjournment of the Meeting (Rule 17)
4. Suspension of the Meeting (Rule 17)
5. Unmoderated Caucusing (Rule 14)
6. Moderated Caucusing (Rule 15)
7. Introduction of Draft Resolution (Rule 30)
8. Introduction of an Amendment (Rule 31)
9. Postponement of Debate (Rule 18)

10. Resumption of Debate (Rule 18)

11. Closure of Debate (Rule 16)

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege (Rule 26)

2. Point of Order (Rule 27)

4. Reordering Draft Resolutions (Rule 35)

5. Division of the Question (Rule 36)

6. Motion for a Roll Call Vote (Rule 37)