



# Rules of Procedure

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## 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.

The Secretary-General is supported in his/her work by his/her chosen Secretariat.

## 2. Language

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

## 3. Courtesy

Delegates shall show courtesy to all attendees of the Conference, including other delegates, chairs, directors and the Secretariat. All conference attendees 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 is permitted to expel a delegate from the conference.

## 4. Attendance

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.

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

## 5. 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.

## 6. Rights of Delegates and Observers

All delegates, observers, and participating members of non-UN bodies have the right to address the committee when recognised by 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 sponsor or sign resolutions and amendments.



## 7. Points

### 7.1. 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 recognition by the Chair, they may state the source of their discomfort, and request actions to be taken. A point of personal privilege may interrupt the speaker only in circumstances preventing participation in debate (such as audibility, or visibility of a resolution).

### 7.2. 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.

### 7.3. 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.

### 7.4. Rights of Reply

A delegate may verbally request a right of reply to the chair, if they feel that their national honour has been insulted by a delegate. They may not interrupt a speaker to do so. The chair may immediately consent or refuse the Right of Reply, or ask the delegate to briefly explain their case before deciding. 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.

## 8. Motions

### 8.1. 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. If there is no second, the motion shall fail. If the 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.

### 8.2. Set the Agenda

After the initial roll-call has been taken, a motion to set the Agenda is in order. The chair shall establish a speakers' list for the purpose of discussing the motion. After two speakers "for" and two speakers "against", 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.

### **8.3. Caucuses**

#### ***8.3.1 Moderated Caucuses***

A motion to make a moderated caucus is always in order when the floor has been opened by the Chair. 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 caucus may not exceed 20 minutes. The Chair may rule any motion for a moderated caucus dilatory, this decision may not be appealed.

#### ***8.3.2 Unmoderated Caucuses***

A motion to make an unmoderated caucus is always in order when the floor has been opened by the Chair. 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 caucus may not exceed 20 minutes. The Chair may rule any motion for an unmoderated caucus dilatory, this decision may not be appealed.

### **8.4. 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.

### **8.5. 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.

### **8.6. 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.

### **8.7. 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.

### **8.8. Appeal**

A motion may be made to appeal decisions of the Chair unless they may not be appealed as stated above. 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.

## **9. General Speakers' list**

The General speakers' list is in effect whenever the committee is not in a caucus. Specific speakers' 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 ninety seconds. 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.

## **10. Yields**

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

### **10.1 Yield to another Delegate**

A delegate may yield their remaining time to another delegate, if said delegate is willing. The delegate may not then yield to another delegate.

### **10.2 Yield to Points of Information**

The delegate may yield their time to points of information, allowing other delegates, chosen by 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.

### **10.3. 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.

## **11. Working Papers**

Working papers are documents, pictures, videos, or any other form of media submitted to aid debate by the committee. They need not be 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.



## 12. Resolutions

A draft resolution must be approved by the Chair and receive the signatures of at least one fifth (rounding up) 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 (unless agreed otherwise by both the Chair and committee). The operative clauses 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 first 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 starts, or signatories, who may vote as they wish.

## 13. Amendments

An amendment to a resolution must be approved by the Chair and receive the signatures of at least one eighth (rounding up) 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 primary submitter’s 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 speakers’ list will be formed for debate on the amendment. At the Chair’s discretion, debate may instead proceed via a moderated caucus on the amendment.

Amendments to amendments are out of order.

### 13.1 Friendly Amendment

The Chair may, at their discretion, make or allow amendments that do not alter the substance of a resolution or amendment without requiring a vote, provided all sponsors agree. If a sponsor of the resolution or amendment objects, then such friendly amendments are out of order.

## 14. 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, where there must be more votes “for” than “against” in order to pass.



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

#### **14.1. Procedural Vote**

All delegates and observers have the right to one vote in procedural votes. 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.

#### **14.2. 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”.

#### **14.3. 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 being proposed, the most disruptive separation is voted on first. Multiple divisions may be in order. If this occurs, all divisions will be applied.

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 of the portion votes.

#### **14.4. 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.

#### **14.5. Security Council Voting Procedure**

##### **14.5.1 Procedural Voting**

Procedural voting is to take place in line with rule 14.1.

##### **14.5.2. Substantive Voting**

All substantive votes in the Security Council require an affirmative vote of nine members. In the case of fewer than 15 members being present, an alternative method of two-thirds minus one is acceptable, at the Chair’s discretion. All votes on resolutions in the Security Council are to be deemed roll call votes.

##### **14.5.3. Permanent Members**

The permanent members of the Security Council are the United Kingdom, the United States of America, France, the People’s Republic of China and the Russian Federation.

Permanent members have the power to veto substantive matters. In order to exercise this power, the member must have indicated an intention to veto to the committee prior to the



vote. Expressing a veto concern does not obligate a member to use the veto, for example if their concerns are allayed by other delegates.

## 15. Non-UN Committees

Any non-UN committee shall override the voting, voting rights and precedence motions within, replacing them with the alternative rules of procedure as laid out by the directors of that committee. All other articles shall remain in force.

## 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.

All Chairs derive their authority from the Secretary-General, and so may be removed by them should it be deemed necessary for the well-being of the conference.

## 17. Precedence

In the case of multiple motions, points and votes being requested, they shall be voted upon in order according to the Order of Precedence list below.

In the case of equal motions, a “first come first served” system is used, where within each motion there is no further ranking of precedence.

### Order of Precedence:

#### Points:

- 1) Point of Personal Privilege – may interrupt the speaker (rule 7.1.)
- 2) Point of Order – (rule 7.2.)
- 3) Point of Parliamentary Inquiry (rule 7.3.)

#### Motions:

- 4) Motion to Appeal the Chair’s Decision (rule 8.8.)
- 5) Motion to Set the Agenda (rule 8.2.)
- 6) Motion to Question the Competence of the Committee (rule 8.7.)
- 7) Motion for an Unmoderated Caucus (rule 8.3.2)



- 8) Motion for a Moderated Caucus (rule 8.3.1)
- 9) Motion to Table a Resolution/Amendment (rule 8.6.)
- 10) Motion to Move for Closure of Debate (rule 8.4.)
- 11) Motion to Move to Voting Procedure (rule 8.5.)