



ShishukunjMUN 2015

Rules of Procedure

I. INTRODUCTORY REMARKS

Rule 1: Scope

The rules included in this guide are applicable to all committees. Each rule is self sufficient unless modified by the secretariat, in which case, the modification will be deemed adopted from before the session begins. No other rules or procedure apply. If a situation arises which has not been addressed by the rules of procedure, the chair of the committee will be the final authority on which rule to apply.

Rule 2: Official and Working Languages

English shall be the official and working language of all committees during formal and informal debate.

Rule 3: Decorum

Delegates are to obey instruction given by ShishukunjMUN Staff. Those who do not obey directions will be dismissed from the conference. Delegates are to conduct themselves as diplomats at all times and shall show courtesy to other delegates, the Secretariat, Executive board and the conference staff at the venue and shall at all times present themselves in formal business attire. The Chair will immediately call to order any delegate who fails to comply with this rule. The Secretary General may expel any delegate for failing to adhere to this rule.

Rule 4: Attendance

At the beginning of the opening session, and other sessions at the discretion of the Executive Board, the Rapporteur will call on member states and non members in the English alphabetical order to state their attendance. Members will reply 'Present' or 'Present and voting', where present and voting means that the member state cannot abstain on the substantive vote.

Rule 5: Quorum

One third of the members of a committee must be present for committee session to be opened and for debate to proceed. Majority of the expected members must be present for any substantive vote to be taken.

II. EXECUTIVE BOARDS

Rule 6: General Functions of the Executive Board

The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions,



rule on points or motions, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the committee staff. All procedural matters in committee are subject to the discretion of the Chair. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

III. AGENDA

Rule 7: Agenda

The Secretary-General or his/her representative shall communicate the agenda to the delegates before the conference.

Rule 8: Revision of the Agenda

Additional items of an important and urgent nature may be placed on the agenda during a regular session by the Secretary-General who may add additional topics to the agenda at his/her discretion.

Rule 9: Adoption of the Agenda

The first order of business for the committee shall be the adoption of the agenda. The only motion in order at this time will be in the form of “The nation of [country name] moves that [topic area x] be placed first on the agenda.”

- The motion requires a second and is debatable;
- A provisional speakers list shall be established with three people speaking for and three people speaking against the motion (speaking time for these remarks shall be one minute);
- After the provisional speakers list is exhausted the committee shall move into an immediate vote: a simple majority is required for the motion to pass;
- 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 or debate has been adjourned;
- In the event of a crisis or emergency, the Secretary-General may call upon a committee to table debate on the current topic area so that the more urgent matter may be addressed. After a resolution has been addressed and voted upon, the committee will return to debate the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on tabled topic area only at the discretion of the Secretary-General.
- In case a committee has only 1 agenda, this motion shall not be in order and the agenda shall be set by default.

IV. CONDUCT OF BUSINESS

Rule 10: General Speakers List

The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit such a request in writing to the dais. The Delegate raising the motion shall be the default Speaker.



Rule 11: Speeches

No delegate may address the body without the previously obtained permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 12: Yielding Time

The delegate, who has been recognized by the Chair to address the body on a substantive issue as part of the General Speakers' List, may yield any time following their remarks after their speech. Yields may be made in three ways: to another delegate, to points of information (questions), or to the Chair.

- Yield to another delegate - His/her remaining time shall be given to another delegate. Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.
- Yield to questions - Delegates shall be selected by the Chair to ask one question per speech. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech. Follow up questions will be allowed only at the discretion of the chair.
- Yield to the Chair - Such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The Chair shall then move on to the next speaker.

Rule 13: Right Of Reply

The Chair may recognize the Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair, and may only be granted after a speech is completed. No ruling on this matter is subject to appeal.

Rule 14: Appeal to the Chair's Decision

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate formally challenges the Chair in writing by sending a note to the dais, moving to appeal the Chair's decision. Once the motion is acknowledged, the Secretary General will hear from both the delegate and the Chair before making a decision.

V. POINTS

Rule 15: Point Of Personal Privilege

During the discussion of any matter, a delegate may raise a Point of Personal Privilege, and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort, safety and/or well being of the members of the committee. The Chair may refuse to recognize a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature.

Rule 16: Point Of Order

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising



his or her power. This may also relate to a factual inaccuracy in any Delegate's speech and to that extent, this point is interruptive.

Rule 17: Point Of Information (question to other delegates)

After a delegate gives a speech, and if the delegate yields their time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches and resolutions. Follow up questions will be allowed only at the discretion of the chair.

Rule 18: Point Of Inquiry

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification of the present procedural status of a meeting. A Point of Inquiry may never interrupt a speaker.

VI. MOTIONS

Rule 19: Suspend Debate (Motion to Caucus)

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or un-moderated caucus. This motion requires a majority vote.

- Moderated Caucus: The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (e.g. "The nation of [country name] moves for a five minute moderated caucus with a 30 second speaking time."). During moderated caucus, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.
- Un-moderated Caucus: The recommendation for an un-moderated caucus requires a time limit to be made (e.g. "The nation of [country name] moves for a ten minute un-moderated caucus."). Un-moderated caucuses allow delegates to have informal discussions.

Rule 20: Motion to Table Debate

During the discussion of any matter, the committee may consider a motion to table debate on the item under discussion at the recommendation of the Chair or any delegate. If the motion is seconded, two representatives may speak in favor of and two against the motion. Then, the motion shall immediately be put to a vote. A two-thirds majority is required for passage. If a motion to table debate is passed, the topic is considered tabled and no further actions or votes will be taken on it. A topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

Rule 21: Closure of Debate

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments



will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The committee shall also close debate and move into voting procedure when the speakers list has been exhausted.

Rule 22: Adjournment of the Meeting

During the discussion of any matter, a delegate may move for the adjournment of the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

Rule 23: Order Of Procedural Motions

The motions below shall have precedence in the following order over all other proposals or motions before the committee:

1. Point of Personal Privilege
2. Point of Order
3. Point of Inquiry
4. Point of Information
5. Introduction of a Draft Resolution
6. Motion to Suspend Debate
7. Motion to Table Debate
8. Motion for Closure of Debate
9. Motion to Adjourn the Meeting

VII. RESOLUTIONS

Rule 24: Working Papers

Delegates may propose working papers for the Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in resolution format. Working papers are not official documents and may be presented in any format approved by the Director, but do require the signature of the Director 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 require a simple majority to be accepted

Rule 25: Sponsors and Signatories

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors in effect



control the draft resolution and only they can approve immediate changes. The maximum number of sponsors shall be equal to 1/3rd strength of the committee. Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. The minimum number of signatories shall be 20% of the committee strength.

Rule 26: Submission Of Working Papers, Draft Resolutions, and Amendments

Working papers, draft resolutions, and amendments shall be submitted to the Vice-Chairperson typed and with the proper number of signatures. The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee.

Rule 27: Introducing Draft Resolutions

Once a draft resolution has been approved by the Chair and has been copied and distributed, a delegate may raise a motion to introduce the draft resolution, which is automatically approved and does not require a vote. The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.

Rule 28: Amendments

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all of the sponsors of the initial draft resolution agree to the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the Committee. An unfriendly amendment must have the approval of the Chair and the signatures by 20% of the committee. Amendments to amendments are out of order.

VIII. VOTING

Rule 29: Voting Rights

Each present delegation shall have one vote. Observing nations and non-governmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No, or Abstain. On procedural motions, members may not abstain. Members “present and voting” shall be defined as members casting an affirmative or negative vote (no abstentions) on all substantive votes.

Rule 30: Substantive voting

The only substantive voting will be on draft resolutions and amendments after debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are sealed. At that point, only



the following points and motions will be entertained: Division of the Question, Reordering Draft Resolution, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Inquiry and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each member state will have one vote. Each vote may be a “Yes”, “No” or “Abstain”. Members who abstain from voting are considered as not voting. All matter will be voted upon using placards by default, except if a motion for a roll call is accepted. Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed in a topic area. In Security Council Simulations, nine affirmative votes are required for the passage of resolutions and amendments, including an affirmative vote or an abstention on the part of the permanent members. The P5 members have the power to VETO any substantive vote.

Rule 31: Reordering Draft Resolutions

A Motion to Reorder Draft Resolutions will 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, then vote on them in the order in which they came. 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.

Rule 32: Division of the Question

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

The motion can be debated to the extent of at most 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, requiring a simple majority, has been passed, the resolution will be divided accordingly, and a separate procedural vote (implying no abstentions) will be taken on each divided part to determine whether or not it is included in the final draft. If all 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 as a whole, requiring a simple majority of those voting ‘yes’ or ‘no’ to pass.



Rule 33: Method Of Voting

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll call vote on substantive matters. The roll call vote shall be taken in alphabetical order of the English names of the countries present. During a roll call vote, delegations may answer with an affirmative vote, a negative vote, an abstention (when appropriate) or may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, at which time they may only answer with an affirmative or negative vote. Delegations that appear to be voting out of policy, while casting an affirmative or negative vote, may reserve the right to explain their vote by Voting with Rights. Delegations must announce that they are Voting with Rights at the time they cast their vote. The Chair may permit delegations Voting with Rights to explain their votes after voting has concluded but before the decision has been announced.

Rule 34: Passage Of Resolutions

If a vote does not result in a simple majority* in favor, the resolution shall be regarded as rejected. A simple majority requires fifty percent of the members present during the last roll call, plus one. Example: 99 members present requires $49.5 (50\%) + 1 = 50.5 = 51$ affirmative votes.

*Exceptions: The United Nations Security Council requires nine affirmative votes for the passage of resolutions and amendments. In addition to the nine affirmative votes, an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom) is required for the passage of all resolutions and amendments.

IX. SUSPENSION OF THE RULES

Rule 35: Suspension Of The Rules

These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.