



# INTS201: UOWMUN RULES OF PROCEDURE

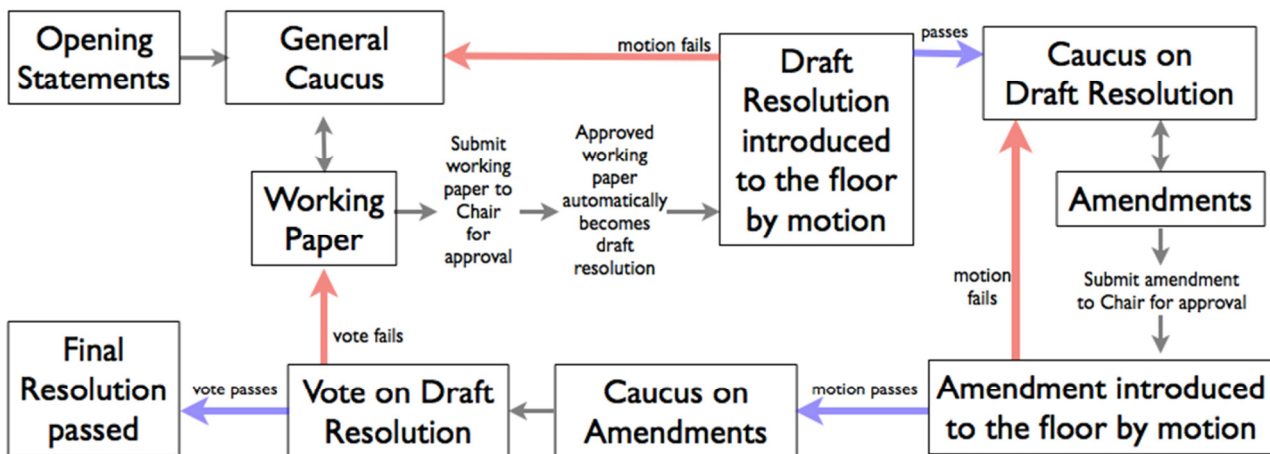
## 1. A MUN Committee

A Model UN committee consists of the Chair or Director (who will be managing the debate) and Delegates of Member States (who will be participating in the debate). During a Model UN, diplomatic manner (also known as decorum) must be maintained at all times. To raise a point or motion, a delegate should only raise his/her placard when being asked by the Chairs for points or motions from floor (with the exception of a point of order). Deliberate disruptions by not following procedural requirements in making a point or a motion is considered inappropriate and disrespectful to the Chair and fellow delegates.

## 2. Power of the Chairs

The Chair may open and close committee debate; propose any motion listed under these rules of procedure; draw up, open and close speakers lists; review and approve working papers; review and approve draft amendments; rule upon matters of procedure; distribute materials; censure delegates; declare quorum and exercise all other discretionary powers necessary to enforce rules of procedure. There will be no appeal mechanisms available regarding the exercise of a Chair’s discretion in committee.

## 3. The Proceedings



## 4. Opening statements

At the beginning of the session, after roll call, each delegate will be invited to give an opening statement of no more than 60 seconds. Delegates may refrain from making a statement if they wish. However, they are strongly encouraged to make these statements.



#### ***4.1 Caucus***

A general caucus is the time spent by Member States on debating, giving speeches or negotiating on certain aspects of the topic. They comprise of a general speakers list, moderated caucuses, unmoderated caucuses and suspensions.

#### ***4.2 General Speakers List***

After opening statements, the Chair will open the General Speakers List. Delegates wishing to speak may request to be added to the list by raising their placards or by sending a note to the Chair. Once called upon, a delegate is allowed to speak for no more than 60 seconds. At the end of the speech, the Delegate may choose to yield his/her remaining time (if any) to questions from the floor, to another delegate or to the Chair. At any time, a delegate may motion to close the speakers list. Once this motion is passed or upon the exhaustion of the General Speakers List, the committee session will end.

#### ***4.3 Moderated Caucus***

To motion for a moderated caucus, a delegate must specify: the duration of the caucus (maximum twenty minutes); a specific topic; and the maximum speaking time per speaker (maximum one minute). When a motion is passed for a moderated caucus, the committee is able to engage in a shorter and more focused form of debate, with the Chair keeping delegates to the topic. Each delegate must raise their placard if they wish to speak. Delegates may speak more than once during a moderated caucus. There is no yielding of time at the end of each speech. Once the total speaking time is exhausted, the moderated caucus lapses. However, a delegate may motion to extend it.

#### ***4.4 Unmoderated Caucus***

To motion for an unmoderated caucus, a delegate must motion for the duration of the unmoderated caucus (of no more than ten minutes). Upon a passed motion, the committee will cease to operate under strict rules of procedure and delegates can leave their seats and speak with one another freely. Once time lapses, the general speakers list will be resumed unless a delegation successfully motions for an extension (motions for an extension to an unmoderated caucus will rarely be entertained by the Chair).

#### ***4.5 Note passing***

Note passing is only allowed during formal debate and moderated caucus. Make sure that all notes are relevant and clearly labelled with whom it is addressed to and who it is from. The Chair has the discretion to read all notes being passed during committee.

### ***5. Working Papers***

One of the main objectives of a Model UN committee is to write and eventually pass formal documents detailing the ideas and solutions discussed. During the initial stages of writing, these documents are referred to as Working Papers.

In order to be formally introduced to the floor, working papers must be written in the format of a United Nations General Assembly Resolution and it must garner the signatures of at least five of the members present in the committee. Once these requirements are met, the working paper will be submitted to the Chair



for final review and approval. The Chair is the final authority on all working papers in the committee, as such; the Chair may require revisions to a working paper, including changes in format and/or content. The Chair may also, at his or her discretion, require two or more groups to merge similar working papers before approval.

After approval, the working paper will be assigned a document number, and distributed to delegates in the committee. From that point onwards, a can debate the contents of that working paper by referring to it by its official document number.

### ***6. Draft Resolutions***

In order to be formally introduced to the floor, Draft Resolutions must be written in the format of a United Nations General Assembly Resolution and it must garner the signatures of at least eight of the members present in the committee. Once these requirements are met, the working paper will be submitted to the Chair for final review and approval. The Chair is the final authority on all working papers in the committee, as such; the Chair may require revisions to a working paper, including changes in format and/or content. The Chair may also, at his or her discretion, require two or more groups to merge similar working papers before approval.

After approval, the Draft Resolution will be assigned a document number, and distributed to delegates in the committee. Following this, to be debated, a motion to introduce the Draft Resolution will have to pass to allow debate on it.

Once this motion is passed, the first signatory will read the Draft Resolution to the Committee. This will be followed by a brief suspension of debate for up to five minutes to allow the delegates to ask questions of up to four signatories, about their introduced draft resolution.

Following this, the Chair will alternate between speakers for and speakers against the Draft Resolution when arranging the newly formed speakers list. Speaking time is set at no more than 60 seconds. At the end of the speech, the Delegate may choose to yield his/her remaining time (if any) to questions from the floor, another delegate or to the Chair.

At any time during the Draft Resolution Speakers list, a delegate may motion to adjourn the debate. If that passes, the Chair will end the debate on the Draft Resolution without a vote. Should there be a subsequent Draft Resolution distributed (but yet to be formally introduced) to the floor, a delegate may then motion to introduce the subsequent Draft Resolution. Should that motion pass, the Chair will open a speakers list to debate on such Draft Resolution.

At any time during the Draft Resolution speakers list, a delegate may motion to close the speakers list. If the motion passes, or upon the exhaustion of the Draft Resolution Speakers List, the committee will move straight to a vote on the Draft Resolution.



A Draft Resolution only becomes a Resolution if it is approved by the committee after a simple majority of votes. A committee is allowed to pass multiple Draft Resolutions, but only if the subsequent Draft Resolutions do not contain any content which contradicts with the passed Resolution.

**7. *Draft Amendments and Amendments***

Should a delegate wish to amend certain parts of the Draft Resolution, he/she may submit a Draft Amendment detailing which clauses to delete, clauses to be added and/or clauses to be edited. A Draft Amendment needs to garner the signatures of at least eight of the members present in the committee before it can be submitted to the Chair for approval. The Chair may require revisions to a Draft Amendment, including changes in format and/or content.

Once approved, the Draft Amendment will be given a document number and automatically upgraded to an Amendment and distributed to delegates in the committee. At that point, a delegate will have to motion to introduce the Amendment.

Once this motion is passed, the first signatory will read the Draft Resolution to the Committee. This will be followed by a brief suspension of debate for up to five minutes to allow the delegates to ask questions of up to four signatories, about their introduced draft resolution.

Following this, the Chair will alternate between speakers for and speakers against the Draft Resolution when arranging the newly formed speakers list. Speaking time is set at a maximum of 60 seconds. At the end of the speech, the Delegate may choose to yield his/her remaining time (if any) to questions from the floor, another delegate or to the Chair.

At any time during the Amendment Speakers list, a delegate may motion to adjourn the debate. If that passes, the Chair will end the debate of the said Amendment without a vote. Should there be a subsequent Amendment distributed (but yet to be introduced) to the floor, a delegate may motion to introduce the subsequent Amendment. Should that motion passes, the Chair will open a speakers list to debate on such Amendment.

At any time during the Amendment speakers list, a delegate may motion to close the speakers list. If that motions passes, upon the exhaustion of the Amendment Speakers List, the committee will move straight to a vote on the Amendment. An Amendment will only be incorporated into the Draft Resolution after a simple majority of votes supporting it. A committee is only allowed to pass multiple Amendments if the subsequent Amendments do not contain any content that contradicts with ones already passed.

**8. *Closing the debate***

At any time during the committee session, a delegate may motion to close the debate. If the motion passes, the committee will move straight to a vote on the Draft Resolution (with Amendments incorporated, if any), which was previously introduced to the floor (if any). This motion will require a two-thirds majority to pass.



**9. Voting**

- Procedural voting occurs on matters such as motions and procedure:
  - Voting occurs by placard, and delegates must vote either for or against.
  - Procedural votes require a simple majority of voting members to pass, unless stated otherwise.
  
- A substantive vote occurs on Amendments and Draft Resolutions:
  - Voting on Amendments occurs by placards; all votes on Draft Resolutions occur by roll call vote.
  - Substantive votes require a simple majority of voting members.
  - Members may vote for, against or abstain.
  - Any delegate may motion to have a vote with rights on any substantive issue. To do this, the delegate will stand when they are voting and wait to be recognised. Voting with rights allows the delegate to explain why they voted as they did.

**10. Points and Motions from the floor**

Points and Motions from the floor serve as a way of moving the committee through different aspects of debate (listed in order of voting precedence)

<b>Motion</b>	<b>Purpose</b>	<b>Vote</b>
Extend a moderated/ unmoderated caucus	To extend a moderated caucus/suspension	Majority
Moderated caucus	Start a moderated Caucus	Majority
Unmoderated Caucus	Suspend formal debate for informal negotiations	Majority
Introduce a Draft Resolution	To introduce a DR, which has been approved by the Chair	Majority
Introduce an Amendment	To introduce an Amendment which has been approved by the Chair	Majority
Close the speakers list	No additional speakers added to a speakers list	Majority
Adjourn the debate	To end a debate without voting on a document, in effect, moving on to consider other documents	Majority
Closure of debate	To skip the debate and move straight to a vote	Two thirds
Dividing the Question	To vote (or not) on selected individual clauses in a Draft Resolutions	Majority
Adjourn the meeting	End the session	Majority





<b>Point</b>	<b>Description</b>
Personal privilege	If a delegate feels that the committee environment is unsatisfactory, or has a point that they wish to raise, but do not know how to raise it, he/she may raise a point of personal privilege by sending a note to the Chair.
National Right of Reply	During a speech, if a delegate's words seem to have grossly insulted another delegate's nation, that delegate may raise a national right of reply by quietly standing up during the speech. The Chair will recognise the said delegate and ask for an explanation. If the explanation for the national right of reply is deemed justified by the Chair, the delegate who made the insulting speech are invited to either apologise for the statement or withdraw the statement. Alternatively, a delegate may send a note to the Chair for the same purpose.
Procedural enquiry	A delegate may ask the Chair if he/she is unclear about the rules of procedure or if he/she is unsure about the procedural stages the committee is in. He/she can do so by sending a note to the Chair or by raising a placard whenever the Chair asks for points or motions from the floor.
Point of Order	A delegate may only raise a point of order to correct a procedural error. For example, if a delegate notices that there is an inaccurate count of votes, he/she can raise a placard to raise a point of order. Delegates should not interrupt speeches by fellow delegates or announcements by the Chair by raising their placards and yelling 'point of order'. A delegate should just raise his/her placard, wait to be recognised and then raise a point of order to correct the procedural error. Alternatively, a delegate may also send a note to the Chair for the same purpose.

*Drafted by Josh Pallas  
March 2015*