RULES OF PROCEDURE

Introductory Notes

- The Moderator is the procedural expert in the committee and the person in charge of the enforcement of the rules of procedure during committee discussion. The Moderator can temporarily transfer his duties to another member of the Dais Staff. The term “Chair” refers to the Directors, Deputy Directors and Moderators.
- Any decision of the Moderator or Chair, with the exception of those matters that are explicitly stated to be unappealable, may be appealed immediately by a delegate. The Moderator or Chair may speak briefly in defense of the ruling. The appeal will then be put to a vote, and should be supported by a two-thirds majority of those members present and voting in order to be in effect. The Chair's decision not to sign a resolution or amendment is never appealable. [“Motion to appeal to the chair’s decision”]
- Quorum will be said to exist when half of the members of the Committee (as declared at the beginning of the first session) are present.
- The Secretary General or a member of the Secretariat designated by him/her may at any time make either written or oral statements to the committee.

Rules Governing Debate

1. **AGENDA:** The first order of business for the Committee will be the consideration of the Agenda.
   - A motion should be made to put a topic area first on the agenda. This motion requires a second. If there are any objections, one speaker in favor of the one topic area and one speaker in favor of the other topic area will explain their preference in one minute each. Then, there will be immediate voting on which topic area is to be discussed first.
   - A “motion to open a (General) Speakers’ for the topic area under discussion” proposed by the Chair has to be passed with simple majority for debate to commence.
   - A “motion to close debate” will be in order after the Committee has heard two speakers against the motion. No speaker in favor of the motion will be recognized. A vote of two-thirds is required for closure of debate on the agenda.
   - When debate is closed, the Committee will move to voting on the draft resolutions currently on the floor. A simple majority is required for passage. After the voting on the resolution the committee immediately moves to the second Topic Area.
   - In the event of an international crisis or emergency, the Secretary General or his/her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. After a resolution has been passed on the crisis topic, the committee will return to debate on the tabled topic. If a resolution on the crisis topic fails, the committee may return to
debate on the tabled topic area only at the discretion of the Secretary General or his/her representative.

2. **DEBATE:** After the Agenda has been determined, one continuously open Speakers’ List will be established for the purpose of general debate. Also see rule 18.

3. **MODERATED CAUCUS:** A moderated caucus is a mixture of formal and informal debate. The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes as well as propose a speaker’s time [for example, “motion to move to a 5-minute moderated caucus, with speaker’s time of 30 seconds, with the purpose of discussing the humanitarian consequences of a trade embargo on Iran, as proposed in resolution A”]. The motion will immediately be put to a vote. A majority of members present and voting is required for passage. In a moderated caucus, delegates are asked to raise their placards if they want to speak and are recognized in turn by the moderator until the time for this caucus has expired. Unlike speakers through the speakers’ list, a delegate speaking during a moderated caucus does not need to go to the podium and cannot yield to another delegate. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. Once raised, the motion will be voted on immediately, with a majority of members present and voting required for passage. The Moderator may rule the motion out of order and his decision is not subject to appeal or may change the time limit for the caucus.

4. **UNMODERATED CAUCUS:** A motion to unmoderated 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 [for example, “motion to move to a 5-minute unmoderated caucus with the purpose of creating a resolution out of the working paper that we have just introduced to the committee”]. The motion will immediately be put to a vote. A majority of members present and voting is required for passage. A delegate is allowed to move freely inside the room and have a conversation with one person or a group of people. Unmoderated caucuses are usually the time for writing working papers and resolutions. The Moderator may rule the motion out of order and his/her decision is not subject to appeal or may change the time limit for the caucus. The unmoderated caucus could be considered the equivalent of the “lobby” part of a Hague-style MUN conference.

5. **SUSPENSION OR ADJOURNMENT OF THE MEETING:** Whenever the floor is open, a delegate may move for the suspension of the meeting [“motion to suspend the meeting”], to suspend all Committee functions until the next meeting, or for the adjournment of the meeting [“motion to adjourn the meeting”]. The Moderator may rule such motions out of order; these decisions will not be subject to appeal. When in order, such motions will not be debatable but will be immediately put to the vote and will require a 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.

6. **POSTPONEMENT AND RESUMPTION OF DEBATE:** Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor [“motion to table a
resolution/amendment”). 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 favor and one opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed. In the case of an amendment being tabled, the speakers’ list for this amendment is closed and the committee returns to the General Speakers’ list. A “motion to resume debate” on an amendment or resolution on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favor and one opposed. Resumption of debate will cancel the effects of postponement of debate.

7. **RECONSIDERATION**: A “motion to reconsider a resolution or amendment” is in order when a resolution or amendment has been rejected, and must be made by a member who voted with the majority on the substantive proposal. The Moderator will recognize two speakers opposing the motion after whom the motion will be immediately put to a vote. A two-thirds majority of the members present and voting is required for reconsideration.

**Rules Governing Speeches**

8. **SPEAKERS’ LIST**: The speakers’ list is a list of delegations that have requested to speak. When debate opens for a topic area and the motion to open the General Speakers’ List for the topic area passes (by simple majority) all the delegations are called upon by the chair to be added in the list, if they wish, by raising their placards. Afterwards, they can be added to the speakers’ list by sending a note to the chair. Countries are added to the speakers' list in the order in which their requests are received by the chair. The names of the next several countries to speak will always be posted for the convenience of the Committee. After a speakers’ list is opened the chair sets the speaker’s time according to his/ her discretion. The chair can also change the speaker’s time during debate at his/her own discretion. No delegation can be in the speakers’ list more than once at a time. Speakers may speak generally on the Topic Area being considered and may address any resolution currently on the floor. The General Speakers' List will be followed for all debate on the Topic Area, except when temporarily suspended by procedural motions, amendments, or the introduction of a resolution. The General Speakers’ List closes when the motion to close debate on the topic area under discussion passes. It may not close before debate closes. There will be other minor speakers’ lists for debating on certain procedural motions and amendments.

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

10. **TIME-LIMIT ON SPEECHES**: The Moderator may limit the time allotted to each speaker. The minimum time-limit will be ten seconds. When a delegate exceeds his allotted time, the Moderator may call the speaker to order without delay.

11. **YIELDS**: Yields are in order only on substantive speeches, and a delegate must declare any yields by the conclusion of his/her speech. A delegate granted the right to speak on a substantive issue may yield in one of four ways: to another delegate, to questions, to comments or to the Chair.
o Yield to another delegate. His/her remaining time will be given to that
delegate, who may not, however, then yield again. To turn the floor
over to a co-delegate (i.e. representing the same country) is not
considered a yield. Only one yield is allowed: a speaker who is yielded
to may not yield at all.

o Yield to questions. Questioners will be selected by the Moderator and
limited to one question each. Follow-up questions will be allowed only
at the discretion of the Moderator. The Moderator will have the right
to call to order any delegate whose question is, in the opinion of the
Moderator, rhetorical and leading and not designed to elicit
information. Only the speaker 's answers to questions will be
deducted from the speaker 's remaining time.

o Yield to comments. The Moderator will set the time for each comment
(usually 30 seconds) and then ask the delegates who would like to
comment on the speaker's list to raise their placards in order to be
recognized. In case the commentator does not comment directly on
the former speech, the Moderator should interrupt the speaker and
recognize another commentator. The number of commentators for a
speech is to be decided at the discretion of the Moderator.
Commentators may not yield.

o 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 Moderator
will then move to the next speaker.

If the delegate makes no yields, the chair will yield to comments on the
delegate’s speech.

12. **RIGHT OF REPLY:** A delegate whose personal or national integrity has been
impugned by another delegate may request a Right of Reply. The delegate
has to write his/her reply in paper and send it to the chair. The Moderator 's
decision whether to grant the Right of Reply is unappealable. If the chair,
after reading the Reply, grants the Right of Reply to the delegate the chair
will then read the Reply of the delegate to the committee.

**Points**

13. **POINTS OF PERSONAL PRIVILEGE:** Whenever a delegate experiences
personal discomfort which impairs his/her ability to participate in the
proceedings, he or she may rise to a Point of Personal Privilege to request
that the discomfort be corrected. While a Point of Personal Privilege may
interrupt a speaker, delegates should use this power with the utmost
discretion. Together with the Point of Order, it is the only point that can
interrupt the speaker (no motions can ever interrupt the speaker).

14. **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 and/or unacceptable behavior of the delegate. The Moderator, in
accordance with these rules of procedure, will immediately decide upon the
Point of Order. The Moderator may rule out of order the points that are
dilatory or improper; such a decision is unappealable. There can be no more
than two Points of Order during the same speech. In case the first point of
order is well taken by the chair, there can be no more Points of Order during
the same speech. If the chair deems that the delegate does not conform to
the decision of the chair during the rest of his/her speech, than the chair may ask the delegate to yield the floor to the chair immediately. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure. The point of order cannot refer to the substance of the matter under discussion. It should not be confused with the Right of Reply. Together with the Point of Personal Privilege, it is the only point that can interrupt the speaker (no motions can ever interrupt the speaker).

15. **POINTS OF PARLIAMENTARY INQUIRY:** When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff during unmoderated caucus or request to approach the chair during formal debate.

**Rules Governing Substantive Issues**

16. **WORKING PAPERS:** Delegates may propose working papers for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, but do require the signature of the Directors to be copied and distributed. After a “motion to introduce a working paper to the committee” is approved by the chair, some or all creators of the working paper go to the podium and read the working paper to the committee. After that the creators support their proposal for one minute, and then the chair announce a “Q & A (question and answer) period for the better understanding of the working paper” (time set by the chair). During this Q&A period, the Moderator recognizes delegates who want to ask questions. The questions should aim at elucidating the various parts of the working paper and are not an opportunity for opponents of the working paper to introduce arguments against the working paper, either directly or indirectly. Discussion on the working paper continues through the speakers’ list or proposed moderated caucuses. The creators of the working paper should try to find enough allies to turn the working paper to a resolution.

17. **RESOLUTIONS:** A resolution may be introduced when it receives the approval of the Chair and is signed by 10 members in GA committees and 5 in the Security Council. Signing a resolution need not indicate support of the resolution, and the signer has no further rights or obligations. There are no official sponsors of resolutions. Resolutions require a simple majority to pass.

18. **INTRODUCING RESOLUTIONS:** Once a resolution has been approved as stipulated above and has been copied and distributed, it can be introduced to the committee. After a “motion to introduce a resolution to the committee” is approved by the Directors, some or all signatories of the resolution go to the podium and read the resolution to the committee. After that the signatories defend the proposed resolution for two minutes, and then the chair announces a “Q & A (question and answer) period for the better understanding of the resolution” (time set by the chair). During this Q&A period, the Moderator recognizes delegates who want to ask questions. The questions should aim at elucidating the various parts of the resolution and are not an opportunity for opponents of the resolution to introduce arguments against the resolution, either directly or indirectly. It is the only
part of the committee debate when a question about a preambulatory clause can be asked, once again to better understand the meaning of a clause only. Discussion on the resolution continues through the speakers’ list or proposed moderated caucuses. More than one resolution may be on the floor at any one time. A resolution will remain on the floor until debate on that specific resolution is postponed or debate on the Topic Area is closed, in which case the resolution is going to be voted upon.

19. **COMPETENCE:** A “motion to question the competence of the Committee to discuss a resolution/amendment” is in order only immediately after the resolution or amendment has been introduced. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.

20. **AMENDMENTS:** Delegates may amend any resolution which has been introduced. An amendment must have the approval of the Chair and the signatures of 5 members in the General Assembly, or 3 members in the Security Council. There are no official sponsors of amendments or friendly amendments.

- An approved amendment will be introduced by a delegate when the floor is open. General Debate will be suspended and a Speakers List will be established for and against the amendment.
- A motion to close debate on the amendment will be in order after the Committee has heard two speakers for the amendment and two against or all the speakers on one side and at least two on the other side. A two-thirds majority is required for closure.
- When debate is closed on the amendment, the Committee will move to an immediate vote. After the vote, debate will resume according to the General Speakers List.

**Rules Governing Voting**

21. **DIVISION OF THE QUESTION:** After debate on any resolution or amendment has been closed, a delegate may move that operative parts of the proposal be voted on separately (“motion to divide the question”). Preambulatory clauses and sub-operative clauses may not be removed by division of the question.

- The Moderator will, at that point, take any further motions to divide the question and then arrange them from most severe to least.
- If an objection is made to a motion to divide the question, that motion will 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 resolution or amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft.
- Parts of the resolution or amendment which are subsequently passed will be recombined into a final document and will be put to a substantive vote as a whole, requiring a simple majority to pass. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

22. **VOTING:** Each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” “Members present and voting” will be defined as members casting an affirmative or negative vote. Members who abstain from voting are
considered as not voting. All matters will be voted upon using placards, except in the case of a roll call vote. After the Moderator has announced the beginning of voting, no delegate will interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the actual conduct of the voting. A simple majority requires "Yes " votes from more than half of the members present and voting; if there is a tie the motion/resolution/amendment fails. A two-thirds vote requires at least twice as many "Yes " votes as "No " votes.

23. **ROLL CALL VOTING:** After debate is closed on any topic area or amendment, any delegate may request a roll call vote. Such a motion may be made from the floor, seconded by 10 members in GA committees, 5 members in Security Council. A motion for a roll call vote is in order only for substantive motions.

- In a roll call vote, the Moderator will call countries in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote “In favor”, “In favor with Rights”, “Against”, “Against with Rights”, “Abstain,” or “Pass.” If a delegate has voted “with Rights” he/she may be permitted by the chair to explain his/her voting after the voting has taken place.
- A delegate who “passes” during the first sequence of the roll call must vote during the second sequence. The same delegate may as well vote “with rights”.
- All delegates who had requested the right of explanation will be granted time to explain their votes.
- The Moderator will then announce the outcome of the vote.

24. **FINAL RESOLUTION PER TOPIC AREA:** Even though the delegates are urged to produce the minimum number of resolutions in order to achieve maximum consensus in the committee, more than one resolution are allowed to be voted upon and passed for the sake of the debate. If only one resolution is passed, then this resolution is to be considered the Final Resolution for this topic area. If more than one resolution pass, then there is voting between the passed resolutions in order to decide on the Final Resolution. Unlike voting on other substantive motions, there are no abstentions in the voting for the Final Resolution Per Topic Area. In order for a resolution to become the Final Resolution of the committee, it has to be supported by more than half of the committee present and voting. In case there are more than two resolutions and a resolution is not supported by the simple majority during the voting, another voting takes place between/among the resolutions with the resolution least supported in the previous voting not considered again, until a resolution is finally supported by the majority of those present and voting. This procedure indicates the great need for compromise in order to form a “strong” resolution.

**Precedence of Motions**

Motions will be considered in the following order of preference:

1. Parliamentary Points:
   a. Points which may interrupt a speaker:
-Points of Personal Privilege
-Points of Order

b. Points which are in order only when the floor is open:

-Points of Parliamentary Inquiry

2. Procedural motions that are not debatable:
   a. Adjournment of the Meeting (only on final day)
   b. Suspension of the Meeting
   c. Unmoderated Caucusing
   d. Moderated Caucusing
   e. Appeal to the chair’s decision (the chair only is allowed to defend himself/ herself before voting)

3. Procedural motions that are applicable to a Topic Area or amendment under consideration and can be debatable:
   a. Closure of Debate
   b. Postponement of Debate
   c. Competence
   d. Division of the Question

4. Substantive motions:
   a. Amendments
   b. Resolution
   c. Working Paper

5. Other procedural motions:
   a. Resumption of Debate
   b. Reconsideration

Points are never voted upon, while motions are always voted upon.

Adapted by the Rules of the Harvard Model United Nations