

GENERAL RULES

RULE #1: SCOPE

The rules included in this guide are applicable to all committees of this conference. If a situation arises which is not addressed by the Rules of Procedure, the Committee Chair will be the final authority on what procedure to follow. For specialized committees, the Committee Chair may alter the rules; these alterations will take precedence.

RULE #2: LANGUAGE

English is the official and working language of the conference. All documents and speeches should be delivered in English. Translation services are not provided.

RULE # 3: STATEMENTS BY THE SECRETARIAT

The members of the Secretariat may make either written or oral statements to the Committee at any time. The Secretary-General and the member may make his/her announcement in Mandarin Chinese.

RULE # 4: GENERAL POWERS OF THE COMMITTEE DAIS

The Committee Dais consists of the Committee Chair and two or more Assistant Chairs. The Chair can choose to temporarily transfer his or her duties and powers to another member of the Committee Dais. As specified in Rule # 1, the Committee Chair has the right to make alterations to the Rules of Procedure. All procedural decisions, including motions ruled out of order, made by the Chair are final and not subject to appeal.

RULE # 5: REPRESENTATION

A member of the Committee is a representative who is officially registered with the Conference. Each member is represented by one or two delegates and has one vote. If two delegates represent the same Member State in a Committee, only one delegate has the right to speak and vote at any given time. During speeches, one delegate cannot yield to or share his or her time with the other member of the same delegation.

RULE # 6: CREDENTIALS

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of the rights, privileges, or credentials of any delegate may not be initiated without the approval of the Secretary General.

RULE # 7: PARTICIPATION OF NON-MEMBERS

Non-members may include Observer States, Non-Governmental Organizations, and other accredited individuals as approved by the Committee Chair. Non-members have the same

rights as those as 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, not substantive matters. A representative of an organization that is neither a member of the United Nations nor an Accredited Observer may only address a Committee with the prior approval of the Chair.

RULE # 8: QUORUM

Quorum denotes the minimum number of delegations who need to be present in order to open debate. Quorum is set as one-quarter of the members of the Committee (as declared at the beginning of the first session). The fraction of delegates needed to establish quorum is not subject to change. Quorum is always assumed to be present unless specifically challenged and shown to be absent.

RULE # 9: SIMPLE AND TWO-THIRDS MAJORITY

Simple majority is defined as half plus one (50% + 1) of the committees' total delegates at the start of conference. Two-thirds majority is defined as 66% of the committees' delegates. These majorities are used only during procedural voting (Rule # 32), not during substantive voting (Rule # 33).

RULE # 10: ELECTRONIC DEVICES

Delegates are not permitted to use any type of electronic device, including laptops, phones, tablets, electronic dictionaries, etc. in the committee room when the committee is convened. All usage of electronic devices must occur outside of the committee room unless the committee is in unmoderated caucus. The Chair may also grant the use of electronic dictionaries at his or her discretion.

RULE # 11: DELEGATE CONDUCT

Every delegate will be courteous and respectful to all conference participants. This prohibits slandering, disparaging, or any other actions that are seditious to other delegates. Neither speeches nor debates with other delegates may contain such remarks. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the necessary action.

RULE # 12: ABSENCES

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the Dais. A delegate who is recognized but not present when called upon yields his or her time to the chair, and debate shall continue unabated.

RULES GOVERNING DEBATE

RULE # 13: DEBATE

After roll call has been conducted the Committee automatically continues on the General Speakers' List with the designated topic as the area of debate. The General 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.

RULE # 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 topic of discussion and time limit for the caucus, not to exceed twenty minutes. The motion will be put to an immediate vote and requires a simple majority to pass. 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. An unmoderated caucus may only be extended once after the caucus has expired.

RULE # 15: MODERATED CAUCUS

A delegate may motion for a moderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a purpose, speaking time and total time for the caucus, not to exceed twenty minutes. The motion will be put to an immediate vote and requires a simple majority to pass. 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. Once the motion passes, a Secondary Speakers' List is opened for the moderated caucus, and the Chair will ask for delegates wishing to be added. A delegate will be ruled out of order if his or her speech does not pertain to the topic of the caucus. No motions are in order between speeches during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus automatically ends. A moderated caucus may only be extended once after the caucus has expired.

RULE # 16: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. This motion requires two speakers' against or two technical againsts. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. After the motion

passes, the Committee will move immediately to substantive voting procedure.

RULE # 17: SUSPENSION OF THE MEETING

The suspension of the meeting means the postponement of all Committee functions until the next meeting. This motion may only be raised 15 minutes prior to the scheduled end of committee session. This motion requires a simple majority to pass. In case of emergencies as declared by the Conference Staff, debate will be automatically suspended.

RULE # 18: ADJOURNMENT OF THE MEETING

The adjournment of the meeting means all businesses of the Committee have been completed and will not reconvene until the next annual session. This motion requires a second and a simple majority to pass.

RULES GOVERNING SPEECHES

RULE # 19: SPEAKERS' LIST

The Committee shall at all times have an open the General Speakers' List for the Topic Area being discussed. The speaking time will be automatically set at one minute unless a motion is raised to change it. The minimum time limit will be thirty seconds. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay. Secondary Speakers' Lists will be established as set out in these Rules. Members may add or remove their countries to the Speakers' List by submitting a request in writing to the Chair; members may only appear on the Speakers' List once. The Chair may at any time 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 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.

No delegate may address a session without the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion or are offensive to Committee members or staff. Delegates are required to make all speeches from the third person perspective. There can be no speeches made from the first person unless the approval of the Chair is received. Imitated accents, props, or costumes are not allowed during committee sessions.

RULE # 20: YIELDS

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

delegate must yield at the conclusion of his or her speech.

- Yield to another delegate: The remaining time is offered to that delegate. If the delegate accepts the yield, the Chair will recognize the delegate. The second delegate speaking may not yield back to the original delegate.
- Yield to questions: Questioners are selected by the Chair and limited to one question each. Follow-up questions will be allowed at the discretion of the Chair. Only the speaker's answers to questions will be counted toward the remaining time.
- Yield to the chair: The remaining time is absorbed by the Dais, and the Chair will recognize 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 or her speech. Even if a delegate's time has elapsed, he or she must still yield. Yields only need to be made when in the General Speakers' List.

RULE # 21: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned on by another delegate may submit a Right of Reply in writing to the Dais. The Chair will grant the Right of Reply at his or her discretion; this decision is not appealable. A delegate granted a Right of Reply may not address the Committee except when requested by the Chair. These speeches are limited to one minute in length. A Right of Reply to a Right of Reply is out of order.

RULES GOVERNING POINTS

RULE # 22: POINT OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort which impairs his or 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. A Point of Personal Privilege may only interrupt a speaker if the delegate's speech is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech.

RULE # 23: POINT 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 Chair will immediately rule on a Point of Order. 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.

RULE # 24: POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may not interrupt a speaker. Delegates with substantive questions should not rise to this Point but should instead approach the Dais during unmoderated caucus or send a note to the Dais.

RULES GOVERNING DOCUMENTS

RULE # 25: 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. Working papers are not official documents and can be in any format but require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider the working paper introduced and refer to the working paper by its designated number. No document may be referred to as a “working paper” until it has been introduced. Working papers do not require signatures or votes of approval.

RULE # 26: DRAFT RESOLUTIONS

Draft resolutions are substantive documents composed by a minimum of two sponsors. Sponsors are required to vote for the draft resolution during formal voting procedure only if it remains unchanged from unfriendly amendments. A draft resolution may be introduced when it receives the approval of the Chair and is signed by one-fifth of the total committee members. Signatories do not necessarily support the draft resolution but wish to see it discussed. Signatories are listed in alphabetical order on every draft resolution. A draft resolution requires a majority of members present to pass. Only one draft resolution may be passed per Topic Area. After a draft resolution is passed, voting procedure ends, and the Committee moves directly into the second Topic Area.

RULE # 27: INTRODUCTION TO DRAFT RESOLUTIONS

Once a draft resolution has been approved, numbered, copied, and distributed by the Chair, a delegate may move to introduce the draft resolution. The Chair, time permitting, may call on the document sponsors to read the operative clauses. A procedural vote requiring simple majority is then taken to determine whether the draft resolution will be introduced. If the motion passes, the draft resolution is considered introduced and on the floor. At this time, the chair may suspend the Rules at his or her discretion to allow time for a Question and Answer Period lasting no more than five minutes.

Debate on draft resolutions proceeds according to the General Speakers’ List and delegates may refer to the draft resolution by its designated number. No document may be referred to as

a “draft resolution” until it has been formally introduced. More than one draft resolution may be on the floor at any given 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.

RULE # 28: AMENDMENTS

Amendments are separated into non-substantive, friendly, and unfriendly amendments. Friendly and unfriendly amendments are substantive amendments. Preambulatory phrases may not be amended.

RULE # 29: NON-SUBSTANTIVE AMENDMENTS

Non-substantive amendments correct spelling and grammatical errors and improper format. These amendments may apply to either preambulatory or operative clauses. The corrected version should be submitted to the Chair and does not need to be voted on. Non-substantive amendments do not need to be circulated to the entire committee, but the Chair will announce the changes.

RULE # 30: FRIENDLY AMENDMENTS

Friendly amendments are substantial amendments made with the approval of the Chair and all the sponsors of the draft resolution. They are automatically incorporated into the draft resolution without a vote. An unfriendly amendment may amend a friendly amendment. Friendly amendments do not need to be circulated to the entire committee, but the Chair will announce the changes.

RULE # 31: UNFRIENDLY 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. An unfriendly amendment must have the approval of the Chair and the signatures of one-eighth of the total committee members. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended.

- A motion to introduce an approved amendment may be raised when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. Once the motion passes by a simple majority, a Secondary Speakers’ List will be automatically established for discussion on the amendment. The Chair will recognize speakers for and against the amendment.
- A motion to close debate will be in order after the Committee has heard from at least two speakers for and two speakers against.
- After debate is closed on the amendment, the Committee will move to an immediate vote. Amendments are considered substantive and require a simple majority to pass.
- After the vote, debate will return to the General Speakers’ List.

RULES GOVERNING VOTING

RULE # 32: PROCEDURAL VOTING

Voting on any matter other than draft resolutions and amendments is considered procedural. Every member of the committee, including non-members, must vote on all procedural motions; no abstentions are allowed. Procedural votes require either a simple or two-thirds majority to pass (Rule # 9).

RULE # 33: SUBSTANTIVE VOTING

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the Topic Area or Amendment, it will move into substantive voting procedures. The chambers are sealed and no interruptions will be allowed. At this point, the only points and motions that are in order are: Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry, Reordering Draft Resolutions, Motion to vote by acclamation, and Motion for a Roll Call Vote. If there are no motions, the Committee will proceed to vote on all draft resolutions.

For substantive voting, each delegation will have one vote. Each vote may be a “Yes”, “No”, or “Abstain”. Abstaining members are not considered to be voting; abstentions are not counted in the total number of votes. All matters will be voted upon by a show of placards unless a motion for a roll call vote is accepted. A majority requires more “Yes” votes than “No” votes (i.e. more countries voting in the affirmative than the negative). Once a Resolution has passed, voting procedure ends 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 results in the failure of the vote.

RULE # 34: VOTING BY ACCLAMATION

During substantive voting, delegates may raise a motion to a vote by acclamation on a single draft resolution or amendment. If no committee members have objections, the document will automatically be adopted without going into formal voting procedure. A single objection to a vote by acclamation means the committee will proceed to normal voting procedure.

RULE # 35: 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 is only in order for substantive voting. A motion for a roll call vote is made by one delegate and seconded by another.

- In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member.

- In the first round of voting, delegates may vote “Yes”, “No”, “Abstain”, or “Pass”.
- Delegates who vote “Pass” during the first round of voting may only vote “Yes” or “No” during the second round.
- The Chair will then announce the outcome of the vote.

RULE # 36: REORDERING DRAFT RESOLUTIONS

A Motion to Reorder Draft Resolutions is only in order at the start of formal voting procedure. 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 proposed. Voting will continue until either a motion passes by receiving a simple majority or all of the motions fail, in which case the Committee will move into voting procedure with the draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

PRECEDENCE OF MOTIONS

Motions will be considered in the following order of preference:

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Adjournment of the Meeting
- Suspension of the Meeting
- Unmoderated Caucus
- Moderated Caucus
- Introduction of a Draft Resolution
- Introduction of an Amendment
- Closure of Debate

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

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Reordering Draft Resolutions
- Motion to Vote by Acclamation
- Motion for a Roll Call Vote

CHEAT SHEET

PROCEDURAL VOTING

Two-Thirds Majority	Simple Majority
Closure of debate	Unmoderated / moderated caucus
	Suspension / adjournment of meeting
	Introduction of draft resolution
	Introduction of unfriendly amendment
	Reordering draft resolutions
	Roll call vote

SPEAKERS FOR AND AGAINST

Motion / Action	Number of required speakers
Closure of Debate	Up to two against
Debating an amendment	At least two for and two against