



Procedural Guidelines

IIITA MUN 2014



Sarasva

Effervescence MM14

RULES AND PROCEDURES

Basic Rules:

Secretariat Announcement

The Secretariat has put in an immense amount of effort into making this MUN successful. At any time any member of the Secretariat may make an oral or written statement to the Committee regarding any issue. Such an announcement is not to be questioned.

Powers of the Committee Staff

The Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion at his or her discretion. During Debate or Moderated Caucus, the Chair has absolute control over the proceedings. The Moderator will direct the flow of formal debate, accord the right to speak, put questions before the committee, announce decisions, rule on points of order and enforce the observance of these rules. The other members of committee staff may advise individual delegates or the committee on the possible course of debate. The Committee Staff is responsible to the Secretariat at all times. The Press Corps are free to publish any material that lies within the scope of this conference. It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons. Delegates are free to appeal any decision made by the Moderator or the Chair.

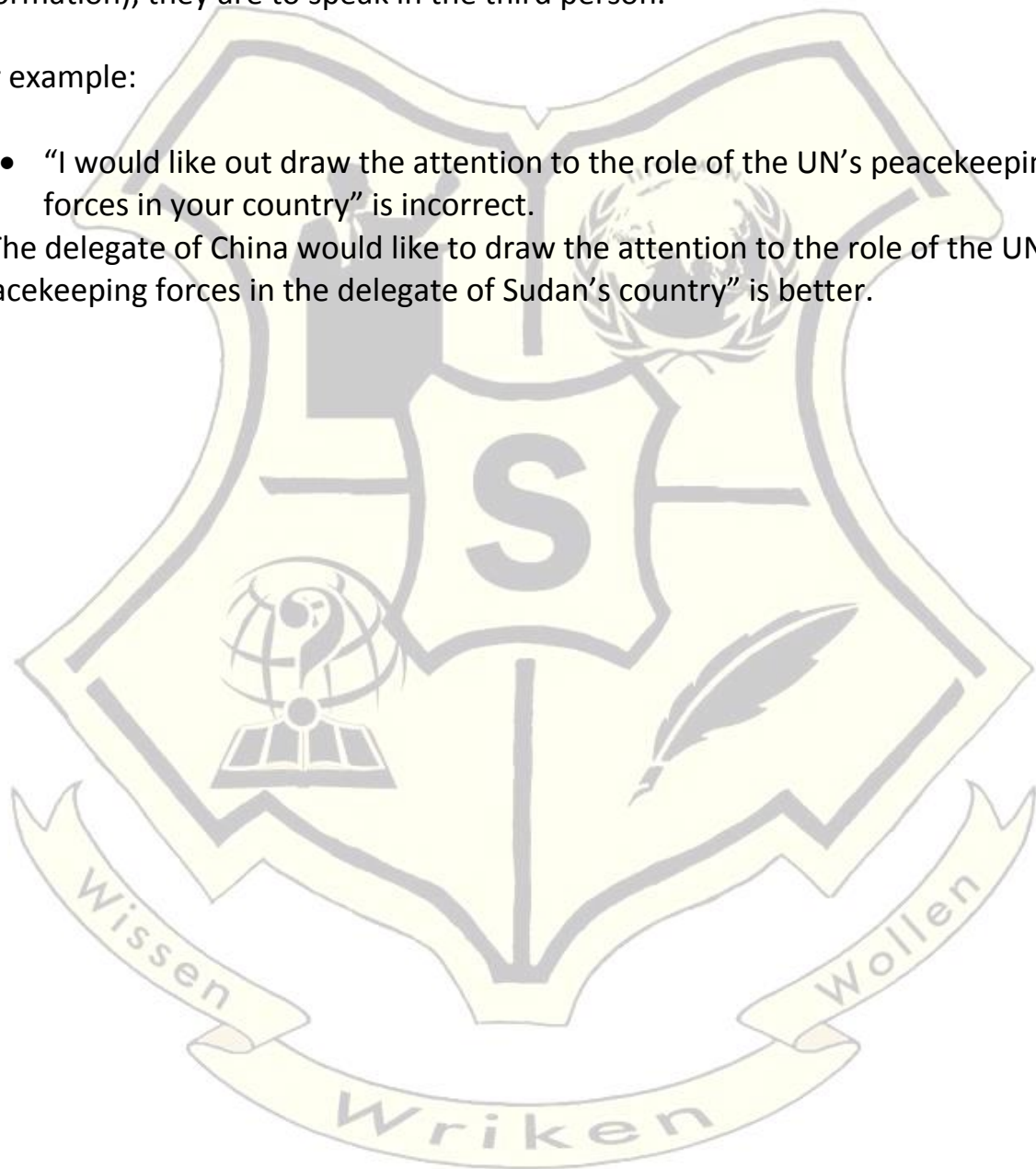
However, it is the Chair's prerogative to accept or reject any appeals. Should the appeal not be related to immediate committee proceedings but the committee as a whole the delegates can approach the Secretariat.

Decorum:

An MUN is meant to be a simulation of the real United Nations. As such, delegates are expected to act with the utmost respect towards each other, as would any actual members of the diplomatic arena. Delegates are to note that during all modes of formal discussion (moderated caucus, during speeches or points of information), they are to speak in the third person.

For example:

- “I would like out draw the attention to the role of the UN’s peacekeeping forces in your country” is incorrect.
- “The delegate of China would like to draw the attention to the role of the UN’s peacekeeping forces in the delegate of Sudan’s country” is better.



Procedural Conduct:

Please note that each rule is self-sufficient, unless altered by the Secretariat (as was stated earlier). No other procedural rules apply; should a situation occur that is not addressed by the following rules, the Chair will be the ultimate authority on all procedural matters. Also note that all Rules are subject to the discretion of the Chair. Finally, please note that specific committees such as the International Criminal Court and the League of Nations will have certain Procedural Rules that pertain specifically to them, and as such delegates of such committees are advised to refer to the background guides for further information.

1. Setting the Agenda

Setting the agenda is the first motion made during the opening session. A motion is to be made by any delegate to state the topic area to be debated. This motion requires a second. Once the motion is made, a provisional speakers list featuring three speakers for the motion and three speakers against the motion will be made. Once this is exhausted, voting shall occur (requiring a simple majority only). Following the setting of the agenda, a motion to proceed to the second topic area will only be entertained once the committee has either adopted or rejected a resolution on the first topic, or after debate has been adjourned. *Please note that the above motion applies only if a delegate feels that the order of topics proposed by the chair should be altered, i.e. if the 2nd topic should be debated BEFORE the first one.*

2. Speakers List:

Once the Agenda is determined, one continuously open Speakers List is established, to which delegates can add their names. The list will proceed in the order in which delegates are recognized by the Chair. This order will be followed for all debate on

the topic area, unless superseded by any procedural motions (e.g. motions to move into Moderated Caucuses, etc.) or reports. Speakers are allowed to speak on the topic in general, and may address any draft

3. Speeches:

Delegates cannot address a session with prior permission of the Chair. Off-topic or offensive remarks may result in a delegate being called to order by the Chair.

4. Limitation of Speaking Time:

The Chair may limit the time allotted to each speaker at his or her discretion. Delegates may motion to increase or decrease the speaking time, which will then be voted upon by the session. Upon exceeding their time limit, the delegate may be called to order without delay, though the Chair has the discretion to be flexible with respect to this. In general, time is set at 1 minute 30 seconds.

5. Yields:

Following a speech, the delegate is granted the right to yield in one of three ways:

To another Delegate: If a delegate has remaining time, this can be yielded to another delegate (which cannot be further yielded).

To points of information: The Chair may then choose questioners, based on his/her discretion.

To the Chair: Should the delegate wish not to address any points of information, he/she may yield to the Chair. The Chair will move on with the Speakers' List.

6. Right of Reply:

Any delegate who feels their personal or national integrity has been assailed may submit a Right of Reply *in writing* to the Executive Board, who then may grant said Right of Reply (at their discretion). A delegate who is granted a Right of Reply may only address the session at the request of the Chair. A Right of Reply to a Right of Reply is out of order, and is thus not allowed.

7. Moderated Caucuses:

Should a delegate feel a particular line of thought ought to be further explored and by the committee he/she may a motion to enter into moderated caucus, along with a total time total speakers' time. During a moderated caucus, formal debate occurs on a specific topic as specified by the delegate who raised the motion, and flow of debate is directed by the Chair.

8. Un-moderated Caucuses:

Should a delegate feel that enough debate has occurred to begin forming working resolutions, or feels that further discussion would benefit from an informal setting, they may raise a motion to enter into un-moderated caucus for a specific amount of time. During this time, delegates may move about and discuss matters in an informal setting, without interference from the Executive Board. (Please note that this is an integral part of debate, and thus should not be seen as a chance to waste time).

The Speakers' List is to be followed at all times, except for when it is interrupted by procedural motions, or other such issues. Following the end of such motions, the Speakers' List will be resumed.

9. Voting:

Note that Observer Nations may *not* vote on substantive matters, though they will be required to vote on procedural matters or any other such matters.

- 1) Procedural Voting: Voting that occurs on any matter other than resolutions. All members (including observer nations) are required to vote, without any abstentions. A simple majority is observed when there are more 'Yes' votes than 'No' votes, while a two-thirds majority vote requires twice as many "Yes" votes as "No" votes.
- 2) Substantive Voting: Substantive voting occurs on any matters pertaining directly to the resolution.
Each vote may be either "Yes", "No," or "Abstain." Only non-observer nations may vote on substantive matters. Any abstentions are considered as "not-voting." Unless a roll-call vote is accepted, all matters are voted upon via placards.
- 3) Roll Call Voting: After debate is closed on a resolution, delegates may request a roll call vote (only for substantive votes)-
 - A. During a Roll call vote, the Rapporteur will call countries in Alphabetical order, starting with a selected member.
 - B. During the first round of voting, delegates may vote "Yes, "No," "Abstain" or "Pass."
 - a. Pass – delegates may pass their vote during the first round of voting. However, they will be required to vote either Yes or No (no abstentions) during the second round of voting. The Delegate is not allowed to explain his/her vote.

<u>Motion</u>	<u>Second Re- quired?</u>	<u>Debatable?</u>	<u>Interrupt Speaker</u>	<u>Special Notes</u>
Point of Order	No	No	Yes	Raised by a delegate to address the following of a procedural matter (e.g. if procedure is not being followed, etc.)
Point of Inquiry	No	No	No	Raised when a delegate has questions regarding the proceedings, and is directed to the Chair
Withdrawal of Draft Resolution	No	No	No	Withdraws a draft resolution that has been submitted (requires the approval of all sponsors)
Appeal to the Chair's Decision	No	No	No	Made when a delegate feels the Chair has made an incorrect decision (made only in writing)
Suspend Debate (Moderated/ Un-moderated Caucus)	Yes	No	No	Length of time is to be specified as well
Table Debate	Yes	2 For/2 Against	No	Used to Table topic and move on to the next agenda item
Closure of Debate	Yes	2 Against	No	Used to end debate and move into voting procedures
Adjourn Meeting	Yes	No	No	Used to End the meeting for the day; Adjournment of the final meeting adjourns the session.

RESOLUTION WRITING

The following information has been paraphrased from the United Nations Association of the United States of America:

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple

majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action. *Note that certain committees, e.g. the League of Nations and the International Criminal Court, will have different procedures and thus delegates are again advised to refer to individual background guides.*

Tips for Resolution Writing -

- Be sure to follow the format for resolutions provided by the conference organizers. Each conference may have a slightly different format.
- Create a detailed resolution. For example, if your resolution calls for a new program, think about how it will be funded and what body will manage it.
- Try to cite facts whenever possible.
- Be realistic. Do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly can't sanction another country – only the Security Council can do so.

Try to find multiple sponsors. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.

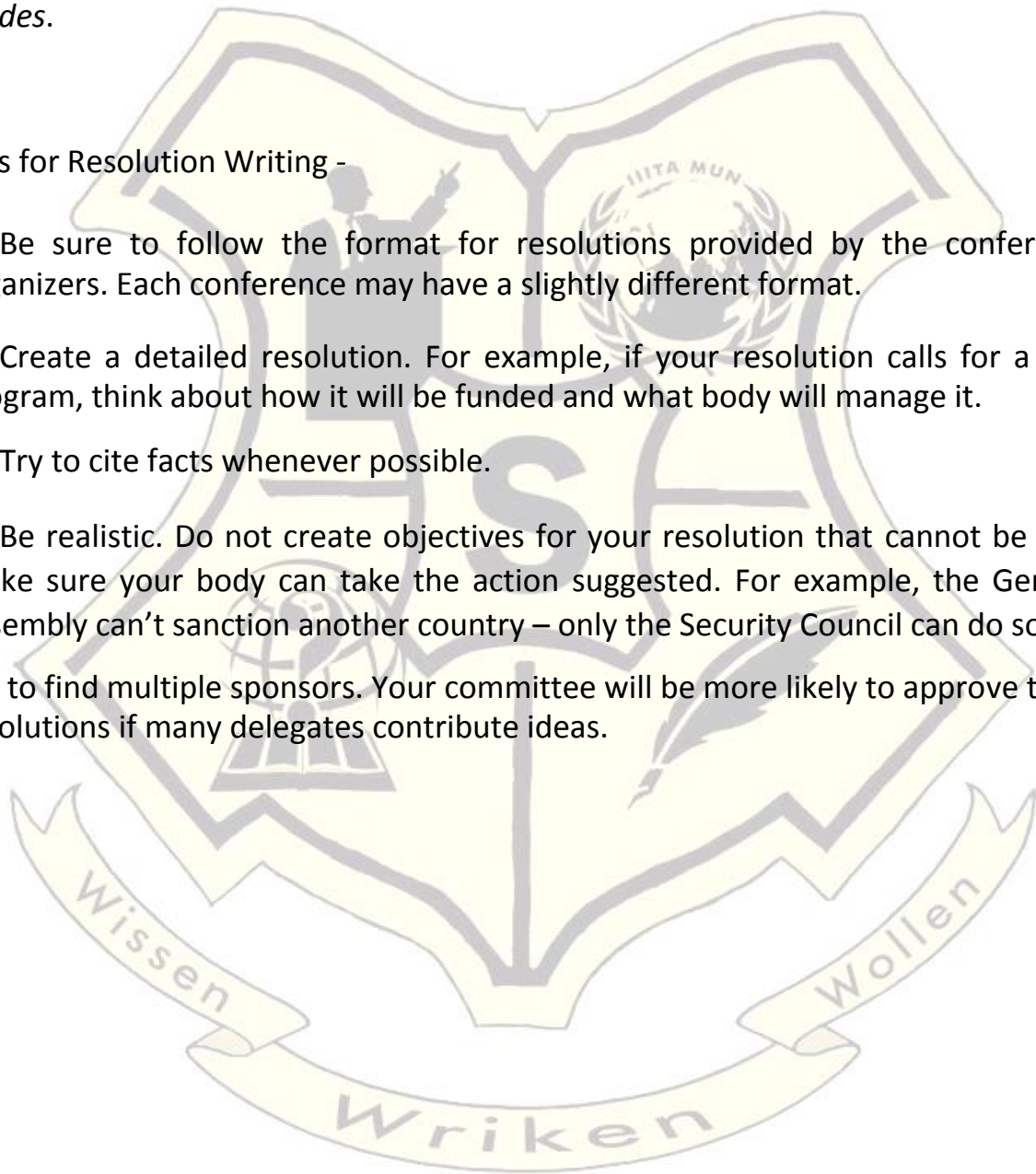


CHART OF BASIC MUN RULES AND GUIDELINES

RESOLUTION WRITING

Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a pre-ambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and general statements on the topic, its significance and its impact.

Sample Preambulatory Phrases

Affirming

Alarmed by

Approving

Aware of

Bearing in mind

Expecting

Expressing its
appreciation

Expressing its
satisfaction

Fulfilling

Fully alarmed

Having studied

Keeping in mind

Noting with regret

Noting with deep
concern

Noting with
satisfaction



Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration

RESOLUTION WRITING

Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

Sample Operative Clauses



Accepts	Endorses	Further requests
Affirms	Expresses its appreciation	Further resolves
Approves	Expresses its hope	Has resolved
Authorizes	Further invites	Notes
Calls	Deplores	Proclaims
Calls upon	Designates	Reaffirms
Condemns	Draws the attention	Recommends
Confirms	Emphasizes	Regrets
Congratulates	Encourages	Reminds
Considers	Endorses	Requests
	Expresses its appreciation	Solemnly affirms
Declares accordingly		Strongly condemns
Deplores	Expresses its hope	Supports
Designates	Further invites	Takes note of
Draws the attention	Further proclaims	Transmits
Emphasizes	Further reminds	Trusts
Encourages	Further recommends	

RESOLUTION WRITING

Further Details and Terminology:

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 control a draft resolution and only the sponsors can approve immediate changes.

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.

A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments:

A friendly amendment is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee director or president, it will be automatically incorporated into the resolution.

An unfriendly amendment is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The author(s)

of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20 percent of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

SAMPLE RESOLUTION

General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate pre-ambulatory clauses]

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; [use semicolons to separate operative clauses]

2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [End resolutions with a period]

GOOD LUCK!

