



# RULES OF PROCEDURE

## (UNA—USA)

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## Roll Call

The first order of business will be roll call. You can answer a roll call in two different ways, depending on the nature of the motion.

- 1. Present:** If you answer ‘Present’, you have to vote on all Procedural Matters, but you may abstain on the Draft Resolution.
- 2. Present and Voting:** If you answer ‘Present and Voting’, you are obliged to vote on both Procedural Matters and the Draft Resolution.

**Note:** A **motion** is a formal way to initiate movement in a committee. It may be raised to open debate, suspend debate, regulate debate, or close debate.

**Format:** “*The Delegate of \_\_\_\_\_ would like to raise a motion to \_\_\_\_\_.*”

## Setting the Agenda

The next order of business is setting up the agenda of the committee. This is the topic that the committee will be discussing on all three days of the conference. The committees at JMUN 2022 have pre-assigned agendas; however, procedure dictates that the agenda is formally set by the members of the house.

**Format:** “*The delegate of \_\_\_\_\_ would like to raise a motion to set the agenda of the committee (exact wording of the agenda)*”

## Debate

There are essentially two types of debates in UN committees – Formal debate, comprising the General Speaker’s List and Informal debate, comprising the Moderated Caucus and the Un-Moderated Caucus.

### **1. Formal Debate**

#### **a. General Speaker’s List:**

- i. The committee will have an open General Speakers’ list for the topic area being discussed, speakers for which will be asked by a show of placards at periodic intervals.
- ii. Speaking time for the General Speaker’s list will be 90 seconds.
- iii. Delegates may add their names to this list by submitting a written request to the dais. They may similarly remove their names.
- iv. This motion requires a simple majority to pass.
- v. Things to talk about: anything relevant to the topic (general stance, claims, etc.)

## 2. Informal Debate

### a. Moderated Caucus:

- i. A motion for the moderated caucus is raised to discuss the various sub-topics under the topic area.
- ii. The maximum time limit is usually 20 minutes.
- iii. If the motion for moderated caucus passes, the Chairperson will call on delegates and create a list of speakers wishing to speak, by a show of placards.
- iv. The delegate who has proposed the motion may speak first or last, depending on their choice.
- v. **Format:** *“The Delegate of \_\_\_\_\_ would like to raise a motion to set aside Formal debate and move into a moderated caucus on the topic \_\_\_\_\_, total time period being \_\_\_\_\_ minutes and individual speaking time being \_\_\_\_\_ seconds”.*

### b. Un-moderated caucus

- i. An Un-moderated caucus temporarily sets aside the Formal debate and allows members an informal discussion of ideas, lobbying, or doing paper- work.
- ii. It is purely informal.
- iii. The maximum time period for an Un-moderated Caucus is twenty minutes.
- iv. The motion requires a simple majority to pass.

## Yields

If a Delegate has time left after his GSL speech, they can yield the remaining time in one of four ways:

1. **Yield to Points of Information (Questions):** Delegates wishing to ask questions on the speech will be selected by the Chairperson. Follow-up questions will be allowed only at the discretion of the Chairperson. Yield to Questions shall only be answered in the formal debate.
2. **Yield to the Chair:** Such a yield should be made when the delegate does not wish to answer questions or yield to another delegate. The time will be turned over to the Dias, who may use the time as they wish for the better functioning of the committee.
3. **Yield to another delegate:** Any remaining time will be transferred to another delegate. However, this cannot be done without the consent of the particular delegate. The yielded time will not be added to the speaker's time.

#### 4. Yield to Comments:

**NOTE:** Yields are in order only in the General Speaker's List and not during the moderated caucus.

#### Points

1. **Point of Personal Privilege:** Whenever a delegate experiences physical discomfort, he or she may rise to a point of personal privilege and request for correction of that discomfort. A point of Personal Privilege may interrupt a speaker.
2. **Point of Order:** A delegate may rise to a point of order to only indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chairperson in accordance with these Rules of Procedure. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.
3. **Point of Parliamentary Enquiry:** A delegate may rise to a point of parliamentary inquiry only if he or she wishes to ask the Dias a question about the rules of procedure. A point of parliamentary enquiry may not interrupt a speaker.
4. **Point of Information:** The questions asked when a delegate yields his time to questions during Formal Debate are known as Points of Information.

#### Right of Reply

Right of Reply allows delegates to defend their country from public criticism in the country. A delegate may exercise the Right of Reply upon recognition by the Executive Board. The Executive Board only grants this Right in instances of grave insult to a delegate's nation.

#### Working paper

Working papers are precursors to Draft Resolutions. They involve writing the ideas presented by different countries during debate.

1. They are named by the EB in the order they are received.
2. They have authors; however, the requirement of signatories is at the discretion of the EB.
3. They don't have a particular format.

4. They are discussed through various ways which may include a question answer session, moderated caucus, special speakers list or a two-two, one-one.

## **Resolution**

A resolution, as described by the UN, is a formal expression of the opinion or will of UN organs. It is a formal text adopted by a UN body. Confirming one topic area, it usually proposes solutions and/or actions towards the particular agenda.

1. There are two primary parts to a resolution- the Preamble and the Operative Part.
  - a. The Preamble, consisting of pre-ambulatory clauses\* presents the background of the motive for the resolution. It highlights past international actions on the issue.
  - b. The Operative Part, consisting of operative clauses\*, states the opinion of the organ or the actions to be taken.
2. Draft Resolutions - Draft resolutions are all resolutions that have not yet been voted on. Each resolution is a long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement. Only one full stop/period is allowed, i.e., at the end of the sentence.
3. Being a sponsor/author of a draft resolution means that you have contributed to it significantly, but you may or may not support it.
4. Being a signatory means that you're ready for the Resolution to be discussed in the committee, but you may or may not support it. There is no specific number of signatories required in this conference; however the EB can exercise its discretion in these situations.

**\*Note:** A list of acceptable Pre-ambulatory and Operative clauses has been provided at the end of this guide.

## **Discussion of a Draft Resolution**

Before being put to vote, a Draft Resolution is discussed in the committee. There are four ways to do this:

1. **Moderated Caucus:** Two speakers for and two against the DR are selected. This is followed by a simple majority vote.
2. **Special Speaker's List:** A GSL-like list is established. Yields are entertained in each speech, especially POIs.
3. **Clause by Clause Discussion:** The DR is broken down by means of its clauses. Each clause is discussed separately.

4. **Question-Answer Session:** The same as the name- a number of people are allowed to ask questions on the DR.

### **Amendments**

Amendments to a Draft Resolution refer to the changes that a committee wishes to make to a Draft Resolution after the Resolution has been discussed. You will be provided a short period of time to turn in any amendments that you deem fit. In regards to the Authors' view on them, there are two types of Amendments:

1. **Friendly Amendment:** Any amendment that the authors agree with. No voting required.
2. **Unfriendly Amendment:** An amendment that the authors do not agree with. A simple majority vote is required. If the vote results in a majority of the committee assenting with it, the amendment is incorporated and the necessary changes are made.

#### **Note:**

1. The validity of an amendment is discussed through two speakers against two, or three speakers against three, before vote.
2. If Amendments are entertained on the whole body of operatives (every clause), that resolution stands scrapped.

In regards to their Nature, there are three types of amendments:

1. **Addition Amendment:** An addition amendment is when you propose the addition of a clause to the DR.

#### **Format:**

Addition Amendment

From: Your portfolio.

Add Clause X: "Proposed clause in its entirety."

2. **Deletion Amendment:** A deletion amendment is when you propose the deletion of a clause present in the DR.

#### **Format:**

Deletion Amendment

From: Your portfolio.

Delete clause X.

(X = Number of clauses that you wish to be deleted.)

3. **Modification Amendment:** A modification amendment is when you propose changes to an existing clause in the DR.

**Format:**

Modification Amendment

From: Your portfolio.

Old Clause: .....

New Clause: .....

## **Voting Procedure**

We follow a roll call vote in three rounds:

1. **First Round:** Yes, no, Abstain.

2. **Second Round:** Abstentions are cleared.

3. **Third Round:** Rights are exercised to justify procedural, substantive policy violation. Rights are given before final results but after third round voting. The delegate exercising a right is granted 30 seconds of speaking time to justify his stance.

**Note:** Majority Required:

- Simple majority on normal Resolutions.
- 2/3rd Majority with the vote of all five Permanent Members of the UNSC if the Resolution is focused on amending any part of the UN Charter. (Article 108) XII.

## **Special Motions**

1. **Motion to Suspend Meeting** (To move into a break between committee sessions)

**Format:** *"The Delegate of \_\_\_\_\_ motions to suspend meeting to move into \_\_\_\_\_".*

2. **Motion to Adjourn Meeting** (To suspend debate for the day, knowing when the committee meets next)

**Format:** *"The Delegate of \_\_\_\_\_ would like to raise a motion/motions to adjourn the meeting."*

3. **Closure of Debate** - This motion closes the debate for the committee. This is usually done after sufficient debate on the DR, to move into a voting session.

**Format:** *"The Delegate of \_\_\_\_\_ would like to raise a motion to close the floor for Formal Debate".*



**4. Motion to Set Aside Debate** (It is raised to set aside formal debate and move into a moderated or un-moderated caucus.)

**Format:** *“The Delegate of \_\_\_\_\_ would like to set aside formal debate and move into a moderated caucus on topic being ‘\_\_\_\_\_’ for total time period being ‘\_\_\_\_\_’ minutes and individual speakers’ time being ‘\_\_\_\_\_’ seconds.”*

**5. Motion to Table Debate** {Adjournment of Debate}

**6. Motion of Extension:** It is raised to extend the current moderated caucus by a maximum of half its time.

**Format:** *“The Delegate of ‘\_\_\_\_\_’ would like to raise a motion to extend the current moderated caucus by ‘\_\_’ minutes.”*



## **Pre-ambulatory Clauses**

Acknowledging	Determined	Having examined
Acting	Emphasizing	Seized
Affirming	Encouraged	Having heard
Alarmed by	Expecting	Having received
Alarmed	Expressing appreciation	Having reviewed
Anxious	Noting with approval	Having studied
Appreciating	Expressing concern also	Having adopted
Approving	Expressing concern	Having approved
Aware of	Expressing its appreciation	Having considered
Bearing in mind	Expressing its satisfaction	Having decided
Believing	Expressing satisfaction	Keeping in mind
Cognizant	Firmly convinced	Mindful
Concerned	Fulfilling	Noting
Confident	Fully alarmed	Noting further
Conscious	Fully aware	Noting with deep concern
Considering	Fully believing	Noting with regret
Contemplating	Further deploring	Noting with satisfaction
Convinced	Further recalling	Observing
Declaring	Guided by	Reaffirming
Deeply concerned	Having adopted	Reaffirming also
Deeply conscious	Having considered	Realizing
Deeply convinced	Having considered further	Recalling
Deeply disturbed	Having devoted attention	Recalling also
Deeply regretting		Recognizing
Deploring		Recognizing also
Referring		
Desiring		

Recognizing with satisfaction

Taking note further

Underlining

Regretting

Reiterating

Reiterating its call for

### **Operative Clauses**

Accepts

Acknowledges

Adopts

Advises

Affirms

Also calls for

Also recommends

Also strongly condemns

Also urges

Appeals

Appreciates

Approves

Authorizes

Calls

Calls for

Calls upon

Commends

Concurs

Condemns (UNSC)

Reminding

Seeking

Stressing

Taking into account

Taking into consideration

Taking note

Confirms

Congratulates

Considers

Decides

Declares

Declares accordingly

Demands

Deplores

Designates

Directs

Draws the attention

Emphasizes

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Expresses its regret

Further invites

Further proclaims

Taking note also

Viewing with appreciation

Viewing with apprehension

Welcoming

Welcoming also

Further recommends

Further reminds

Further requests

Further resolves

Has resolved

Instructs

Introduces

Invites

Notes

Notes with satisfaction

Proclaims

Reaffirms

Recalls

Recognizes

Recommends

Regrets

Reiterates

Reminds

Renews its appeal

Repeats

Requests	Strongly encourages	Underlines
Requires	Suggests	Underscores
Solemnly affirms	Supports	Urges
Stresses	Takes note of	Welcome
Strongly advises	Transmits	
Strongly condemns	Trusts	

## **Sample Resolution**

### **Draft Resolution**

**Authors:** USA, India

**Co-Authors:** Australia, Sweden

**Signatories:** Pakistan, Afghanistan, Denmark, Finland, Netherlands, Oman, Syria, Russia

*The General Assembly,*

*Reaffirming* the purposes and principles of the Charter of the United Nations,

*Reaffirming* also the Universal Declaration of Human Rights,

*Reaffirming* the fundamental importance of respecting all human rights and fundamental freedoms and the rule of law,

*Reaffirming* also that States are under the obligation to respect, protect and fulfill all human rights and fundamental freedoms of all persons,

1. *Reaffirms* that States must ensure that any measure taken to combat terrorism complies with their obligations under international law, in particular international human rights law, international\ refugee law and international humanitarian law;
2. *Deeply deplores* the suffering caused by terrorism to the victims and their families, its solidarity with them, and stresses the importance of providing

them with assistance and other appropriate measures to protect, respect and promote their human rights;

3. Expresses serious concern at the occurrence of violations of human rights and fundamental freedoms, as well as violations of international refugee law and international humanitarian law, committed in the context of countering terrorism;
4. Urges States, while countering terrorism:
  - a. To fully comply with their obligations under international law, in particular international human rights law, international refugee law and international humanitarian law, with regard to the absolute prohibition of torture and other cruel, inhuman or degrading treatment or punishment;
  - b. To respect, protect and fulfill the human rights of all, including persons belonging to national or ethnic, religious and linguistic minorities, and to ensure that measures taken to counter terrorism are not discriminatory on any ground;
5. Calls upon the United Nations entities involved in supporting counterterrorism efforts to respect and continue to facilitate the promotion and protection of human rights and fundamental freedoms, as well as due process and the rule of law, while countering terrorism;
6. Takes note with appreciation of the report of the Secretary-General on protecting human rights and fundamental freedoms while countering terrorism;
7. Calls upon States and other relevant actors, as appropriate, to continue to implement the United Nations Global Counter-Terrorism Strategy, which, inter alia, reaffirms respect for human rights for all and the rule of law as the fundamental basis of the fight against terrorism.