

FULL RULES & PROCEDURES

Below is the full set of Rules & Procedures adopted from the 2010 Connect Model United Nations Conference in Vancouver, Canada. Specific Rules & Procedures may vary, depending on the particular conference and committee.

GENERAL RULES

1. **SCOPE:** These rules for committee session are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. No other rules of procedure are applicable.
2. **LANGUAGE:** English will be the official and working language of the conference.
3. **DELEGATIONS:** Each member state will be represented by one or two delegates and one vote on each committee.
4. **CREDENTIALS:** The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary General. Any representative whose admission is objected by a member may provisionally be seated with the same rights as other representatives, pending a decision from the Secretary General.
5. **PARTICIPATION OF NON-MEMBERS:** Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on resolutions or amendments. A representative of a state organization which is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Director.
6. **STATEMENTS BY THE SECRETARIAT:** 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.

7. **GENERAL POWERS OF THE DAIS:** The Committee Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his duties to another member of the dais. The dais may also advise delegations on the possible course of debate. In the exercise of these functions, the dais will be at all times subject to these rules and responsible to the Secretary General.

8. **APPEAL:** Any decision of the Chair, with the exception of those matters that are explicitly stated in the Committee Rules of Procedure to be unappealable, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a two-thirds majority of those members present and voting. The Chair's ruling will stand unless overruled by two-thirds majority of "No" votes. The Director has ultimate discretion on any ruling, whether it is appealed successfully or not.

9. **QUORUM:** The Director may declare a Committee open and permit debate to proceed when at least one quarter of the members of the Committee (as declared at the beginning of the first session) are present. A member of the Committee is a representative who is officially registered with the conference. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

10. **COURTESY:** Delegates will show courtesy and respect to the dais and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

RULES GOVERNING DEBATE

11. 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.
- A Speakers List will be established for and against the motion.
- A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against or all the speakers on one side and at least two on the opposite side. In accordance with the normal procedure described in Rule 15, the Chair will recognize two speakers against the motion to close debate, and a vote of two-thirds majority is required for closure of debate on the agenda.
- When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed first on the agenda.
- A motion to proceed to the second topic area is in order only after the Committee has adopted or rejected a resolution on the first topic area. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds majority to pass.
- 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.

12. DEBATE: After the agenda has been determined, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed

for all debate on the topic area, except when superceded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the topic area being considered and may address any resolution currently on the floor.

13. UNMODERATED CAUCUS: A motion for 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. The motion will immediately be put to a vote. A majority of members is required for passage. The Chair may rule the motion out of order and his/her decision is not subject to appeal.

14. MODERATED CAUCUS: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Director may choose to break the committee into smaller groups, each with its own Chair, to be appointed by the Director. The Chair will temporarily depart from the Speakers List and call on delegates to speak at his or her discretion. A motion for a moderated 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 speaking time and time limit for the caucus, not to exceed twenty minutes. Once raised, the motion will be voted on immediately with a majority of members required for passage. The Chair may rule the motion out of order and his/her decision is not subject to appeal.

15. CLOSURE OF DEBATE: When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members. If the Committee is in favor of closure, the Chair will declare the closure of the debate, and the resolution or amendment will be brought to an immediate vote.

16. SUSPENSION OR ADJOURNMENT OF THE MEETING: Whenever the floor is open, a delegate may move

for the suspension of the meeting, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. The Chair 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.

17. 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. The motion, otherwise known as “tabling,” will require a two-thirds majority 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. 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.

18. RECONSIDERATION: A motion to reconsider is in order when a resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair 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 is required for reconsideration.

RULES GOVERNING SPEECHES

19. SPEAKERS LIST: The Committee will have an open Speakers List for the topic area being discussed. Separate speakers lists will be established as needed for procedural motions and debate on amendments. A nation may add its name to the Speakers List by submitting a request in writing to the Chair, provided that nation is not already on the Speakers List. The names of the next several nations to speak will always be posted for the convenience of the Committee. The Speakers List

for the second topic area will not be open until the Committee has proceeded to that topic. The Speakers List of a topic area may never be closed.

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

21. TIME-LIMIT ON SPEECHES: After the Speakers List is opened, the Chair has the option to entertain motions to set the speaking time (minimum thirty seconds) or simply select an appropriate duration depending on the number of delegates. Motions to set the speaking time will be voted in the order they were presented and a simple majority is required for passage. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

22. YIELDS: A delegate granted the right to speak on a substantive issue may yield in one of three ways: to another delegate, to questions, or to the Chair. Only one yield is allowed; a speaker who is yielded to may not yield at all. Yields are in order only on substantive speeches, and a delegate must declare any yields by the conclusion of his/her speech. Yields are not in order during moderated caucus.

- *Yield to another delegate.* His/her remaining time will be given to that delegate, who may not, however, then yield back to the original delegate. In the case of a two-person delegation representing a country on a committee, to turn the floor over to a co-delegate is not considered a yield.
- *Yield to questions.* Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, 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.
- *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 Chair will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker's time has elapsed.

23. **COMMENTS:** If a substantive speech involves no yields, the Chair may recognize delegates, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commentators may not yield. No comments will be in order during debate on procedural motions.

24. **RIGHT OF REPLY:** A delegate whose personal or national integrity has been egregiously impugned by another delegate may request a Right of Reply. The Chair's decision whether to grant the Right of Reply is unappealable, and a delegate granted a Right of Reply will not address the committee except at the request of the Chair.

POINTS

25. **POINTS OF PERSONAL PRIVILEGE:** Whenever a delegate experiences considerable 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.

26. **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. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule out of order those points which are dilatory or improper; such a decision is unappealable. 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.

27. **POINTS 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 never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the dais during caucus.

RULES GOVERNING SUBSTANTIVE ISSUES

28. **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 approval of the Director to be distributed.

29. **RESOLUTIONS:** A resolution may be introduced when it receives the approval of the Director and is signed by one-third of the committee. Signing a resolution need not indicate support of the resolution, and the signer has no further rights or obligations. The Director's decision not to sign a resolution or amendment is never appealable. Resolutions require a simple majority to pass.

30. **INTRODUCING RESOLUTIONS:** Once a resolution has been approved as stipulated above and has been distributed, a delegate may rise to introduce the resolution. The content of such an introduction will be limited to reading the resolution. Such an introduction will be considered procedural in nature, and hence, yields and comments are out of order. A motion to introduce a resolution approved by the Director requires only authorization by the Chair; it will not be put to a committee vote. More than one resolution may be on the floor at any one time. The maximum number of resolutions that may be passed per topic area is at the discretion of the Director. A resolution will remain on the floor until debate is postponed or closed or a resolution on that topic area has been passed. Debate on resolutions proceeds according to the topic area Speakers List.

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

32. AMENDMENTS: Delegates may amend any resolution that has been introduced. Acceptable amendments may add and/or strike words, phrases or full clauses to the operative clauses of a resolution. Preambulatory clauses cannot be changed in any way (except to correct spelling, punctuation or grammar) following formal submission of the resolution to the floor of the committee. Corrections in spelling, punctuation, or grammar in the operative clauses are made automatically as they are brought to the attention of the dais, and do not need to be submitted as official amendments. All amendments must be presented to the dais and approved prior to the onset of voting procedure. The Director will read the amendment to the committee before a vote. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended.

a. There are two types of amendments:

- *Friendly*: A friendly amendment is proposed by any member of the body and accepted by the original sponsors of the resolution. It is typically used to clarify a point. Upon agreement of all the original sponsors, the change is incorporated into the resolution without a vote of the committee, as all sponsors must concur for an amendment to be friendly.
- *Unfriendly*: An unfriendly amendment is a modification that can be proposed by any member of the body, but does not have the support of all of the sponsors. Unfriendly amendments must be formally submitted to the Director in writing with the signatures of one-fifth of the delegates present. A vote will be taken on all unfriendly amendments to a resolution immediately prior to the vote on the entire resolution. It should be noted that the term 'unfriendly' does not mean that such amendments are intended to degrade or contradict the resolution in any way. It merely means that the amendment has not received the support of all of the resolution's sponsors.

b. Further rules governing amendments:

- An approved amendment may be introduced when the floor is open.

- General Debate will be suspended and a Speakers List will be established for and against an unfriendly amendment.
- A motion to close debate will be in order after the Committee has heard two speakers for the unfriendly amendment and two against, or all the speakers on one side and at least two on the other side. Following the normal procedure of Rule 15, the Chair will recognize two speakers against the motion to close debate, and a vote of two-thirds majority is required for closure.
- When debate is closed on the unfriendly amendment, the Committee will move to an immediate vote. A simple majority is required to pass an unfriendly amendment. After the vote, debate will resume according to the Main Speakers List.

RULES GOVERNING VOTING

33. 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. Preambulatory clauses and sub-operative clauses may not be removed by division of the question. Delegates should keep in mind that the final document will be put to a substantive vote as a whole requiring a simple majority to pass. If no division passes, the resolution remains intact.

- The Chair will, at that point, take any further motions to divide the question and then arrange them from most severe to least so that the motion splitting the resolution into the greatest number of operative parts is voted on first.
- 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.

34. 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 by placards, except in the case of a roll call vote. After the Chair 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; ties fail. A two-thirds vote requires at least twice as many “Yes” votes as “No” votes.

35. ROLL CALL VOTING: After debate is closed on any resolution or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. Such a motion may be made from the floor and requires a simple majority to pass. All substantive votes are roll call in the Security Council by default. Voting will be at the discretion of the Chair in all other committees.

- In a roll call vote, the Chair will call countries in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate who does not pass may vote “with rights” to request the right to explain his/her vote.
- A delegate who passes during the first sequence of the roll call must vote during the second sequence. The same delegate may not request the right to explain his/her vote.
- All delegates who had requested the right of explanation will be granted time to explain their votes.
- The Chair will then announce the outcome of the vote.

PRECEDENCE OF MOTIONS

36. PRECEDENCE: Motions will be considered in the following order of preference:

- 1) Parliamentary Points
 - a) Points which may interrupt a speaker:
 - i) Points of Personal Privilege (Rule 25)
 - ii) Points of Order (Rule 26)
 - b) Points in order only when the floor is open:
 - i) Points of Parliamentary Inquiry (Rule 27)
- 2) Procedural motions that are not debatable:
 - a) Adjournment of the Meeting (Rule 16)
 - b) Suspension of the Meeting (Rule 16)
 - c) Unmoderated Caucus (Rule 13)
 - d) Moderated Caucusing (Rule 14)
- 3) Procedural motions that are applicable to a resolution or amendment under consideration:
 - a) Closure of Debate (Rule 15)
 - b) Postponement of Debate (Rule 17)
 - c) Competence (Rule 31)
 - d) Division of the Question (Rule 33)
- 4) Substantive motions:
 - a) Amendments (Rule 32)
 - b) Resolution (Rules 29-30)
- 5) Other procedural motions:
 - a) Resumption of Debate (Rule 17)
 - b) Reconsideration (Rule 18)