

## The Procedure for Non-Specialized Committees

### Day 1:

1. The Committee Session begins with a Motion to Verify the Quorum (Roll Call);
2. After the Quorum is established, a Motion to Move into Moderated Caucus for the Opening Speeches should **either** be raised **or** smiled upon by the Chairs (if delegates don't raise it first);
3. This motion passes automatically at the discretion of the Chairs, having the possibility of extension *if* there is not enough time for all delegates to hold their speech;
4. Every delegate takes the floor, in alphabetical order, holds their Opening Speech and then yields the floor back to the Chairs;
5. After the Moderated Caucus time elapses **or** every delegate has held their speech, a Motion to Move into Unmoderated Caucus for the purpose of writing resolutions is **either** raised **or** smiled upon by the Chairs;
6. Upon the passing of the motion, the Committee is in Unmoderated Caucus and delegates form alliances and discuss possible solutions for the topics. They then proceed to writing the resolutions. While the resolutions are being written, a delegate from every resolution should go to other delegates and convince them to sign the Signatory List so as to ensure that their resolution will be debated on the next day.
7. After the resolution is written, partially or completely, it is printed and submitted to the Vetting Committee to correct any grammatical errors.

**Note:** Step 7 is repeated until the resolution is completely written **and** has passed through Vetting without any grammatical mistakes. Delegates are free to go home afterwards.



8. When the remaining delegates finish Step 7 with the last resolution, the Unmoderated Caucus elapses, the Quorum is re-established and a Motion to Adjourn the Session until the next day is raised.

### Day 2 (Processing Resolutions):

1. The Committee Session begins with a Motion to Verify the Quorum;
2. After the Quorum is established, a motion to introduce a Draft Resolution should **either** be raised by a delegate **or** smiled upon by the Chairpersons;
3. After this motion passes, the main submitter of the specific resolution is invited to take the floor and read the Clauses of their resolution;

4. Upon reading the Clauses, the Chairperson sets debate time of Closed Debate and asks the main submitter to hold a For Speech on their resolution;
5. After the delegate finishes holding their speech, the Chairperson will ask whether they are open to any Points of Information and then will act accordingly;
6. After the Points of Information are answered by the Speaker, the Chairperson will take back the floor.

**Note:** Only the main submitter (after their first For Speech) and first co-submitter (if they were yielded the floor by the main submitter) are allowed to yield the floor to a co-submitter. No other delegate-to-delegate yields are in order.

7. The Chairperson will repeat steps 5-6 for each delegate that speaks about the resolution being debated:
  -  If For Speech time elapses or there are no more For Speeches (minimum required: 2), Against Speeches will be instantiated and will then repeat steps 5-6;
  -  After the first Against Speech, the Motion to Move into Open Debate (until debate time elapses) will be in order;
8. Once debate time has elapsed, the Chairperson will initiate the Voting Procedure to determine whether the resolution passes;
9. After a resolution is debated, the Chairperson will repeat steps 2-9.

**Note:** After all resolutions in the Committee have been debated, the Committee will decide which resolution (out of all that had passed in the Committee Session) will pass to the General Assembly (except for ECOSOC).

### **Day 3:**

On Day 3, the UNHRC, SPECPOL, WHO and UNSC Committees are conjoined and debate using the rules from Day 2 (including UNSC), but on the GA Resolutions.

**Note:** On Day 3, the Motion to Introduce a Draft Resolution will become the “Motion to Introduce a Resolution”.

**Note:** The ECOSOC Committee will debate using the same rules as on Day 2, but in the Committee Room.

## **Special Rules for the Security Council**

### **1. The General Speakers' List:**

- a) During formal debate the Chairpersons shall keep a Speakers' List, which will determine the order of speakers with a specific time per speech, set at 90 seconds. Representatives may raise a Motion to Change the Speaking Time on the General Speakers' List should they feel that extending or reducing the time limit would be beneficial to the debate. The decision to change the speaking time on the General Speakers' List may also be taken by the Chairpersons at their discretion.
- b) A Representative may request to have the name of the Delegation added to the Speakers' List by raising the placard upon general invitation of the Chairpersons or by sending a note to them. If circumstances do not allow determining clearly which Representative has requested to be included in the Speakers' List first, the Chairpersons shall decide on the order of the speakers by taking into account considerations of equity and the good functioning of the Committee.
- c) A Representative whose Delegation's name is already included in the Speakers' List shall not be added again until given the floor or asked to be removed from the Speakers' List.
- d) Should the Speakers' List elapse, the debate on the agenda item shall be considered finished and the Committee shall move into voting procedure.

### **2. Yields:**

At the end of a formal speech (during the General Speakers' List) a representative is required to yield their remaining time. They may:

- a) Yield to the Chairs.
- b) Yield to Another Representative: A representative may yield their time to another representative. The Chairs will ask the other representative whether they would like to accept the yield. If the representative accepts the yield, then they will have the remaining time to address the Committee. This time cannot be extended nor yielded to another representative.
- c) Yield to Questions: A representative may yield their time to questions. The Chairs will ask the Committee if there are any points on the floor at which time representative may raise a Point of Information to ask a question to the speaker. The Chairs will pause the time in order for the question to be phrased. The speaker will have the remaining time to answer the question.

**3. Right of Reply:**

A representative whose personal or national integrity has been infringed upon by another representative may, after the latter's speech, request a Right of Reply by raising their placard. The Chairs shall decide upon the request immediately and may or may not grant it. The decision of the Chairs is not subject to appeal. If the Right of Reply is granted, the allotted speaking time is 30 seconds. A Right of Reply to the Right of Reply is out of order.

**4. Special Motions:****a) Motion to Change the Speaking Time on the General Speakers' List:**

- i) A representative deeming that extending or reducing the time limit for individual speeches on the General Speakers' List would be beneficial to the debate may raise a Motion to Change the Speaking Time on the General Speakers' List at any time when the floor is open.
- ii) The Motion shall be immediately ruled upon by the Chairpersons at their discretion.
- iii) The decision of the Chairpersons is not subject to appeal.

**b) Motion to Split the Topic Area:**

- i) This motion enables the committee to debate on subtopics within the agenda item and produce a resolution for each one of them.
- ii) The motion requires an explanation on the subtopics that the agenda item would be split into and provide justification for the necessity to split the topic area.
- iii) This motion requires a second, two speakers in favour and two speakers against and needs a 2/3 majority to pass.

**c) Motion for a Minute of Silence:**

- i) Any delegate may motion for a minute of silence before the start of a committee session. They must indicate the reason behind the minute of silence.
- ii) This motion is immediately adopted unless deemed out of order by the Chairs.
- iii) This motion may only be proposed once per session.

**d) Motion to Divide the Question:**

- i) A Motion to Divide the Question requests that specific clauses of the Draft Resolution are voted upon separately.
- ii) The Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
- iii) If the motion passes the Draft Resolution is divided into different parts accordingly, and a separate substantive vote will be taken on each divided part. Parts of the Draft Resolution that are approved by the Committee will be recombined into a final document and put to a substantive vote as a whole.

**e) Motion to Declare the Vote Substantial:**

- i) This motion may be proposed, when the floor is open, on any procedural vote. The purpose of this motion is to make a procedural vote into a substantial vote. If a procedural vote, such as a motion for a moderated caucus, becomes substantial then it follows the rules regarding substantial voting procedure. Representatives may vote “Yes”, “No” and “Abstain” on the vote. If a procedural vote is made substantial then it requires nine votes in favour to pass. If a Permanent Member uses their veto, then the motion automatically fails.
- ii) When this motion is proposed, the procedural motion, in question, is declared substantial. The Chairs will then ask if there are any objections. If there is an objection then the committee votes on whether to redeclare the motion procedural.
- iii) This motion to re-declare the motion procedural is a substantial vote.

**f) Motion for the Invitation of an Ambassador:**

- i) Any Member State of the United Nations, which is not a member of the Security Council, may be invited to participate without a vote in the discussion on the topic area when the Security Council considers the interests of that Member State to be of importance to the topic.
- ii) This motion is not debatable and is at the discretion of the Chairs whether it is possible at the time of the proposal.

**g) Motion for a Closed-Door Session:**

- i) During a Closed-Door Session only representatives of the Member States, the Chairs, the Secretariat and persons authorized by the Secretary General may attend the meeting.
- ii) The time for the Closed-Door Session is specified by the representative. Rules for the Moderated Caucus shall apply.

- iii) A representative may ask for a Motion for a Closed-Door Session at any time the floor is open, but not during speeches.
- iv) The Motion requires a second, is not debatable and shall immediately be put to vote. It needs a qualified majority (2/3) in order to pass.
- v) The Chairs may rule out the Motion.
- vi) The time for a Closed-Door Session may be extended once.

**h) Motion for a P5 Caucus:**

- i) Any Permanent Member of the United Nations Security Council may propose this motion when the floor is open.
- ii) The P5 Caucus will be held in a separate room with the participation of the Permanent Members and one of the Chairs.
- iii) The P5 Caucus will take the form of an informal debate in order for the Permanent Members to come to a consensus.
- iv) The Chairs will entertain this motion at their discretion. If there are any Permanent Members who object to this motion, then the motion will be overruled.

**5. Presidential Statement:**

- a) The Security Council may choose to issue a Presidential Statement on issues not warranting a Resolution.
- b) The Statement may either be produced as “Presidential Statement” or as “Presidential Statement of Consensus”.

**6. Votes in the Security Council:**

- a) For all votes in the Security Council (both procedural and substantive), nine (9) “Yes” votes are required. In the event that not all the representatives are present for the council meeting, the Secretary General may move to change this with qualified majority. The decision rests solely on the Secretary General and it is not subject to appeal.
- b) During voting on procedural matters there are no veto rights. During substantive matters, the Permanent Members of the Security Council (China, USA, UK, France, Russian Federation) must vote either “Yes” or “Abstain” in order for a substantive matter to pass.
- c) The “Veto” vote refers to the use of veto power from a Permanent Member of the Security Council. If one of these states votes “No” on a substantive matter then the matter fails immediately.



## **The Crisis Committee**

### **Day 1, 2, 3:**

1. The Committee Session begins with a Motion to Verify the Quorum (Roll Call);
2. After the Quorum is established, the crisis will be introduced;
3. Delegates will be given time to do research about the problems issued by the crisis through a Motion to Move into Unmoderated Caucus that should either be raised or smiled upon by the Chairs;
4. After the Unmoderated Caucus time elapses, a Motion to open the General Speaker's List is either raised or smiled upon by the Chairs;
5. During the General Speaker's List, delegates should raise a Motion to Move into Moderated Caucus to discuss certain aspects of the emergency;
6. Also during the General Speaker's List, the Chairpersons can receive updates related to the crisis that they will introduce to the rest of the committee;
7. By the time the General Speaker's List ends, delegates should raise a Motion to Move into Unmoderated Caucus with the purpose of writhing the Set of Directives. If not, the crisis will not be solved and a new one will be introduced.

## The Voting Procedure

The Voting Procedure applies to Motions (if there are objections), Amendments and Resolutions.

Delegates will be asked to raise their placard to vote For, Against or Abstain the Motion/Amendment/Resolution.

**Note:** Note-passing is not permitted during the Voting Procedure.

**Note:** An abstention means that a country does not feel convinced enough to vote for or against the Motion/Amendment/Resolution.

### Majorities

**Simple Majority**  $\geq \text{floor}\left(\frac{\text{Quorum}}{2}\right) + 1$ ;

**Two-thirds Majority**  $\geq \text{floor}\left(\frac{2 \cdot \text{Quorum}}{3}\right)$ .

### Edge Cases

- ☪ If any of the conditions from the Motion to Split the House apply, then the motion comes in order and should be raised;
- ☪ If even after the Motion to Split the House, the votes For are equal to the votes Against (For = Against), the Chair will **either**:
  - i. ask for one speech For and one Against and retake the vote
  - ii. **or** also vote For or Against the Motion/Amendment/ Resolution. This procedure is called **breaking the tie-vote**.
- ☪ If, at any times during the voting procedure, the sum of all votes does not equal to the Quorum ( $\text{For} + \text{Against} + \text{Abstentions} \neq \text{Quorum}$ ), the Chairperson will smile upon a Motion to Vote by Roll Call.

**Note:** The Motion to Vote by Roll Call can also be raised by any delegate during the voting procedure, even if the previously mentioned condition does not apply.



## Resolutions

A resolution is the document that contains a specific topic that the Committee wants to solve and the proposed solutions to it. The main author of a resolution is called a **main submitter** and the delegates who also contributed to writing it are **co-submitters**.

**Note:** A resolution may have up to 5 co-submitters.

Resolutions are divided in three main parts:

- A. Topic, Main Submitter, Co-Submitters, “The <Committee Name>,”;
- B. Preambulatory Clauses;
- C. Operative Clauses.

### B. Preambulatory Clauses (PCs):

- a. Contain all the significant information, risk factors and the things that require considering for the specific topic;
- b. Every Preambulatory Clause must be followed by a comma (“,”);
- c. Every Clause will begin with a Preambulatory Phrase from the given list (delegates will receive a folder in which they will find this list, or it can be found on the website);
- d. Their Preambulatory Phrases must be written in *italics*;
- e. Must not be numbered.

### C. Operative Clauses (OCs):

- a. Contain all the solutions proposed for the specific topic;
- b. Every Operative Clause must be followed by a semicolon (“;”);
- c. Every Operative Clause will begin with an Operative Phrase from the given list;
- d. The Operative Phrases will be written in **bold**;
- e. The last Operative Clause must end with a full-stop (“.”);

## Amendments

An Amendment is a request (made by a delegate) to modify the resolution being debated. One can **add**, **remove** and/or **modify** the resolution through the Amendment.

Amendments are debated on identically as resolutions, but in far less time.

**Note:** Amendments are sent to the Chairs as regular notes, having appended “Amendment” at the top. They can be sent at any point during the debate of a resolution and must always be related to the resolution.

**Note:** Chairpersons can deny Amendments on the grounds of redundancy, lack of substance or time restrictions.

**Note:** Debate time on and Amendment overlaps the debate time on the resolution.

**Note:** Delegates **may not** abstain on voting on an Amendment.

## The Warning System

Delegates will receive 3 warnings for misconduct:

- i. On the first warning, no punitive action will be taken;
- ii. On the second warning, the delegate will lose the right to speak;
- iii. On the third warning, the delegate will lose the right to vote;
- iv. On the fourth warning, the delegate will be immediately removed from the Conference.