



SUSTAINABLE DEVELOPMENT YOUTH CONVENTION 2017

# **RULES OF PROCEDURE**

INFORMATION GUIDE





## ABOUT THE RULES OF PROCEDURE

At all Model UN conferences, debate proceedings are governed by a set of procedures that determine who can say or do what at any point in time. Just imagine, without any such rules in place, debate would descend into chaos. This is why we have the Rules of Procedure. Usually abbreviated as the RoP, the Rules of Procedure outlines the proceedings of committee session at a Model UN conference and ensures that debate moves in a smooth and uninterrupted fashion. For those of you who are seasoned MUN-ers, do consider giving this guide a quick glance as the RoP tends to vary ever so slightly from conference to conference. For those of you who are new to the MUN circuit, please do give this guide a thorough read, so that you won't get too confused and lose track of what's going on during the conference itself. Whether you're experienced or not, all the best in your preparation for SDYC 2016!

Please note that the Historical Crisis Committee and Pacific Islands Forum councils will be using slightly modified versions of the ROP stated here. The modifications have been elaborated upon in their respective study guides.

Adapted and edited with permission from Singapore Model United Nations 2016.



# RULES OF PROCEDURE

## GENERAL RULES

### Representation and Voting Rights

- Rule 1.** Each member state and observer (where applicable) in a single-delegate committee will be represented by only one delegate. Each member state and observer (where applicable) in a double-delegate committee will be represented by two delegates.
- Rule 2.** Member states in the Security Council will be represented by two delegates, and each member state will be entitled to one vote.
- Rule 3.** The Permanent 5 (“P5”) member states of the Security Council (United States of America, Russian Federation, People’s Republic of China, United Kingdom, and France) have veto power within the Security Council for substantive matters, but not in other committees.
- Rule 4.** Each member state shall be entitled to one vote in a committee on both procedural and substantive matters. Observers are permitted to vote on procedural matters, but not on substantive matters.



### **Working Language**

**Rule 5.** English shall be set as the working language across all committees. All speeches made and documents circulated are to be made in the designated working language.

### **Quorum**

**Rule 6.** Quorum shall be set at one-third of the members of the committee. Committee will only begin session once quorum is met.

### **Decorum and Etiquette**

**Rule 7.** Delegates are expected to treat the conference Secretariat, Staff Members, and fellow delegates with utmost respect and courtesy. Derogatory, discriminatory, offensive, or inappropriate remarks will not be tolerated.

**Rule 8.** The dress code for this conference shall be formal western business attire.

**Rule 9.** Secretariat members and Chairpersons will not hesitate to call any delegates to order if found to be in breach of these rules.

**Rule 10.** Use of electronic devices is not permitted during committee sessions outside of unmoderated caucuses (see Rule 31) or unless permitted by the dais.



### **Composition and Authority of the Dais**

- Rule 11.** The Dais is comprised of a Head Chairperson and several Vice Chairpersons. Each committee will be managed by one Dais.
- Rule 12.** The Dais will be responsible for monitoring and presiding over debate within the committee on a rotational basis. They will monitor the substantive of debate, grant delegates the permission to speak, and decide on procedural matters. They will ensure that debate within the committee is carried out in an efficient and productive manner.
- Rule 13.** Where appropriate, the Dais will provide substantive advice on the issues being discussed by the committee.
- Rule 14.** In the interests of debate, the Chairperson reserves the right to suspend or modify the Rules of Procedure at his/her own discretion.

## **DEBATE PROCEDURE**

### **Roll Call**

- Rule 15.** Committee sessions will always begin with roll call. Member states present are to raise their placards and state whether they are “Present” or “Present and Voting”. Member states declared as “Present” have the option to abstain from a substantive vote, whereas member states declared as “Present and Voting” may not abstain. Observers are only permitted to declare themselves as “Present”. Delegates who have missed roll call are to



indicate their attendance to the Dais in writing.

### General Speakers' List

**Rule 16.** Once roll call is completed, a delegate may motion to open general debate. This motion requires a simple majority to pass.

**Rule 17.** The General Speakers' List will then be opened for the topic of discussion. Delegates wishing to be placed on the General Speakers' List can indicate this by raising their placards upon the request of the Chairperson, or in writing to the Dais.

**Rule 18.** Speaking time for general debate is set at 90 seconds for each speaker. Delegates can motion for a change in individual speaking time, subject to a procedural vote.

**Rule 19.** Delegates who have not utilised their maximum speaking time may yield their remaining time in the following ways:

A. **To the Chair:** The Chairperson will then call upon the next speaker.

B. **To Points of Information:** Other delegates in the committee may pose a specified number of questions to the delegate. This is only in order if there is sufficient time remaining. The number of POIs entertained by the delegate is up to the Chair's discretion, depending on the amount of time left.

C. **To another delegate:** The delegate may call upon another delegate representing a different country/organisation to speak. Delegates in double-delegate committees are not permitted to yield their time to their fellow co-



delegate. This is only in order if there is sufficient time remaining.

**Rule 20.** Yielding to points of information/other delegates is subject to the amount of remaining time. The yield will not be in order if there is too little time remaining.

**Rule 21.** Second-degree yields are not in order.

### **Caucuses**

**Rule 22.** Committee will depart from the General Speakers' List by moving into caucuses. There are two types of caucuses: Moderated and Unmoderated Caucuses.

**Rule 23.** A motion to move into a caucus is in order as long as the floor is open. The Chairperson may also call upon the committee for any and all points and motions. The motion requires a simple majority for passage.

**Rule 24.** The maximum total time for an individual caucus is set at 20 minutes. Extensions to the caucus are in order as long as the sum of the initial caucus and the extension does not exceed 35 minutes.

**Rule 25.** In the event no delegate motions for a caucus, the committee will return to the General Speakers' List.



## Moderated Caucuses

**Rule 26.** A moderated caucus refers to a formal debate of a specific topic within a stipulated time limit. It serves to focus the debate by narrowing the scope of discussion.

**Rule 27.** Delegates wishing to move into a moderated discussion will propose the discussion topic, the time limit for the caucus, as well as the individual speaking time in the following manner:

“Motion to move into a moderated caucus of (Total Duration), with an individual speaking time of (x seconds) to discuss (Topic).”

The order of disruptiveness of motions for moderated caucuses shall be as follows: first considering the total time for the caucus; the maximum number of speakers in the caucus; and finally the order at which the motions were raised.

**Rule 28.** Individual speaking time during a moderated caucus is set at a maximum of 90 seconds. Motions to change speaking time are in order at the Chairperson’s discretion.

**Rule 29.** Yields are not in order during a moderated caucus.

**Rule 30.** If there are no more delegates wishing to speak in the moderated caucus, debate will elapse and the committee will revert back to the General Speakers’ List.





## Unmoderated Caucuses

**Rule 31.** An unmoderated caucus refers to an informal debate where delegates can engage in deliberations without moderation from the Chairperson. Delegates are advised to make use of unmoderated caucuses to discuss issues in an informal setting, formulate draft resolutions, and gather sponsors and signatories for them.

**Rule 32.** An unmoderated caucus may be motioned for by proposing the total duration of the unmoderated caucus in the following manner:

“Motion to move into an unmoderated caucus of (Total Duration).”

Motions for unmoderated caucuses do not require a topic, except if requested by the Chair. At the Chair’s discretion, the delegate who motioned for the unmoderated caucus may be called upon to summarize the caucus in a short speech.

## Points

**Rule 33.** The following points are in order:

A. **Right to Reply:** A delegate may raise a right to reply if he/she feels that the integrity of his/her country or person has been compromised. It may be granted at the Chair’s discretion.

B. **Point of Personal Privilege:** A delegate may raise a point of personal privilege when the environment poses difficulties in focusing on debate, such as poor audibility, etc. It is the only point that can interrupt a speaker.



C. **Point of Order:** A delegate may raise of point of order if he/she feels that the Chair has made an error in the Rules of Procedure.

D. **Point of Parliamentary Inquiry:** Delegates can raise a point of parliamentary inquiry to seek clarification about the Rules of Procedure from the Dais.

E. **Point of Information:** Only in order when a delegate has yielded to points of information during a speech in the General Speakers' List.

### Precedence of Points and Motions

**Rule 34.** All points and motions will be entertained and voted on in the following order of disruptiveness:

- A. Point of personal privilege
- B. Point of order
- C. Point of parliamentary inquiry
- D. Right to reply
- E. Motion to adjourn/suspend debate
- F. Motion for unmoderated caucus
- G. Motion for moderated caucus
- H. Motion to introduce/resume debate on draft resolution
- I. Motion to introduce amendment
- J. Motion to table draft resolution



K. Motion to close debate and move into direct voting procedures

**Working Papers**

- Rule 35.** Delegates are encouraged to write and introduce working papers to their committees. A working paper is a document drafted by one or multiple delegates that may serve as building material for a draft resolution in future. It can serve as a focal point for debate – by specifically naming policies or principles in working papers, the authors can hope to gather more attention and possibly support for their mooted ideas by getting others to debate on these, especially in moderated caucuses. Working papers need not be introduced through any special motions or procedure; they are merely for the committee’s consideration. Once the Chairs see fit, the Chairs may automatically introduce the working paper to the committee.
- Rule 36.** There is no fixed format for working papers. Working papers can come in the form of a presentation, a write-up, or diagrams.
- Rule 37.** To introduce a working paper, delegates need to submit their papers to the Dais for vetting and approval. The Dais will provide delegates with the appropriate channels to submit working papers.
- Rule 38.** The content of working papers must be constructive and relevant to the topics at hand. The Dais reserves the right to reject any working paper that is deemed to be inappropriate or not up to standard.



**Rule 39.** No working papers should be circulated without the prior approval of the Dais.

**Rule 40.** Working papers do not require signatories, but must bear the name(s) of submitter(s).

### Draft Resolutions

**Rule 41.** Draft resolutions are proposed solutions to any topic discussed at hand. This is a formal document that has to be introduced to the entire committee with the specific procedure listed in this guide, and has to be debated upon. A draft resolution is written in the format of a single, long sentence, and contains two types of clauses, listed and defined below in order of appearance. The draft resolution format must be strictly adhered to.

**Rule 42.** Preambulatory clauses describe the problem being addressed, recall past actions taken, explain the purpose of the draft resolution, and offer support for the operative clauses that follow. Each clause begins with an italicised verb in continuous tense, and ends with a comma.

**Rule 43.** Operative clauses are numbered, and state the actions to be taken by the committee. Each clause begins with an underlined active verb in present tense, and ends with a semicolon except for the last clause, which ends with a period.

**Rule 44.** Draft resolutions must fulfill the following requirements before submission to the Dais for approval and introduction:

A. The committee name and topic are displayed at the top;

B. Names of sponsors and signatories, listed in alphabetical order;



C. Maximum of 5 sponsors;

D. At least 20% of the committee must be either a sponsor or a signatory.

**Rule 45.** No draft resolutions may be circulated or referenced to in speeches without the prior approval of the Dais.

**Rule 46.** To introduce a draft resolution, following its approval, a sponsor will motion for the draft resolution to be introduced to the committee. This motion requires a simple majority to pass. Once the motion passes, sponsors will then be called upon to read out the operative clauses of the draft resolution.

**Rule 47.** After the draft resolution has been read out by the sponsors, a short reading period will in order for delegates to read through the contents of the draft resolution. The duration of the reading period will be set at the Chair's discretion.

**Rule 48.** Debating on the draft resolution may be carried out through moderated and/or unmoderated caucuses. The same rules pertaining to caucuses apply.

## **Amendments**

**Rule 49.** During the course of debate, delegates may desire changes to the draft resolution, and they may do so by introducing amendments. Delegates may choose to add, edit or remove only operative clauses on the draft resolution. There are two types of amendments - friendly and unfriendly.



- Rule 50.** Friendly amendments are supported by all the sponsors of a draft resolution, and can be passed immediately without a vote. To introduce a friendly amendment, delegates are to submit the amendment to the Dais accompanied by the signatures of all sponsors of the resolution. Chairpersons may introduce the friendly amendments as and when they see fit.
- Rule 51.** Unfriendly amendments do not have the support of all sponsors of a draft resolution. Unfriendly amendments need to be introduced, debated, and voted upon. For unfriendly amendments, a minimum of 10% of the committee is required as a signatory.
- Rule 52.** To introduce an unfriendly amendment, delegates are to submit their amendments in writing to the Dais. The Dais reserves the right to reject any amendment it deems unconstructive and irrelevant, and will approve amendments at its discretion. Once approved, delegates have to motion to introduce the amendment.
- Rule 53.** The Chair will call upon the submitter to read out the amendment. Following which, the Chair will call upon 2 delegates to speak for the amendment and 2 delegates to speak against. The individual speaking time is set at 90s. Following this, the committee will move to general debate on the amendment.
- Rule 54.** To vote on an unfriendly amendment, a motion to vote on the amendment is required, with a simple majority required. Voting to pass an amendment is a substantive vote that requires a two-thirds majority for passage.



## Tabling Draft Resolutions

- Rule 55.** Only one draft resolution may be discussed in the committee at any one time. Once a resolution has been successfully introduced and is currently on the floor, no other resolutions may be introduced until debate on the resolution has been closed (i.e. voting on the resolution has been carried out) or until the resolution has been tabled.
- Rule 56.** Tabling a draft resolution refers to setting aside the resolution currently on the floor without voting on the resolution. A motion to table the draft resolution requires a simple majority. Should it pass, the committee will table the current draft resolution being discussed and move back into the General Speakers' List.
- Rule 57.** A resolution that has been excessively amended, to the point at which half of the total number of clauses have been amended, shall be automatically tabled. This may also occur at the discretion of the Dais.
- Rule 58.** A motion to resume debate on the draft resolution is required to reintroduce a previously tabled draft resolution, requiring a simple majority. The draft resolution to be reintroduced needs approval from the dais before the motion will be entertained, even if it had been approved prior to being tabled.



## Voting on Draft Resolutions

**Rule 59.** To vote on a draft resolution, a motion to close debate and move into voting procedures first has to be introduced, voted on, and passed. Two speakers will be recognised to speak against the motion. This motion requires a two-thirds majority to pass. Once this motion passes, the council will proceed to vote on the resolution itself.

**Rule 60.** The following motions are in order during voting procedures:

A. **Motion to Reorder Draft Resolutions:** Draft resolutions to be voted on a different order from what is announced by the Chairperson.

B. **Motion for Roll Call Vote:** In a roll call vote, each delegate will verbally announce his/her vote to the committee. There will be two rounds of voting. In the first round, delegates have the option of voting for, against, abstain or pass. In the second round, the delegates who have passed the first round will have to vote for, against, or abstain.

C. **Motion to Divide the Question:** Each operative clause will be voted on separately. The clauses that have passed will then be voted on as the clauses of a new draft resolution in totality. The voting on each clause is considered a substantive vote.

D. **Motion to Divide the House:** If a draft resolution has initially failed to pass, and there are enough abstentions to grant a possible pass, then a delegate may request the Chair to grant this. This motion may be passed at the Chair's





discretion. When the House is divided, no abstentions whatsoever are allowed.

**Rule 61.** Voting on a draft resolution is a substantive vote that requires a two-thirds majority for passage. Observers are not permitted to vote.

A. In the Security Council, if any of the Permanent 5 members votes against a draft resolution, it will be considered a veto and therefore the draft resolution will fail with immediate effect.

### **Suspension and Adjournment of Meeting**

**Rule 62.** A delegate may only motion to suspend debate ten minutes before the end of a council session.

**Rule 63.** A delegate may only motion to adjourn debate ten minutes before the end of the final council session.

**Rule 64.** A suspension of debate means the postponement of debate until the next committee session. An adjournment of debate means that the conference will only re-convene the next year.