



FUNDAMENTAL MUN RULES OF PROCEDURE

A Basic Guide to MUN Protocol

FUNDAMENTAL MODEL UNITED NATIONS @ NUS 2015

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Introduction

In any MUN, protocol is an essential part of discussions - they are the rules governing the flow and order of debate. The Fundamental MUN Rules of Procedure (ROP) are similar to most standard MUN protocols. Following protocol will ensure that debate is conducted and moved along without hesitation or confusion within the committee. As such, to ensure that discussions run smoothly in your committee, it is imperative that you, as a delegate, understand and abide by this ROP.

General Rules

Speaking

Delegates wishing to speak within formal debate must first raise their placards and get the Chairs' attention. Only after a delegate is recognized and called upon by the Chair are they allowed to speak. All parties present in committee are to only refer to themselves and others in the third person. Simply put, a delegate should say "this delegate believes the Chair is..." instead of "I believe you are..."

At any given time in debate, only one person is to be speaking. Interruption of speeches will strictly not be entertained, except in the case of Points of Personal Privilege. That being said, the next rule is quite self-explanatory. Delegates are not allowed to talk amongst themselves at any point during debate, except during Unmoderated Caucuses.

Note-passing

Delegates may use note-passing instead to communicate with one another in committee sessions. Note-passing serves as the main mode of communication amongst delegates aside from formal debate. Note-passers will be present in each committee room, to facilitate note-passing.

When wishing to send a note, delegates may raise their hands holding up their note, to call over a note-passer. All notes must clearly indicate the sender's and recipient's delegations. Inappropriate content in notes will strictly not be tolerated; all notes passed will be screened by note-passers, and brought to the attention of the Chairs if inappropriate content is detected.

Electronic Devices

Delegates are encouraged to bring a laptop or tablet, along with the appropriate charger, as well as a thumb drive to committee sessions. This is to facilitate the creation and transferring of documents in committee. Delegates are strictly prohibited from using Internet access to do research during formal debate. Exceptions may only be granted by the Chairs under special circumstances.

General Definitions

General Debate

When a committee opens, it is by default in General Debate. General debate is a formal debate in which topics are non-specific. In other words, General Debate is an open ground for ideas and concepts related to the committee to be thrown out and discussed freely. Delegates should note that all speeches made must be relevant to the committee's agenda.

General Speaker's List

The order of speaking in General Debate is determined through the General Speakers' List. When the Chairs call for speakers to be added to the General Speakers' List, delegates may add themselves by raising their placard. Delegates may also send a note to the Chairs to add themselves to the General Speakers' List. At no point in time should a delegate interrupt committee to add themselves into the General Speakers' List.

Speaking Time

For the purposes of Fundamental MUN, each speaker is given a strict timing of sixty seconds per speech. As a guide, the Chairs will bang their gavel once when there are ten seconds remaining in a speech, and twice once the full sixty seconds has elapsed. Delegates must conclude their speech after their time has ended.

Yielding

Yielding is the process of handing time over after a speech. Time may be seen as an object in this case; when a delegate is called upon to make a speech, the Chairs hand the time to that delegate. Likewise, once a delegate ends their speech, they must hand the time over to another party.

There are three modes of yielding time:

1. Yielding time to the Chair
Ending one's speech completely, and returning the time back to the Chair, such that debate may progress.
"This delegate yields their time back to the Chair".
2. Yield to Points of Information
Only applicable if the delegate has remaining time unused. Other delegates may then pose questions to them, and answers may be made using the remaining time. The number of questions allowed will be determined by the Chairs, based on the remaining speaking time.
3. Yield to another delegate
Only applicable if the delegate has remaining time unused. Allows another delegate to make a speech using the remaining speaking time unused by the first delegate. Delegates may do this, to allow their allies to better furnish their points, or to directly engage delegates from opposing blocs before the whole committee.

Motion

A motion is a proposal to change the mode of debate or the actions of the committee. Motions are raised, for instance, to ask for the committee to vote on an issue, or to ask the committee to take a lunch break. Motions can only be adopted and enacted if a majority of members in the committee agrees through a vote. Voting will not take place until all motions have been heard, and should be voted on in order of the most disruptive to the least disruptive. Factors which contribute to the disruptiveness of a motion include the duration and physical movement involved.

Seconds

All motions raised by a delegate in a committee require seconds. Seconds are any delegates raising their placard in support of a motion. Without at least one second, a motion cannot be put through a vote, and will fail with immediate effect.

Voting Procedures

As mentioned above, a motion passes when a majority of delegates votes for it. After seeing seconds, the Chairs will call for the committee to vote on a motion. There are two majorities: simple and two-thirds. A simple majority is reached when more than 50% percent of the committee votes on a motion. Note that if there are 90 delegates present, 46 delegates would comprise a simple majority.

On the other hand, a two-thirds majority is reached when at least $\frac{2}{3}$ of delegates present vote on a motion. Note that if there are 90 delegates present, just 60 delegates would comprise a two-thirds majority.

Moderated Caucus

A Moderated Caucus is a different kind of formal debate, with a fixed duration and fixed number of speakers. Moderated Caucuses may or may not have a different speaking time per speaker as well.

Moderated Caucuses cover a specific idea or issue discussed previously in General Debate. While General Debate is open to all ideas, Moderated Caucuses have a fixed focus which delegates must stick to. Delegates may propose a Moderated Caucus to the committee with a motion.

Unmoderated Caucus

On the other hand, there are Unmoderated Caucuses. Unmoderated Caucuses, also termed Informal Caucuses, are basically a break from formal debate without suspending the entire committee.

During Unmoderated Caucuses, delegates are allowed to move around freely and discuss amongst themselves freely. Unmoderated Caucuses have a fixed duration, but no fixed topic or point of discussion. As with Moderated Caucuses, delegates must raise a motion to propose an Unmoderated Caucus to the committee.

Working Papers

A Working Paper is a document drafted by one or multiple delegates. Any delegate may submit a working paper. It can serve as a focal point for debate - by specifically naming

policies or principles in working papers, delegates can hope to gather more attention and possibly support for their mooted ideas by getting others to debate on these, especially in moderated caucuses.

When submitting a Working Paper, delegates need only clearly state the originator(s) and main submitter of the document. There is no fixed format for Working Papers. Before a Working Paper may be presented to the rest of the committee, the Chairs will review and ensure its contents are relevant and appropriate for the committee.

The Chair may, after reviewing the Working Paper, allow the committee to view it; the Chairs may also choose to call upon the Working Paper's main submitter to explain what the Working Paper means.

Draft Resolutions

Draft resolutions are proposed solutions to any topic discussed by the committee. 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.

Draft Resolution

A draft resolution is written in the format of a single, long sentence.

Components of a Resolution:

1. Main Submitters, Co-Submitters, Sponsors and Signatories

Every draft resolution must have at least or more than 20% of the entire committee's support before it may be submitted. At the header of the draft resolution, the main submitter, co-submitters, sponsors and signatories must be indicated.

The main submitter and co-submitters refer to the delegates who drafted the document. Sponsors of a draft resolution include delegates who agree with and support the draft resolution. Signatories of a draft resolution, unlike sponsors, simply wish to discuss the draft resolution, and do not necessarily agree or disagree with it.

2. Pre-ambulatory Clauses

These clauses describe the issues at hand, recalls past actions taken, explains the purpose of the draft resolution and offers support for the operative clauses that follow. Each clause in the preamble begins with an italicized verb in continuous tense, and ends with a comma.

3. Operative Clauses

Operative clauses are numbered and state the actions to be taken by the committee. Operative clauses begin with present tense active verbs and usually contain stronger language than what is used in the preamble. Each operative clause is followed by a semi-colon, except the last, which ends with a full stop.

Amendments

Once a draft resolution has been submitted, vetted by the Chairs and introduced to the committee, debate may be opened on the document for the committee's discussion. Naturally, not everyone in the committee will agree with every clause and term in a draft resolution. This is where amendments come in - amendments are proposed changes to the operative clauses of a draft resolution. They can be categorized into two types:

1. Friendly Amendments

Must be signed by all submitters and sponsors, and can be passed immediately without a vote. Generally, friendly amendments include, but are not limited to, corrections in spelling and grammar, as well as the addition of elaborations to add specificity.

2. Unfriendly Amendments

Unlike friendly amendments, unfriendly amendments are proposed changes to a draft resolution which are not agreed to by all submitters and sponsors. Because of this, unfriendly amendments must be debated on and voted on.

Chronological Guide of Proceedings

1. Call to Order

To start all proceedings, the Chair must call the committee to order verbally. This means that proper MUN protocol is now in place and that note-passing is also in order. All delegates should be seated and silent at this point in time.

2. Roll Call

Next, the Chair will call each delegate in alphabetical order; delegates should respond with 'present' or 'present and voting'. 'Present and voting' would indicate that the delegate may not abstain from any substantive votes in committee. The Chair will count the total number present, and announce the number of delegates amounting to $\frac{1}{3}$, $\frac{1}{2}$ and $\frac{2}{3}$ of the total delegates present. This may be done when opening or reopening all committee sessions.

3. Motion to Open General Debate

Then, the Chair should ask if there are any motions on the floor to open General Debate. Seconds and a simple majority are required to pass this motion. The Chair will then open the Speakers' List, and add names accordingly, thus determining speaking order. Delegates wishing to be added to the Speakers' List must either raise their placards when the Chair calls for speakers or send a note to the Chair.

4. Motion for a Moderated/Unmoderated Caucus

Once sufficient topics and issues have been thrown out in General Debate, delegates may feel that it would be more productive to discuss specific issues one at a time. This can be done through Moderated Caucuses. Delegates wishing to motion for a Moderated Caucus must state its purpose, individual speaking time and total time when raising the motion. Seconds and a simple majority are required to pass the motion.

The Chair will then allow the delegate who motioned for the Moderated Caucus to take the first speaking slot.

Delegates may also motion for an Unmoderated Caucus. Delegates need only state the total time when motioning for an Unmoderated Caucus. Seconds and a simple majority are required to pass the motion.

5. Motion to Extend a Caucus

Should delegates feel that a Caucus is particularly effective or productive, they may motion to extend the Caucus. Seconds and a simple majority are required to pass the motion.

6. Motion to Introduce a Draft Resolution

After the main policies and ideas about the topic have been discussed, delegates will begin to write Draft Resolutions. Upon receiving a Draft Resolution from a delegate, the Chairs will vet through it and distribute it to the committee if it is deemed appropriate.

The main submitter of the Draft Resolution must then motion to introduce it. Seconds and a simple majority are required to pass the motion, after which the delegate may read out the operative clauses of the document, and give a speech to justify it.

7. Motion to Re-Order Draft Resolutions

If more than one draft resolution is received before either is introduced, a delegate may motion to change the order in which they are debated, as well as voted on. This motion requires a second and simple majority to pass.

8. Introducing an Amendment

Upon receiving and vetting amendments, the Chair will call upon the main submitter of the amendment to speak on their amendment. Unfriendly amendments require two speakers for and against the amendment, who will speak alternately. Should there only be one speaker for either side, the amendment automatically fails.

9. Motion to move into Voting Procedures for an Amendment

After all speakers have spoken on the amendment, delegates must motion to move into voting procedures on it. Seconds and a simple majority are required to pass the motion. During voting procedures for an amendment, all delegates are to vote either for, against or abstaining; this is except for delegates who are attendance present and voting. Delegates who declared themselves present and voting during Roll Call may not abstain from such a vote. Amendments require a simple majority to pass.

10. Motion to move into direct Voting Procedures for a Draft Resolution

When a delegate feels that a Draft Resolution has reached a satisfactory level, they may motion to close debate on it and move into voting procedures for the Draft Resolution. Seconds and a $\frac{2}{3}$ majority are required to pass the motion.

Once the motion passes, voting procedures are in place for the Draft Resolution. Note-passing will be suspended, and no delegates are allowed to enter or leave the committee room until voting is complete.

As is with voting procedures for an amendment, all delegates are to vote either for, against or abstaining; this is except for delegates who are attendance present and voting. Delegates who declared themselves present and voting during Roll Call may not abstain from voting for a Draft Resolution.

A $\frac{2}{3}$ majority is required to pass a Draft Resolution as an adopted Resolution. For the purposes of FUNMUN, only one Resolution may be adopted per committee, unless otherwise specified by the Chairs.

11. Motion for a Roll Call Vote

Before voting has begun, any delegate may motion for the draft resolution to be split and for its parts to be decided on separately. For instance, delegates fearing that one clause might cause other delegates to vote 'no' might choose to have a separate vote on that clause. The motioning delegate should specify how they wish the draft resolution to be divided. Seconds and a simple majority are needed to pass this motion. Standard voting rules apply.

12. Motion to Move out of Voting Procedures

Once voting has concluded, the committee must shift back into General Debate. Delegates must motion to move out of voting procedures; seconds and a simple majority are required to pass the motion.

13. Motion to Suspend Debate

A motion to suspend debate comes just before the committee breaks for lunch or tea. It does not signify the end of debate altogether. A second and simple majority is required to pass this motion.

14. Motion to Adjourn Debate

Similar to the previous motion, a motion to adjourn debate is used to end debate, but instead of ending debate temporarily, this motion ends debate for the entire event. With the adjournment of debate, the General Speakers' List is permanently closed, and formal procedure is no longer in place. This motion requires a second and a $\frac{2}{3}$ majority to pass.

Points

A point is a question raised by a parliamentary member. The Chair reserves the right to turn down any points raised by delegates, except for Points of Parliamentary Enquiry and Personal Privilege.

1. Right to Reply

Where a delegate believes that their personal and/or organization's integrity has been violated by a fellow delegate, they may demand an apology after said delegate's speech, by raising their placard or sending a note to the Chair.

2. Point of Personal Privilege

This can be raised when the environment is causing discomfort to a delegate. This includes issues such as low audibility and poor air quality. It is the only point that can directly interrupt a speech during formal debate.

3. Point of Order

A delegate may raise a Point of Order if he or she believes that the Chair has made an error in the Rules of Procedure.

4. Point of Parliamentary Enquiry

Delegates unsure of the Rules of Procedure may raise a Point of Parliamentary Enquiry to clarify the procedures with the Chair.

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