



PacificMUN 2019



# Dare to Speak Rules of Procedure Guide



## Welcome Letter

Understanding how Model United Nations committee sessions function is crucial for the best possible conference experience. While we strongly encourage any delegates to attend our beginner delegate training session on the first day of the conference, the guide below is a reference for delegates, new and old, in the rules and procedures (ROP) used during committee sessions. We implore all delegates to read over this guide in order to thoroughly understand ROP and get the best experience at the conference. That being said, this guide will be for all committees at PacificMUN 2018 except for the Joint Crisis Committee, the United Nations Space Command, the North Atlantic Treaty Organization, the United States Cabinet, and the Historical United Nations Security Council. Each of these committees have custom rules of procedure but generally adhere to this guide with some modifications.

Regards,  
PacificMUN Secretariat

## Roll Call

At the beginning of each committee session, Roll Call is used to establish quorum in the committee. When the gavel is knocked and the dais calls for Roll Call, the committee session has started and requires all delegates to remain silent as Roll Call is done. In alphabetical order, delegations are read-out from all those represented in the committee. As a delegate, you must listen carefully for your delegation to be called so you can respond in one of two ways. This is either by saying 'present' or 'present and voting'. By declaring you are present, you establish your delegation's presence in the committee and retain the right to either vote

or abstain on resolution papers. However, by stating you are present and voting, you acknowledge your delegation's presence in the committee and affirm that your delegation will be voting on resolution papers thus conceding your delegation's right to abstain. At the end of Roll Call quorum will be set meaning that the committee has enough delegates to engage in debate, writing, voting, and other elements of the committee session.



## Opening Debate

To open the debate, the dais will call for any motions on the floor. The first motion must be to open debate. This is motioned by saying, "The delegate of (insert delegation here) motions to open debate."

## Primary Speakers List

The first thing needed in the committee is to decide which topic will be discussed first. This is done by setting the agenda. The Primary Speakers List is only used in two topic committees as it is a platform for delegates to express their delegation's opinion on which topic should be debated first. Typically, the dais will call for any delegates willing to speak to raise their placards. If you wish to speak, raise your placard and you will be added to the list.

## Setting the Agenda

The agenda only needs to be set in two topic committees. It establishes which topic will be discussed first. At the end of the Primary Speakers list, the dais will call for any points or motions. At this point a delegate may say, "The delegate of (insert delegation here) motions to set the agenda to Topic (either A or B.)" Once this motion is proposed the dais will call for two delegates to speak for this motion and two to speak against it. This is the only time a motion itself is discussed as it will set the course of events for the entire committee. The delegates will speak in the pattern of one for followed by one against and once all four delegates have spoken the motion will be voted upon, and the agenda be set.

## Secondary Speakers List

With the agenda set, the committee moves on to the Secondary Speakers List. The Secondary Speakers List is a time for delegates to speak on the topic at hand in a general sense. The delegates need not focus on a particular aspect of the problem but instead address the broader ideas and concerns their nation has. When finished speaking, a delegate must yield their time. The different forms of yields are described in Appendix 2. At the dais' discretion, they may call for any points or motions on the floor. A list of possible points are found below in Appendix 1. There are four motions a delegate may propose, they are as listed below:





## Roundtables

A roundtable is a where the dais goes through each country via roll call where each will speak on a specific aspect of the topic. As each delegate usually speaks for thirty seconds, they are time consuming but also force every delegation to offer their perspective on the particular aspect of the topic in discussion. One proposes a roundtable by saying, "The delegate of (insert delegation here) motions for a roundtable on (insert particular aspect of the topic here) with a (insert speaking time per delegate here.)"

## Unmoderated Caucus

An Unmoderated Caucus, more commonly known as an "unmod," is a form of caucus that offers a unique chance for delegates to interact in unregulated debate and discussion. Unmoderated caucuses allow delegates to stand up and move around in order to discuss ideas with other delegates in an informal environment, continue progress in writing papers, and gain bloc support for their proposed solutions. In terms of length, unmods can vary from 5 minutes to 30 minutes. A delegate can propose an unmod by motioning, "The delegate of (insert delegation here) motions for a (insert time here) unmoderated caucus."

## Moderated Caucus

Making up the majority of each committee session, the moderated caucus is a form of structured and focus debate. It is purposed for the general topic to be broken down into specific aspects, which will then be discussed by the committee. For example, delegates can use the moderated caucus to focus debate on specific issues like a particular solution. Moderated Caucuses are unique as the delegate proposes both the speaking time per delegate followed by the total speaking time for all delegates in the Moderated Caucus. These are proposed through a motion which is phrased as such, "The delegate of (insert delegation here) motions for a Moderated Caucus on (insert particular aspect of the topic here) with a (insert total speaking time here : insert speaking time per delegate here.)"

*\*Please note: the speaking time per delegate is usually one minute and the total time is most commonly either five or ten minutes.*



## **Working Paper Presentation**

After extensive debate, delegates will be able to formulate a cluster of ideas which, once reviewed by the dais, becomes a working paper that can be presented to the committee. The committee will be able to read through the Working Paper and understand a bloc's potential solutions.

## **Question Period**

After the presentation of the Working Paper, the dais will ask for any points or motions, most commonly, this will be a motion for a question period of either 5, 10, or 15 minutes. In this time, delegates can ask questions to the sponsors of the Working Paper. (For more information on Working Papers, please refer to the Resolution Paper Guide on the PacificMUN website.)

## **Amendments**

If a delegate wishes to alter a proposed Working Paper, they can use amendments to enact specific change. There are two types of amendments, both of which are described below. Typically, an amendment is formatted as if it was an operative clause in a resolution paper. Amendments to particular wordings are done by rewriting the operative clause as desired and then submitted towards the dais. (For more information on writing Amendments and formatting resolution papers, please refer to the Resolution Paper Guide on the PacificMUN website.)

## **Friendly Amendments**

When proposed, a Friendly Amendment is accepted by all sponsors of a Working Paper and is immediately added to the Working Paper. These are usually minor changes in wording or slight alterations.



## Unfriendly Amendments

When proposed, an Unfriendly Amendment is not accepted by the sponsors of a Working Paper and the decision on whether they are implemented into the Working Paper is put to a vote by the committee.

## Voting Procedures

Once all proposed Working Papers have been read, questioned, and amended, the committee can move into voting procedures. This is done when the dais asks for any points or motions and a delegate motions to enter voting procedures by saying, "The delegate of (inset delegation here) motions to table debate and move into voting procedures." When passed, the committee must ask all spectators to leave the room and the doors must be barred (locked).

## Voting Selection

At this time, when delegates are asked for any points or motions, they can motion to re-order any Working Papers (now Draft Resolutions.) This may be to re-organize Draft Resolutions and change them from one numeric position to the other. For example, one may motion to change their resolution from Draft Resolution 1.1 to Draft Resolution 1.0.

## Voting Methods

Delegates now must motion to vote on one of the Draft Resolutions and state what voting method the delegation would like to see used. For the full list of voting methods please see Appendix 3.

## Voting

The dais will now use the approved voting method to determine whether or not a Draft Resolution passes and becomes a Resolution. Multiple resolutions may be passed, however passed resolutions cannot contradict each other, which may prevent some from passing.



*\*Steps 2-4 only occur during the first committee session.*

*\*In a two-topic committee, the resolution of the first topic will cause the committee to begin with the second topic starting on Step 5.*

## **Appendix I**

### **Points and Rights**

The following are the points a delegate can propose and the rights they have. The points are listed in order of precedent in committee. If the dais does not call on your delegation when you raise your placard, please keep it raised as they may not be able to differentiate it with a motion.

#### **1. Point of Order / Point of Parliamentary Procedure**

A Point of Order or Point of Parliamentary Procedure is used when the delegate finds an issue with the committee's execution of the rules of procedure. This should not focus on any content-related matters, instead an issue regarding the format of the flow of debate.

#### **2. Point of Personal Privilege**

A Point of Personal Privilege is used when delegates are physically discomforted in the conference by external factors that affect a delegate's ability to participate in the committee session. This can include aspects such as the temperature of the room, the size of text displayed on the screen, or a simple lack of pens and paper.

Please Note: Delegates do not need to use a Point of Personal Privilege to leave the committee room to use the restroom or get a drink of water.

#### **3. Point of Information / Point of Inquiry**

The Point of Information / Point of Inquiry (POI) is used by delegates if they are confused or unaware of any aspect of the committee. This can include concerns with the topic, the rules of procedure, or any general information pertaining to the conference. Delegates can ask a POI whenever the dais asks for any points or motions.



#### **4. *Right of Reply***

When a delegate feels that they have been personally offended by another delegate, either by their words or actions, a delegate can call for a Right of Reply. This can be done either by sending a note to the dais or raising one's placard. The Right of Reply should only be used at the event a delegate is personally offended. This does not pertain to insults against a country, instead the insult must be directed at the delegate to warrant the Right of Reply.

## **Appendix II**

### **Yields**

At the end of a speech on the Secondary Speakers List, a delegate must yield their remaining time, no matter what quantity is left. There are four types of yields that are recognized at PacificMUN.

#### **1. *Yield to the Dais***

The most common yield, this yield gives the remainder of the time to the dais allowing the delegate to conclude their speech and sit down. The next delegate on the Secondary Speakers List will then be allowed to speak.

#### **2. *Yield to Another Delegate***

Commonly used, this yield allows a delegate to give the remainder of their time to another delegate who will then be permitted to speak if they accept the yield. This delegate must further yield their time.

#### **3. *Yield to Questions***

This form of yield allows a delegates to be questioned by the committee in the remainder of the time they have left.

#### **4. *Yield to Comments***

This yield gives any delegate the right to comment on the current situation of the committee and address any concerns they may have.





## Appendix III

### Types of Voting

#### **1. Procedural Voting**

When the committee votes on non-substantial matters, such as passing basic motions, the committee uses a simple majority of one more than half the delegates in the committee room. Any motion that aligns with the concept of voting on things relating to the procedure or flow the committee is a form of procedural voting and uses a simple majority.

#### **2. Substantial Voting**

When the committee votes on substantial matters, such as voting on a Draft Resolution, the committee uses a two-thirds majority so two-thirds of the delegates must vote to pass the substantial matter. Any motion that ultimately affects the committees decisions on handling certain topics are considered substantial.

Apart from voting on clauses, divisions of clauses, draft resolutions, setting the agenda, and unfriendly amendments (which are all substantive matters,) all other votes are considered procedural.

### Voting Methods

The methods of voting used in Model UN allow delegates to truly witness the success of their work in a way they deem fair and acceptable. Apart from voting by placard, the other methods of voting are only used when voting on substantial matters. Voting by placard is used for procedural voting and substantive voting.

#### **1. Placard**

The most commonly used voting procedure in MUN, voting by placard allows all those in favour of passing a motion to raise their placard and the dais to find the majority (either two-thirds or simple based on the type of voting.)

**The following are only used for substantive voting:**

#### **2. Roll Call**

In this method, the dais will go through all delegations on the roll call and each will be able to cast their vote either for or against the resolution. In addition to a simple “yes” or “no”



delegates can also claim their stance “with rights.” Meaning that after the vote is finished they may make remarks to the committee on what their chosen stance is.

### **3. Acclamation**

Through voting by acclamation, all delegates who oppose the resolution are asked to raise their placard. If any delegate opposes, the committee moves to another form of voting.

### **4. Division of The Question**

Division of The Question allows delegates to group together clauses from a Draft Resolution and then evaluate them in groups. Each group of clauses will have two delegates speak proposing the clauses and two delegates speak opposing the clauses. During this time the clauses can be further amended. Once the four delegates have spoken and all amendments have been proposed and solved, the clauses will be voted on. These are considered to be substantive matters.

### **5. Clause-by-Clause**

Voting Clause-by-Clause is the least common form of voting. Each clause must be amended individually, followed by two speakers proposing the clause and two other speakers opposing the clause. Then the clause will be voted upon as a substantive matter. While this method of voting is holistically comprehensive, it is also very time consuming.