



<b>.GENERAL RULES</b>	4	
<b>1. DUTIES OF THE SECRETARIAT</b>		4
<b>2. APPOINTMENT OF CHAIRPERSONS AND DELEGATES</b>		4
<b>3. ARBITRATION</b>		4
<b>4. LANGUAGE</b>		4
<b>5. INTERPRETATION</b>		4
<b>6. COURTESY</b>		4
<b>7. DRESS CODE</b>		4
<b>8. PARTICIPATION OF NON MEMBERS</b>		5
<b>9. INVITATION TO SILENT PRAYER OR MEDIATION</b>		5
<b>II. COMMITTEE RULES</b>		5
<b>10. GENERAL POWERS OF THE COMMITTEE CHAIRPERSONS</b>		5
<b>11. APPEAL</b>		5
<b>12. STATEMENTS MADE BY THE SECRETARIAT</b>		6
<b>13. QUORUM</b>		6
<b>14. COMMITTEE SPECIFIC PROCEDURES</b>		6
<b>III. RULES GOVERNING THE AGENDA</b>		6
<b>15. PROVISIONAL AGENDA</b>		6
<b>16. ROLL CALL</b>		6
<b>17. SETTING THE AGENDA</b>		7
<b>IV. RULES GOVERNING DEBATE</b>		7
<b>18. SPEAKERS' LIST</b>		7
<b>19. PROPOSING MOTIONS</b>		8
<b>20. ORDER OF MOTIONS</b>		8
<b>21. UNMODERATED CAUCUS</b>		9
<b>22. MODERATED CAUCUS</b>		9
<b>23. ADJOURNMENT OF DEBATE</b>		9
<b>24. RESUMPTION OF DEBATE</b>		10
<b>25. CLOSURE OF DEBATE</b>		10
<b>26. SUSPENSION OF THE MEETING</b>		10

27. <i>WITHDRAWING A PROPOSAL</i>	10
<b>V. RULES GOVERNING SPEECH</b>	<b>10</b>
28. <i>GRANTING OF SPEECHES</i>	10
29. <i>TIMELIMIT ON SPEECHES</i>	10
30. <i>YIELDS</i>	11
31. <i>RIGHT OF REPLY</i>	11

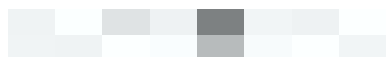
<b>VI. POINTS</b>	<b>11</b>
32. <i>RAISING POINTS</i>	11
33. <i>POINT OF PERSONAL PRIVILEGE</i>	11
34. <i>POINT OF ORDER</i>	12
35. <i>POINT OF PARLIAMENTARY INQUIRY</i>	12
<b>VII. RULES GOVERNING SUBSTANTIVE PROPOSALS</b>	<b>12</b>
36. <i>WORKING PAPERS</i>	12
37. <i>DRAFT RESOLUTION</i>	12
38. <i>COMPETENCE</i>	15
<b>VIII. RULES GOVERNING VOTING</b>	<b>16</b>
39. <i>PROCEDURAL VOTING</i>	16
40. <i>SUBSTANTIVE VOTING</i>	16
41. <i>MOTION TO REORDER A SUBSTANTIVE PROPOSAL</i>	16
42. <i>DIVISION OF THE QUESTION</i>	16
43. <i>MAJORITY</i>	17
44. <i>METHOD OF VOTING</i>	19
45. <i>RIGHT TO EXPLAIN VOTE</i>	19

## 1. DUTIES OF THE SECRETARIAT

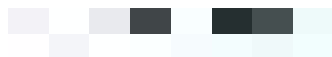
The Secretariat shall receive, print, and distribute documents, and reports of the conference Committees to the members of Gloire Model United Nation, facilitate the proceedings with the provision of material and staff and generally perform all other work required for the running of the Committees and the conference.

## 2. APPOINTMENT OF CHAIRPERSONS AND DELEGATES |

The Secretary General shall be responsible for the appointment of all Committee Chairpersons, Assistant Chairpersons and Delegates prior to the conference, with the recommendation of the Secretariat; and may replace them at any stage if they fail to fulfil their obligations under the rules.



Interpretation of the Rules of Procedure shall be reserved exclusively to the CDA, Secretary General or designated members of the Secretariat. Such interpretation shall be in accordance with the philosophy and principles of Gloire Model United Nations, and in furtherance of its educational mission.



**English will be the official and working language of the conference.**

Any representative wishing to address any Gloire MUN body or submit a document in a language other than English shall provide translation into English. This rule does not affect the total speaking time allotted to those representatives wishing to address the body in a language other than English. As such, both the speech and the translation must be within the set time limit.

## 6. COURTESY |

Delegates shall show courtesy and respect to other Delegates, the Chairpersons and the Secretariat. The committee Chairperson shall immediately call to order any Delegate who fails to comply with this rule. Should a Delegate repeatedly show disrespect or cause disruptions, the Chairpersons shall have the discretion to expel him or her from the session for a limited period of time. Delegates are also requested to address other delegates in third person.

**Men** are expected to wear either a suit, or a jacket, button down shirt and dress pants. A necktie is preferable, as are dress shoes. Sandals, jeans and other such patently informal articles of clothing are not allowed.

**Women** must wear skirts or slacks with a formal shirt or blouse. Blazers /Jackets are not a compulsion but preferable. Miniskirts are not permitted and blouses and sweaters must be appropriate for the occasion.

Representatives of accredited Observers will have the same rights as those of full members, except that they may not sign or vote on substantive matters. All Observers are allowed to vote on any procedural matter, but shall not cast a vote on substantive issues. The only substantive issue is the final vote on a Resolution (or a part thereof divided out under provision of **Rule 43 Division of the Question**). A representative of an organisation that is not a member of the United Nations, or an accredited Observer may address a Committee only with the prior approval of the Chairperson.

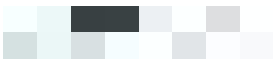
Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the Committee, the Chairperson may invite the Delegates to observe one minute of silence dedicated to prayer or meditation. A formal request for silent prayer or meditation shall be made in writing to the Chairperson prior to the opening of the first plenary session or during the final meeting of the Committee.

## II. | COMMITTEE RULES |

In addition to exercising the powers conferred upon him or her elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Chairperson, subject to these rules, shall have complete control of the proceedings of the Committee and over the maintenance of order at its meetings. He or she shall rule on points of order. He or she may propose to the Committee the closure of the General Speakers' List, a limitation on the time to be allowed to speakers and on the number of times the Delegate of each Member State may speak on an item, the Adjournment or Closure of the Debate, and the Suspension or Adjournment of a Meeting. The Chairperson may temporarily transfer his duties to a member of the Secretariat or one of the Assistant Chairpersons. Committee Chairpersons may also advise Delegates on the possible course of debate. In the exercise of these functions, the Committee Chairpersons will be at all times subject to these rules and responsible to the Director General and Secretary General.

***Included in these enumerated powers is the Chairpersons' power to assign speaking times for all speeches incidental to motions and Amendments. Further, the Chairperson is to use his or her discretion, upon the advice of the Secretariat, to determine whether to entertain a particular***

***motion based on the philosophy and principles of MUMBAI MUN. Such discretion should be used on a limited basis and only in order to advance the progress of debate.***

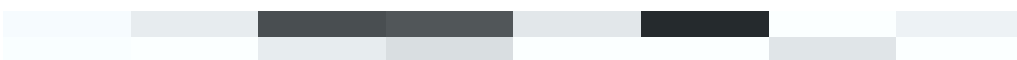


A Delegate may appeal to any decision of the Chairperson, except when the matter relates to the Rules of Procedure. A Delegate wishing to appeal shall state their appeal immediately after the Chairperson has

announced their decision and do so rally. The Chairperson may speak briefly in defence of their decision after which the appeal will be put to a vote, wherein twothirds of members voting against the decision of the Chairperson will overrule the Decision. 'Yes' vote indicates support of the Chairperson's ruling; a 'No' vote indicates opposition to that ruling. The Chairperson's ruling will stand unless overruled by two thirds of the Committee voting against the decision of the chair. The Chairperson's decision not to approve a Resolution or Amendment is not subject to appeal. Furthermore, the Chairperson's ruling on the order in which motions are entertained, Unmoderated Caucus, Moderated Caucus, Closure of Debate, Adjournment of the Meeting, Adjournment of Debate, and Right of Reply are not open to appeal. The vote described in this rule is a procedural vote and hence all Delegates will be required to cast a vote—abstentions are out of order.

***The decisions of the Director General, Secretary General or members of the Secretariat are not open to appeal.***

Should a motion to Appeal pass, the Chairperson shall inform the CDA and Secretary General of it immediately.



The Secretary General or a member of the Secretariat designated by him or her may, at any time, make either written or oral statements to the Committee.

The Chairperson may declare a Committee open and permit debate to proceed when at least one third of the members of the Committee are present. The presence of Delegates of a majority of the Member States of the body concerned shall be required for any decision on a substantive motion to be taken. A Quorum may be assumed to be present unless specifically challenged and shown to be absent by a Roll Call.



Certain Committees represented at GLOIRE MUN may follow rules of procedure which diverge from those listed in this document in order to better model the real life working of those Committees. This may include, but is not limited to, requiring supermajorities on substantive or procedural points, and different motions. If such is the case, the Chairperson must agree such derogations with the Secretariat and make Delegates aware of them at least thirty days before the opening of the Conference.

### III. RULES GOVERNING THE AGENDA



The provisional Agenda shall be drawn up by the Director General and Secretary General, and communicated to members of Gloire MUN at least thirty days before the opening of the session.

At the beginning of each session, the Committee Chairpersons will call on Member States in English alphabetical order to state their status of attendance. Member States may reply " **present**" or '**present and**





**voting**', where 'present and voting' means the Member State cannot abstain on any substantive vote. Observers are required to reply 'present' in accordance with **Rule 8 Participation of Non Members**.

***For purposes of these rules, 'members present' or 'present and voting' refers to Member States with voting rights for that***

***Committee (not including observers), while 'all members' additionally includes any Observers present.***

The first order of business for the Committee will be the consideration of the Agenda. A motion should be made to put an agenda item first and will require a second. If no Delegate wishes to oppose the motion, it shall be adopted by the Committee. If there are any Objections to this motion, 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. In case only one Delegate wishes to oppose the motion, one speaker for and one speaker against the motion shall be heard, after which a Motion to Close Debate shall be entertained (in accordance with **Rule 25 Closure of Debate**).

When debate is closed, the Committee will move to an immediate vote on the motion wherein a simple majority is required to pass the motion. If the motion fails, the other agenda item will automatically be placed first on the Agenda.

In the event of an international crisis or emergency, the Director General, Secretary General, or his/her representative may call upon a Committee to table debate on the current agenda item in order to address the urgent matter. After a Resolution has been passed on the crisis topic, the Committee will return to debate on the tabled agenda item.

***The vote described in this rule is a procedural vote and hence all Delegates will be required to cast a vote. There shall be no abstentions.***

In the case that the provisional Agenda of the Committee or plenary consists of only one topic; that topic shall be adopted with neither discussion nor vote.

## **IV. RULES GOVERNING DEBATE**

After the Agenda has been determined, a continuously open speakers' list will be established for the purpose of general debate, 'the **General Speakers' List**'. The Chairperson shall ask the Committee for those who wish

to be added to the Speakers' List when it is first open, and ask again from time to time; and shall keep a written copy of the order of the speakers. Any Delegate wishing to be added to the Speakers'

List can do so by sending a written note to the Chairperson. No Delegate may be on the Speakers List twice at the same time.

If the entire topic area is being discussed it is called a General Speakers' List, however if the delegates are discussing only specific aspects of the topic area, it is called a '**Special Speakers' List**'. When a Special

Speakers' List is opened, the General Speakers' List is suspended. On closing the Special Speakers' List, committee reverts back to the General Speakers' List.

This Speakers' List will be followed for all debate on the agenda item, except when superseded procedural motions. Speakers may speak generally on the Agenda item being considered and may address any

Resolution currently on the floor. Should the Speakers' List elapse, debate on the agenda item shall be considered closed as per rule.



At any point when the floor is open, the Chairperson shall ask for any motions. The Chairperson shall recognise motions one by one; such that the latest motion is equal or supersedes all the others already raised. The Chairperson may stop entertaining motions at any time and move to vote on those already heard. This is up to the Chairperson's discretion, for the purpose of moving debate forward, and is not open to appeal.

The Chairperson will then entertain motions one by one, starting from the most superseding. In the case of several motions having equal priority, the Chairperson shall decide the order. Should there be a motion to **extend a current caucus – moderated or unmoderated** –that motion shall be **entertained before any other motions**. When a motion is entertained, the Chairperson shall ask the Committee if there are any **Seconds** or **Objections**. If there are Seconds and no Objections the motion is accepted without a vote. However, if there are Seconds and Objections, any speeches in favour or against the motion shall be heard (in accordance with the rules for that motion) and it shall then be put to a vote in accordance with the rules for that motion. If there are no Seconds or the vote fails; the motion is discarded and the Chairperson shall move to the next most superseding motion as established above. This continues until a motion is passed or the floor returns to the General Speakers' List. If a motion passes, all other motions previously raised are removed from the floor.



The order of motions which may be raised while the floor is open are, from most to least superseding: 1. Parliamentary points (Points which may interrupt a speaker)

- a) Points of Personal Privilege
- b) Points of Order
- c) Points which are only in order once the floor is open
- d) Points of Parliamentary Inquiry

1. Procedural motions, which are not debatable: a)

Adjournment of the meeting

- a) Suspension of the meeting
- b) Unmoderated Caucus/Moderated Caucus

2. Procedural motions those are applicable to a resolution/amendment under

consideration: a) Closure of Debate

a) Postponement of Debate

b) Competence

c) Division of the Question (only in order after the debate has been closed)

3. Substantive motions:

a)

Amendment b)

Resolutions

5. Other procedural motions:

a) Resumption of Debate

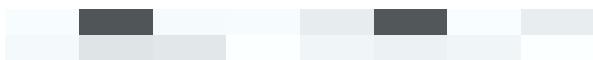
b) Reconsideration

***Motions of the same type cannot supersede others of the same type except at the discretion of the Chairperson. A longer motion of one type does not necessarily supersede a shorter motion of the same type.***



A **Motion for a 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 exceeding twenty minutes. A simple majority is required to adopt the motion. The Chairperson may rule the motion out of order if the motion is not constructive to debate.

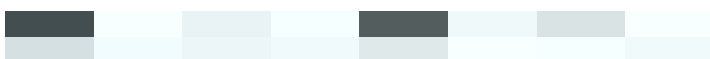
In an Unmoderated Caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues. During an Unmoderated Caucus, the committee breaks for a temporary recess from formal proceedings so that delegates can work in small groups.



In a moderated caucus, the Chairperson will temporarily depart from the Speakers' List and call on

Delegates to speak at his or her discretion. During a moderated caucus, there will be no yielding and no opportunity for Points of Information. 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 time limit for the caucus (not to exceed twenty minutes), and a time limit for the individual speeches.

A simple majority is required to adopt the motion. The Chairperson may rule the motion out of order if the motion is not constructive to debate and his or her decision is not subject to appeal.



Immediately before moving into voting procedure on this motion (but after Seconds and Objections have been heard), permission to speak on the motion shall be accorded only to two. Delegates favouring and two opposing the adjournment, or in case only one Delegate wishes to oppose the motion, one speaker for and one speaker against the motion shall be considered; where after the motion shall be put to a vote immediately, requiring the support of a majority of the members ***present or present and voting*** to pass. If a Motion for



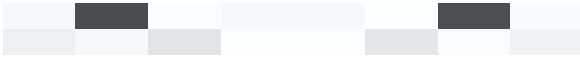
Adjournment passes, the Agenda Item is considered dismissed, all documents on it tabled, and no further action will be taken on it.

***This motion, if successful, means that the Committee proceeds to the second Agenda Item under discussion, or an alternative Agenda Item as directed by the Secretariat.***

The Chairperson may at his or her discretion rule this motion out of order, if for instance the Committee has already moved to the second agenda item. The decision of the Chairperson is not open to appeal.



Immediately before moving into voting procedure on this motion (but after Seconds and Objections have been heard), permission to speak on a motion to consider shall be accorded to two speakers opposing the motion, after which the motion will be put to a vote, requiring the majority of the members **present** or **present and voting** to pass.



Immediately before moving into voting procedure on this motion (but after Seconds and Objections have been heard), permission to speak on the motion shall be accorded to two Delegates opposing the closure, after which the motion shall be put to the vote immediately. Closure of Debate shall require a two thirds majority. If the Committee favours the Closure of Debate, the Committee shall immediately move to vote on all proposals introduced under debate. Once this is done, the Committee shall immediately adopt the second agenda item, or an alternative agenda item as directed by the Secretariat.

While the floor is open, a Delegate may move the Suspension of the Meeting, specifying a time for reconvening. A simple majority is required to adopt the motion.

***This motion may also be used to propose short breaks of the session, rather than unmoderated caucuses, which require a substantive purpose.***

## 27. WITHDRAWING A PROPOSAL

A motion may be withdrawn by its proposer at any time before voting has commenced. A motion thus withdrawn may be reintroduced by any Delegate. Any motion approved by the Committee may not then be withdrawn by the Delegate who moved its introduction.

# V. RULES GOVERNING SPEECH

## 28. GRANTING OF SPEECHES |

No Delegate may address a session without having previously obtained the permission of the Chairperson. The Chairperson may at their discretion call a Delegate to order if his or her speech is not relevant to the

subject under discussion; is considered personally offensive to any party; infringes upon the sovereignty of a Member State; or otherwise goes against the rules and spirit of MUMBAI MUN.

## 29. TIME-LIMIT ON SPEECHES

The Chairperson may limit the time allotted to each speaker. The minimum timelimit will be fifteen seconds and the maximum timelimit two minutes. When a Delegate exceeds the allotted time, the Chairperson may call the speaker to order.

***Should the Chairperson not explicitly state a different speaking time for the General Speakers' List, the time limit shall be limited to 90 seconds.***



Delegates may move to change the speakers' time on the General Speakers' List should they feel that extending the time limit would be beneficial to debate. After Seconds and Objections for the motion have been heard, it shall be put to a procedural vote.

## 30. YIELDS

A Delegate granted the right to speak on a substantive issue – not during a caucus – may yield in one of three ways:

***Yield to another Delegate:*** His or her remaining time will be given to that Delegate, who may not, however, make further yields.

***Yield to Points of Information:*** Delegates wishing to ask a question will be selected by the Chairperson and be limited to one short question each. The Chairperson will have the right to call to order any Delegate whose question is, in the opinion of the Chairperson, rhetorical, leading, or not designed to elicit information.

Only the time taken for 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 to yield to questions or another Delegate. The Chairperson will then move to the next speaker.

Delegates must declare any yield by the conclusion of his or her speech. If time runs out, the Chairperson will simply move on to the next speaker.

## 31. RIGHT OF REPLY |

A Delegate whose national integrity has been impugned by another Delegate may request a Right of Reply. Requests must be submitted to the Chairperson in writing accompanied by a short explanation of the reason for the request. A remark that impugns a Delegate's national integrity is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty. The Chairperson shall determine an appropriate time limit for the reply. The Chairperson's decision whether to grant the Right of Reply is not open to appeal. A Right of Reply to a Right of Reply is out of order.

## VI. POINTS

## 32. RAISING POINTS |

Any of the points below may be raised by any Delegate at any point providing that it does not interrupt any speaker (with the exception of a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a point shall raise their placard and state the name of their point at the appropriate time and then wait for the Chairperson to ask them to state it fully. The Chairperson shall then take any action as per rules below. Points shall be recognised ahead of any motion or speakers.

### 33. POINT OF PERSONAL PRIVILEGE |

Whenever a Delegate's ability to participate in the proceedings is impaired or is in discomfort, he or she may rise to a Point of Personal Privilege. While a Point of Personal Privilege may interrupt a speaker,



Delegates should be courteous in their use of this point. If appropriate, the Chairperson will request that the speaker raise their volume and/or clearly or take any other appropriate action.

## 34. POINT 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. A Delegate may not, in rising to a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may under no circumstances interrupt the speech of a fellow Delegate. Any questions on order arising during a speech made by a Delegate should be raised at the conclusion of the speech, the Point of Order will be immediately ruled on by the Chairperson in accordance with these Rules of Procedure.

## 35. POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a Delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson 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 Committee Staff during Caucus.

# VII. RULES GOVERNING SUBSTANTIVE PROPOSALS

## 36. 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 Chairperson to be made available to committee.

***Working Papers do not require the signatures of one fifth of the members of the committee. They will be displayed on projectors where possible.***

## 37. DRAFT RESOLUTION

A Draft Resolution may be introduced when it receives the approval of the Chairpersons and is signed by one-fifth of the number of members including Observers at the beginning of the Committee session. This should include Sponsors and Signatories each to be listed in alphabetical order. Signing a Draft Resolution need not indicate support of the Draft Resolution, and the Signatory has no further obligations. The role of a

Sponsor indicates support of the Draft Resolution and no more than four Delegates shall sponsor any Draft Resolution. Observers may both sign and sponsor Draft Resolutions. Sponsors of a Resolution count towards the total number of Signatories.

Draft Resolutions shall be written in the same style with regards to form, grammar and punctuations as those of the Committee being modeled.



There are various parts to a Draft Resolution which must be thoroughly understood: **a)**

***Introducing a Draft Resolution:***

Once a Resolution has been approved as stipulated above and has been made available to the Committee, a Delegate may propose a motion to introduce the Draft Resolution. Before Seconds and Objections are heard but after the motion is entertained by the Chairperson, the operative clauses of the Draft Resolution



shall be read out. Such an introduction will be considered procedural in nature, with a simple majority required for the introduction of the Resolution. More than one Resolution may be on the floor at any one time, but at most one Resolution may be passed per Agenda item.

***After a Draft Resolution on the floor has been passed by the Committee, or all Draft Resolutions have been put to a vote, the Committee will move to discuss the next Agenda item.***

***b) Panel of Authors:***

After a Draft Resolution has been introduced, any of its Sponsors may call for a Panel of Authors to be convened for the purpose of answering questions raised by the Committee relating to the Draft Resolution. The granting of a Panel of Authors shall be decided at the discretion of the Chairperson. If granted, the Chairperson shall set a time limit of no more than twenty minutes during which members of the floor may ask short questions for the sole purpose of clarifying the content or meaning of the Resolution. From time to time the Chairperson shall call upon the Sponsors to answer the questions. Both the time taken for questions and for answers count towards the time limit.

**Sponsors** of a Draft Resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together in order for the draft resolution to pass. Sponsors control draft resolution and only the sponsors can approve immediate changes.

**Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. A draft resolution must have at least five signatories.

***c) Clauses:***

**i. Preambulatory Clauses:**

The preamble of a draft resolution states the reasons for which the committee is discussing a particular topic and highlights past international action on the issue. Each clause begins with a present participle (called a Preambulatory phrase) and ends with a comma. Preambulatory Clauses can include: References to the UN Charter; Citations of past UN resolutions or treaties on the topic under discussion; Mentions of statements made by the SecretaryGeneral or a relevant UN body or agency; Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and General statements on the topic, its significance and its impact.

Some Preambulatory phrases.

Affirming	Emphasising		Having received
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Alarmed by	Expressing	its	Having studied

	appreciation		
Approving	Expressing	its	Viewing with appreciation
	satisfaction		
Aware of	Fulfilling		Noting with regret
Bearing in mind	Fully alarmed		Noting with deep concern
Believing	Fully aware		Reaffirming

Confident	Fully believing	Noting further
Contemplating	Further deploring	Realizing
Convinced	Further Recalling	Recalling
Declaring	Guided by	Recognising
Deeply concerned	Having adopted	Referring
Deeply conscious	Having considered	Seeking
Deeply convinces	Having further considered	Taking into account
Deeply disturbed	Having devoted attention	Taking into consideration
Deeply regretting	Having examined	Taking note
Desiring	Having heard	Keeping in mind
Welcoming	Noting with approval	Noting with satisfaction

## ii. Operative Clauses:

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

Some Operative phrases.

Accepts	Endorses	Requests
Affirms	Expresses its appreciation	Solemnly affirms
Approves	Expresses its hope	Strongly condemns

Authorizes	Further invites	Strongly recommends
------------	-----------------	---------------------

Calls	Further proclaims	Supports
Calls upon	Further reminds	Takes note of
Condemns	Further recommends	Transmits
Confirms	Further requests	Trusts
Congratulates	Further resolves	
Considers	Has resolved	
Declares accordingly	Notes	
Deplores	Proclaims	
Designates	Reaffirms	
Draws the attention	Recommends	
Emphasises	Regrets	
Encourages	Reminds	

#### ***d) Amendments***

An Amendment is a proposal that does no more than add to, delete from or revise the operative clauses of a Draft Resolution. Delegates may amend any Draft Resolution, which has been formally introduced. In



order for Amendments to be considered, they should be submitted in writing to the Chairpersons for approval, along with the names of oneeighth of the member states **present or present and voting**, including Observers, as Signatories of the Amendment. Amendments shall have one Sponsor exactly, counting towards the required number of Signatories.

The Chairpersons may, at their discretion, approve the proposal or Amendment for circulation among the Delegates. Provided that an Amendment has received approval from the Chairpersons, it may be formally introduced by a Signatory when the floor is open. Amendments to Amendments are out of order; although part of a Draft Resolution which has previously been amended may be further amended.

Amendments may not affect Preambulatory clauses.

### **i. Introducing an Amendment**

Once an Amendment has been approved, its Sponsor may raise a motion to introduce the Amendment as per **Rule 19 Proposing Motions**. Before Seconds and Objections are heard, but after the motion is entertained by the Chairperson, the Delegate shall read out the operative parts of the Amendment and the maximum number of speakers for and against that should be heard by the Committee, (this number shall be between one and five inclusive) and a time limit for individual speeches. The motion requires a simple majority to pass.

The Chairperson shall then establish a speakers' list separately for and against the Amendment such that there are an equal number of speakers in both not exceeding the number set in the motion. Once the speakers' list has elapsed on both sides, any Delegate may raise a motion to extend the numbers of speakers by up to five for and against the motion. Seconds and Objections will be heard and the Chairperson shall rule on this motion without a vote.

Should this not happen or if the motion to extend is rejected, the Committee shall vote on making the Amendment part of the Draft Resolution. This is a procedural vote and a simple majority is required to pass.

### **ii. Introducing a Friendly and Unfriendly Amendment**

If an Amendment is signed by all the sponsors of a Draft Resolution and once it has been approved by the Chairperson, it may be introduced as a **Friendly Amendment** by its sponsor as per **Rule 19 Proposing Motions**. Upon raising the motion, and before Seconds or Objections are heard, the Delegate shall read out the operative parts of the Amendment. The Committee shall then immediately vote on introducing the Amendment and making it part of the Draft Resolution without further discussion of it. This is a procedural vote and requires a simple majority to pass.

***An Amendment should be declared as friendly when it is submitted for approval to the Chairperson, who may request that it be introduced as a normal Amendment. Friendly Amendments should only be considered if they are making a minor change to the Draft Resolution supported by the vast majority of the Committee.***

An **Unfriendly Amendment** is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number



of signatories in order to introduce it. Prior to voting on the draft resolution, the committee votes on all Unfriendly Amendments.

## 38. COMPETENCE |

A motion to question the competence of the Committee to discuss a Resolution or an Amendment is in order only before it has been formally introduced. Such a motion should be raised orally after the operative clauses have been read out and before voting on its introduction. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against. Should the motion pass, the Resolution or Amendment shall not be introduced.

## 39. PROCEDURAL VOTING

Each member of the Committee, including Observers, shall have one vote on a procedural motion. Delegates will express their vote by a raise of placards, and a simple majority is required unless explicitly stated elsewhere in these rules. Delegates must vote for or against in procedural votes; and abstentions are not in order.

## 40. SUBSTANTIVE VOTING |

A substantive vote is taken only on passing a Draft Resolution. In a substantive vote, members may vote 'Yes', 'No', or 'Abstain'; members **'Present and Voting'** cannot abstain, as stipulated in **Rule 16 Roll Call**. Observers may not vote, in accordance with **Rule 8 Participation of Non Members**.

Delegates will express their vote by a raising of placards, except in the case of a Roll Call vote. After the Chairperson has announced the beginning of voting, no delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates may not leave the Committee room while voting is taking place.

## 41. MOTION TO REORDER A SUBSTANTIVE PROPOSAL |

If two or more substantive proposals are on the floor, they will be voted on in order in which they were submitted, unless the Committee decides otherwise. A motion to reorder the proposal will be in order immediately after Closure of Debate, but prior to entering voting procedure. If the motion to reorder receives a simple majority the Chairperson will take all motions to reorder Draft Resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the proposals in their original order.

## 42. DIVISION OF THE QUESTION |

After debate on any Resolution or Amendment has been closed, a Delegate may move for the operative clauses of the proposal to be voted on separately. This should be raised orally after debate has closed but before substantive voting has started. A Motion to Reorder supersedes Division of the Question. Preambulatory clauses and suboperative clauses may not be separated by Division of the Question.

If there are multiple motions for different divisions, those shall be voted upon in an order to be set by the Chairperson where the most radical division will be voted upon first. The most radical division is considered

that which separates the Draft Resolution into the greatest number of divisions, unless the Chairperson expressly states that another proposal would be substantively more radical.

A Motion to Divide the Question is procedural, and requires a Second. If there are Objections, the motion shall be voted upon, requiring the support of a majority of those ***present or present and voting*** to pass. If the motion

passes, 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 that are subsequently passed will be recombined into a final document, which is then carried into the final vote on the proposal. This final vote is procedural if dealing with an Amendment and substantive if dealing with a Draft Resolution. If all of the operative parts of Amendment or Resolution are rejected, the proposal will be considered to have been rejected as a whole.



## 43. MAJORITY

Unless specified otherwise in these rules, decisions of the Committee shall be made by a Simple Majority of those present during the session. In a substantive vote, abstentions are not counted as votes for or against, so a simple majority of 'Yes' over 'No' votes is required, unless specified otherwise by the Committee Specific Procedures.

A Simple Majority is defined as more votes in favour than against. A tie is taken as a failure. A Two thirds Majority requires at least twice as many votes for as against.

#### **i. Simple Majority**

A procedural or substantive matter requiring a Simple Majority to pass implies that fifty percent plus one vote (50% + 1) of the committee must vote in favour of the matter to pass. If the vote is a tie, the matter will be considered to have failed.

#### **ii. Twothirds (2/3) Majority**

A procedural or substantive matter requiring a twothirds (2/3) majority to pass implies that twothirds (2/3) of the committee must vote in favor for a matter to pass.



BASIC	MODEL	UN	MAJORITY	REQUIRED	TO	
<b>PROCEDURAL ROLES</b>			<b>PASS</b>			
A <b>Motion to Set the Speakers Times</b> sets or						
changes the amount of time each Delegate			Simple Majority vote			
has to speak.						
A <b>Motion to either open a General or</b>						
<b>Special Speakers' List</b> allows Delegates to			Simple Majority vote			
sign up to speak.						
Delegates propose a <b>Motion to go into a</b>			Simple Majority vote			
<b>Moderated or Unmoderated Caucus.</b>						
A <b>Motion to Adjourn Debate</b> ends the						
committee session until the next	session,		Simple Majority vote			
which might be the next year's conference, or						
after lunch or dinner.						
A Delegate makes a <b>Motion to Close</b>						
<b>Debate and go into Roll Call voting</b> , usually						
when the delegate has made his her			Twothirds Majority vote			
country's position clear and there are enough						
draft resolutions on the floor.						
A <b>Point of Order</b> is used when a delegate						
believes that the chair has made an error in						
the running	of the committee. The Delegate		Decision of Chairperson			
must only specify errors that were made in						
the formal committee procedure, and may not						
address the topic being discussed.						
A <b>Point of Inquiry</b> (also known as a <b>Point of</b>						
<b>Parliamentary Procedure</b> ) can be made						
when the floor is open (i.e. when no other			No vote.			
delegate is speaking) in order to ask the						
chairperson a question regarding the rules of						
procedure.						
A Delegate may raise a <b>Point of Personal</b>			No vote.			
<b>Privilege</b> in order to inform the chairperson						
of a physical discomfort he or she is						
experiencing, such as not being able to hear						

another delegate's speech.					
A Delegate makes an <b>Appeal to the Chair's</b>	Twothirds Majority				
<b>decision</b> when he/she feels the chairperson					
has incorrectly decided a point or motion. At					
some conferences, this formal challenge					
must be made in writing. The appealing					
Delegate speaks and the Chairperson					
defends himself or herself before the vote.					

## 44. METHOD OF VOTING

The Committee shall normally vote by a show of placards. During voting procedure on a substantive matter, a Delegate may motion for a Roll Call vote. A Motion to Divide the Question supersedes a motion for a Roll Call vote. The Chairperson will select by lot where to begin, and proceed to call on Member States in alphabetical order thereafter. One Delegate per Member State shall reply 'Yes', 'No', 'No with Rights', 'Abstention' or 'Pass'.

Only those Member States, who designated themselves as '**Present**' or '**Present and Voting**' during the beginning of that session or have communicated in some other manner their attendance to the Chairperson and/or the Secretariat, are permitted to vote. As such, no others will be called during a Roll Call vote. Any Representatives replying 'Pass', must, on the second time though, respond with either 'Yes' or 'No ' and may not pass again or abstain from voting.

## 45. RIGHT TO EXPLAIN VOTE |

A sponsor of a proposal or motion may speak in explanation of their vote against the proposal, if it has been amended. Herein representatives may choose to vote 'No with Rights' and make a brief statement consisting solely of the explanation of their vote after voting has been completed. Any requests for an explanation of vote must be submitted to the Chairperson in writing before debate on the Agenda Item is closed, in which case the Chairperson may use their discretion to grant the Delegate the right to briefly address the Committee immediately after voting on the Agenda Item has come to an end.

***Voting with rights is only to be used in extraordinary circumstances such as: a Delegate voting against a Resolution they have sponsored, or voting against their countries public policy but in favour of their national interest.***