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## CISSMUN Rules of Procedure

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This section of the Student Officer Manual will explain, in summary, the most important Rules of Procedure at CISSMUN. The Rules of Procedure at CISSMUN will be in accordance with those of the THIMUN Foundation. The full official Rules of Procedure of the THIMUN Foundation can be viewed in the Appendix section of this Manual. Although you should always work within the framework of the Rules of Procedure, please be aware of the fact that your own flexible discretion will also be required at some moments during debate.

### **Quorum**

Resolutions need a quorum to be voted upon. The President may declare the forum to be in action and permit the debate to proceed only on the basis that at least one third of the members of the forum are present. It is for this reason that the system of roll call has been established. Emphatically inform the house about this rule in order to urge all delegates to report back to the forum as soon as possible after recess and lunch sessions.

### **Roll Call**

A roll call must be taken before the morning and afternoon sessions. One of the Student Officers of a particular committee needs to give the roll call list to one of the Administrative Staff members in order for the Secretariat to receive the list. If there are delegates late in returning back to the forum, remind those delegates to send a note to the Student Officers that they have returned.

### **Responsibilities of All Delegates**

Speakers need to address each other in third-person view terminologies. Remind all delegates that addressing themselves and others in “you” or “I” is unacceptable, but do not correct or point out delegates’ mistakes every single time. A delegate may not take a seat after completing his or her point of information until the speaker has finished answering the point of information. All male delegates must wear a jacket when they are speaking. Female delegates, however, are not required to do so. There will be no direct conversation between two delegates. Disrespect for all participants of CISSMUN IX such as the use of insulting or abusive language is absolutely unacceptable. If there clearly has been a case of impudence, please report to the Secretary General or the Deputy Secretary General. Delegates must address the house, the Student Officers, and the guests before making their speeches.

### **Rising to Points**

Points during debate may not interrupt a speaker with the exception of a point of personal privilege that refers to the audibility of the speaker. All other points will only be entertained in a debating pause. A delegate may not elaborate on his or her point until a Student Officer recognizes that point and gives permission for that delegate to further explain his or her point. For larger committees, Student Officers should always repeat the point to the house, as there is a possibility that the delegate does not approach a microphone to state his or her point. Also, if a delegate creates his or her own point, do not overrule the point just because it is unknown. Entertain the point, and ask the delegate to clearly explain what the point is. This is applicable to all types of points: The Chair must always clearly explain his or her decision so that all delegates understand the Chair’s justification behind his or her decision.

### Point of Personal Privilege

A point of personal privilege refers to the comfort and well-being of a delegate. It may only interrupt a speaker if it refers to audibility. Even if a speech has personally “offended” a delegate, a point of personal privilege may not be utilized to refer to the content of the speech. It is not debatable and does not require a second.

### Point of Order

A point of order refers to procedural matters, for example, if the Student Officers make an error in the order of debate. However, it may only refer to cases that had just occurred. It may not interrupt a speaker. If someone states a point of order and interrupts a speaker, do not entertain that point.

### Point of Information to the Speaker

A point of information to the speaker is a question directed to the delegate having the floor. It may only be entertained if recognized by the Chair. It must be in the form of a question, but a short introductory statement can be entertained. Student Officers need to pay attention to the content of the point, as there will be cases in which some delegates ask two questions. Asking two questions is not acceptable. Furthermore, if the speaker has opened himself or herself to points pertaining to the speaker’s speech, Student Officers need to take extra care in listening to the content of the recognized points of information to the speaker in order to prevent irrelevant points. Like many other conferences throughout the globe, follow-ups will be out of order. As the opportunity of stating a point of information to the speaker is what most of the delegates, including inexperienced delegates, take use of, Student Officers need to be fair and treat all delegates equally when recognizing these delegates by making use of the recording sheet that will be provided.

### Point of Information to the Chair

A point of information to the chair is a question to the Student Officers. It may not interrupt a speaker. It can refer to anything that does not fall under the category of that of parliamentary enquiry, of order, and of personal privilege. If the Chair is not aware of the answer, the Chair needs to inform the house that the Chair is not aware and that the Chair will answer the question as soon as possible.

### Point of Parliamentary Enquiry

A point of parliamentary enquiry refers to the Rules of Procedure in general. This point, like many other points, cannot interrupt a speaker.

## **Putting Forth Motions**

Motions may be made by a delegate at most of the times during debate, but may not interrupt a speaker. It is the discretion of the Student Officers to whether or not to entertain the motion. Unlike points, which are generally for inquiring, motions are for making decisions such as immediately moving into voting procedures. For larger forums such as the GA, the Chair should always explain motions to the house, since the committee tends not to understand all the motions when delegates do not approach the microphone. Furthermore, just because a delegate shouts, “Objection,” it does not always mean that the motion is out of order. For example, if one delegate of the GA calls for the motion to refer a resolution to another forum, as it is clear that the resolution used phrases that are not under the jurisdiction of the GA, and another delegate “somehow” objects to the motion, it is obvious that the Chair should not overrule the motion simply because there was an objection. Therefore, the Chair should always consider the background behind the motion proposed by the house.

### Motion to Move to the Previous Question

Although most delegates call this motion as “motion to move directly into voting procedures,” the correct expression is “motion to move to the previous question.” Remind all delegates of this new wording, but even if they continue to use the incorrect expression, do not correct and point out their mistakes every single time. This motion calls for the closure of debate and a vote to be taken on the motion, resolution, or amendment pending. As always, this motion may not interrupt a speaker. Most of the times, this motion is required for the Student Officers to ask for seconds and objections from the house, as this motion can only be put forth with seconds. However, if time needs to be filled, the Chair is allowed to overrule the motion. Furthermore, as, especially for larger forums, some of the members of the house might not have heard the motion being called upon, the Chair must always repeat the motion to the house.

### Motion to Adjourn Debate

This motion, although rare, calls for the temporary disposal of a resolution. The proposer of this motion is required to give a short speech on why the resolution should be adjourned. The Chair will then recognize two speakers in favor and two speakers against this motion. The Chair may limit the time of the speakers, but please do remember to be consistent in doing so. After these procedures, the forum will put the motion to vote. For this motion to pass, an evident majority is needed. If the motion fails, debate will continue, and if the forum passes the motion, debate on the resolution will come to an immediate end but can be restarted by any member of the forum, if a two-third majority is reached. However, this motion practically represents the “death” of the resolution due to the lack of time as it can only be re-discussed after all other resolutions have finished being debated.

### Motion to Reconsider a Resolution

This motion, although rare, calls for a re-debate and re-vote of a resolution that has already been discussed. However, this motion can only be entertained at the end of all other matters. Furthermore, this motion is only necessary if no other draft resolutions on the issue are present. This motion needs a two-third majority to pass, but it is not debatable, meaning that there will be no speakers speaking for or against this motion.

### Motion to Refer a Resolution to Another Forum

This motion is absolutely necessary especially for the GA and HRC if any resolution includes operative phrases such as “condemns, demands, imposes, decides, and authorizes,” which are not under the jurisdiction of the GA and HRC. However, do not take this too literally, as there will be cases in which some phrases can actually be within the GA’s mandate. For example, while “Decides to send peacekeeping troops into Kosovo” is out of order, as it is not within the GA’s mandate, “Decides to include in the provisional agenda of its sixty-first session the item titled ‘Comprehensive Nuclear Test Ban Treaty’” is in order, as it is under the jurisdiction of the GA. Usually, these clauses that are not under the jurisdiction of the GA take action such as imposing sanctions or sending peacekeeping troops. Regardless, this motion should always be discouraged, as the Security Council (SC) and other forums have enough on their agenda for the week. Instead, the Chair should encourage the forum to reword the inappropriate clause by submitting amendments. This motion is debatable and needs a simple majority.

### Motion to Extend Debate Time

The issue of whether or not to extend debate time is completely at the Chairs' discretion. However, if proposed by a member of the forum, this motion requires a second and a simple majority; this motion is not debatable. Even if there are a huge number of seconds, the Chair can overrule the motion if, for example, there is a lack of time.

### **Objection to the Main Motion**

The chance of a delegate objecting to the main motion is extremely rare. However, if it does occur, refuse to entertain this objection if the intention behind the objection is simply destructive, without arguments, or only for tactical purposes. The delegate proposing the objection has one minute to explain his or her stance; the submitter of the resolution then has the right to reply for one minute. Finally, the forum needs to vote on the objection, and the objection would only be accepted if more than two-third of the forum is for the objection. Once the objection has been passed, the resolution cannot be reconsidered at any time during the conference. This kind of objection will mostly be proposed if a delegation feels the issue is an infringement of national sovereignty, for example, the issue of the relationship between the People's Republic of China (PRC) and Republic of China, in other words, Taiwan.

### **Withdrawing a Resolution**

Withdrawing a resolution can be done at any time before voting has commenced if the main submitter and all co-submitters agree on the withdrawal. However, even after the withdrawal, any member of the forum can request for the forum to reconsider the withdrawn resolution.

### **Yielding the Floor to Other Delegations**

The floor may be yielded by one delegation to another only once consecutively.

### **Amendment of the First Degree**

An amendment can *only* be submitted by a speaker who has the floor – *only* if it is submitted to the Chair on an official amendment sheet before the delegate takes the floor – *only* if it is legible. An amendment will only be entertained if the speaker having the floor moves the amendment. No Chairs should ever move an amendment, but always wait until the speaker moves the amendment. A short speech before the speaker having the floor moves the amendment is allowed. When the speaker moves the amendment, the Chair must slowly and clearly read it out loud for all delegates to note down, and those Student Officers who are not chairing should project the amendment on the screen. Furthermore, regardless of the amount of change that the amendment is imposing, an amendment will usually be debated and must always be put to vote. However, if the Chair feels that it is a trivial change that does not require debate, the Chair may propose to vote on the amendment directly without debate. However, the Chair must be aware of the fact that he or she must ask the forum whether there is an objection or not to his or her decision. Closed debate will be the form for amendments. The Chair has the power to decide the debate time; however, it is recommended for the Chair to allocate, at maximum, five minutes in favor and five minutes against and, at minimum, thirty seconds in favor and thirty seconds against. Set the debate time after the submitter of the amendment has finished his or her speech and has opened himself or herself to points of information. Only one amendment on one clause per amendment sheet will be in order with the exception of special cases such as a situation in which an amendment would have an effect on the sense of other clauses; for example, a newly established United Nations (UN) organization like UNRANDOM should be renamed to UNACCURATE in the multiple clauses that state this organization to avoid amendments to change UNRANDOM to UNACCURATE in

numerous clauses. All Student Officers are strongly recommended to prioritize constructive amendments. Destructive amendments should be discouraged. Those Student Officers who are not chairing should pick out which amendments would bring about the highest quality in debate. On an amendment, delegations can vote for, against, or abstain. Amendments to previously amended clauses should only be sustained if the amendment refers to an element in the clause that has not previously been discussed or if it is necessary to make the clause compatible with later changes to the resolution. It is mandatory for all Student Officers to keep all passed amendments together in the amendment box, as all passed amendments need to be updated in the resolution when it passes.

### **Amendment of the Second Degree**

The procedure for an amendment of the second degree is very similar to the procedure for an amendment of the first degree. If an amendment of the second degree is submitted, the forum must debate and put a vote on it. Regardless of whether that amendment of the second degree passed or not, the debate on the amendment of the first degree will always be continued. An amendment of the third degree is out of order in all committees.

### **Voting**

- Member states of the UN may vote.
- Non-member delegations such as UNESCO may vote on amendments and motions.
- Voting on a resolution or an amendment may be in favor, against, or abstaining.
- Votes for procedural motions are in favour or against.

During voting procedures, all points are out of order except for points of order connected with the actual conduct of voting; there needs to be silence, and the Chair is to instruct the Administrative Staff clearly to take voting positions and to secure the doors. Regardless of the number of abstentions, a resolution will pass if the number for exceeds the number against. Although abstentions do not count either for or against the adoption of a resolution, the Co-Chairs still have to record the number of delegates for, against, and abstaining. A resolution or an amendment with a tied vote fails. Upon request or through a motion, close votes should be followed by a re-count (the common voting procedure) or a roll call vote (the unusual voting procedure in which the Chair has to go through every delegation on the roll call list and ask for the vote). This unusual voting procedure takes a huge amount of time; therefore, it is discouraged to use this kind of vote. This roll call vote is also known as “dividing the house.” It is often unnecessary to utilize the roll-call vote for various reasons. Particularly, it consumes a huge amount of time and exhausts the house. The Chair should not state his or her opinion on whether an amendment or resolution voted on is good or bad. The Chair must remain rational, fair, and objective throughout the duration of the conference. After voting on an amendment or resolution, the main submitter has the right to retain the floor.

### **Policy Statements and Right to Explain Vote**

Policy statements and right to explain vote are, in general, a waste of time. However, if necessary, grant the opportunity to state his or her delegation’s policy only to key delegations on the issue or if time needs to be killed prior to the start of debate (an unlikely eventuality). Either before or after the voting, the right to explain vote may be given by the President to the members of the house to explain their votes. It is strongly encouraged for the President to limit the time for this right to thirty seconds per delegate. The only delegate that may not have the right to explain his or her vote is the proposer of the resolution or amendment that is voted upon.

## Note-passing

- The conference language is English. Therefore, notes can only be written in *English*.
- Personal messages are out of order.
- Notes must be passed through the Administrative Staff, whose task it is to screen the notes' content.

Whatever the reason, the Chair has the right to suspend note-passing, but even during the moment of suspension, all Student Officers are allowed to send notes to each other. All Student Officers will have their own notepapers, which will not be screened by anyone including the Administrative Staff. This privilege is specially granted for the efficiency of communication amongst the Chairs; therefore, please be aware of and do not abuse this privilege. The Chairs also have the privilege to pass notes to other committees and the Secretariat, but those notes to other forums must be on professional matters. If the forum persistently violates the rules, the Chair should remind the house about the rules and that note-passing may be suspended if the forum still persists on violating the rules.