**UTOPIA MODEL UNITED NATIONS 2013**

 **RULES OF PROCEDURE**

**I. GENERAL REMARKS**

**Rule 1: Scope**

The rules included in this guide are applicable to all committees except CARICOM. Each rule is self-sufficient unless modified by the Secretariat, in which case, the modification will be deemed adopted before the first session begins.

**Rule 2: Language**

English shall be the official and working language of the conference at all times.

**Rule 3: Decorum**

Delegates are to conduct themselves as diplomats at all times and shall show courtesy to other Delegates, the Secretariat, Executive Board and Conference Staff of the venue and shall at all times present themselves in formal business attire or the national dress of their representing country in the conference.

The Chair will immediately call to order any delegate who fails to comply with this rule. The Secretary General may expel any delegate for failing to adhere to this rule.

**Rule 4: Representation**

Each member state will be represented by one or two delegates as given in the country matrix and will have one vote in each Committee.

**Rule 5: Participation of Non-Members**

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not vote on substantive matters i.e. draft resolutions and amendments. These representatives reserve the right to vote only on procedural matters.

**Rule 6: Attendance**

At the beginning of the opening session and other sessions, at the discretion of the Executive Board, the Rapporteur will call on Member States and Non-Members in English alphabetical order to state their attendance. Members will reply ‘present’ or ‘present and voting’, where ‘present and voting’ means that the Member State cannot abstain on the substantive vote.

**Rule 7: Quorum**

Quorum denotes the minimum number of delegates who need to be present in order to open debate. A majority of the expected members (one half of the total plus one) of a committee shall be present for committee session to be opened. Regardless of quorum, the Chair may open any meeting and commence with its proceedings at his/her discretion. A quorum is required to have a substantive vote, i.e. to vote on a resolution and/or amendment.

**Rule 8: Statements by the Secretariat**

The Secretary-General, Director-General or any member of the Secretariat may at any time reserve the right to make either written or oral statements to any of the committees.

**Rule 9: General Powers of the Executive Board**

The Executive Board consists of the Chairperson, Director, Assistant Director in some committee’s and Rapporteur. In some committees, there will be a President in place of Chairperson and there will be a Vice President in place of a Director. Committee session will be announced open and closed by the Chair who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these rules, will have complete control of the proceedings at any meeting and will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points, and ensure and enforce the adherence to these rules. If necessary and given no objections, the Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. All procedural matters in committee are subject to the discretion of the Chair. The Chair can also choose to temporarily transfer his or her duties to another member of the Executive Board. Executive Board members may also advise delegations on the possible course of debate. **In the exercise of these functions, the Executive Board will be at all times subject to these rules and responsible to the Secretary-General.**

**Rule 10: Agenda**

The Secretariat shall communicate the agenda to the delegates before the conference.

**Rule 11: Revision of the Agenda**

Additional items of important and urgent nature may be placed on the agenda during any regular session by the Secretary General, who may do so at his/her discretion.

**Rule 12: Setting the Agenda**

A motion to set the agenda is in order as the first motion during the opening session. A motion to set the agenda will be made and the delegate making the motion will state the topic area to be debated first. This motion requires a second. Once the motion has been made, a provisional speakers list shall be established with three delegates speaking for and three delegates speaking against the motion. After the provisional speakers list is exhausted the committee shall move into an immediate vote: a simple majority is required for the motion to pass.

A motion to proceed to the second topic area is in order only after the committee has adopted or rejected a resolution on the first topic area or debate has been adjourned.

In the event of a crisis, the Secretary-General may call upon a committee to table debate on the current topic area so that the more urgent matter may be addressed. After the crisis has been addressed and voted upon, the committee will return to debate the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on tabled topic area only at the discretion of the Secretary-General.

**II.CONDUCT OF BUSINESS**

**Rule 13: Speakers List**

After the Agenda has been determined, one continuously open Speakers List will be established for them purpose of general debate. This Speakers List will be followed for all debate on the topic area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the agenda being considered and may address any draft resolution currently on the floor.

By default, debate automatically closes when the Speakers List is exhausted.

**Rule 14: Speeches**

No delegate may address a session without having previously obtained the permission of the Chair.

The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or Executive Board.

**Rule 15: Limitation of Speaking Time**

The Chair may limit the time allotted to each speaker. However, delegates can motion to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.

**Rule 16: Yields**

A delegate granted the right to speak in general debate may yield after his/her speech in one of three ways:

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

**Yield to points of information/questions**. The Chair, who has the right to call to order any delegate whose question is rhetorical and leading and/or not designed to elicit information, may select questioners.

**Follow-up questions will be allowed only at the discretion of the Chair.**

**Yield to the Chair**. Such a yield should be made if the delegate does not wish to yield to questions/point of information’s or another delegate. The Chair will then move to the next speaker on the speakers’ list.

Delegates must declare any yield by the conclusion of his or her speech. If time runs out, the Chair will simply move to the next speaker. Also, yields are not in order during moderated caucus.

**Rule 17: Right of Reply**

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Executive Board. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order

**Rule 18**: **POINTS**

**Point Of Personal Privilege**

During the discussion of any matter, whenever a delegate experiences any personal discomfort, the delegate may raise a Point of Personal Privilege, and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of physical (dis)comfort, safety and/or well being of the members of the committee only. The Chair may refuse to recognize a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature. While a Point of Personal Privilege in extreme case may interrupt a speaker at any time, delegates should use this power with the utmost discretion.

**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. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule out of order those points that are improper.

A representative rising to a Point of Order may not speak on the substance of the matter under discussion.

A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

 **Point Of Information (question to other delegates)**

After a delegate gives a speech, and if the delegate yields their time to Points of Information, a Point of Information can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches and resolutions.

**A delegate may rise for a plea to follow up if his/her question has not been answered properly and a follow up is required for clarification. A plea to follow up is subject to the discretion of the Chair.**

 **Point of Inquiry**

When the floor is open, a delegate may rise to a Point of Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the executive board during unmoderated caucus or send a note to the dais.

**III. MOTIONS**

**Rule 19: Motion to Suspend Debate (Motion to Caucus)**

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or un-moderated caucus. This motion requires a majority vote.

**Moderated Caucus**: The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers’

List and call on delegates to speak at his/her discretion. 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. During moderated caucus, yields shall be out of order.

Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of precedence and the committee members will vote accordingly. The Chair may rule a motion out of order and his/her decision is not subject to appeal. A moderated caucus may be extended once but only after the caucus has ended.

**Un-moderated Caucus**: Un-moderated caucuses’ allow delegates to have informal discussions. A delegate may motion for an unmoderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit for the unmoderated caucus. The motion will immediately be put to a vote and will pass given a simple majority.

In the case of multiple unmoderated caucuses, the Chair will rank the motions in descending order of precedence and the committee members will vote accordingly. The Chair may rule the motion out of order and his/her decision is not subject to appeal. An unmoderated caucus may be extended only twice.

**Rule 20: Motion to Table Debate/Resume Debate**

During the discussion of any matter, the committee may consider a motion to table debate on the item under discussion at the recommendation of the Chair or any delegate. The motion will require a two-thirds majority to pass and will be debatable to the extent of one speaker in favor and one speaker opposed. If a motion to table debate is passed, the topic is considered tabled and no further actions or votes will be taken on it. A tabled topic may be reintroduced to the committee so that debate can resume through the same process. The motion to resume debate on a tabled topic shall also require a two-thirds majority for passage.

**Rule 21: Closure of Debate**

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The committee shall also close debate and move into voting procedure when the speakers list has been exhausted.

**Rule 22: Motion for Suspension or Adjournment of Meeting**

During the discussion of any matter, a delegate may move for the suspension or adjournment of the meeting. The Chair may rule such motions out of order. When in order, such a motion shall not be debated but shall be immediately put to a vote and requires simple majority to pass.

The suspension of the meeting means the postponement of all Committee functions until the next meeting. This motion is most commonly made to end committee session for purpose of lunch or any break.

The adjournment of the meeting means the postponement of all Committee functions for the conference. This motion is most commonly made to end the final meeting of the conference.

**Rule 23: Appeal to the Chair’s decision**

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the rules of procedure. The delegate can only appeal a ruling immediately after it has been pronounced. The delegate formally challenges the Chair by raising a motion to appeal to the Chair’s decision. Once the motion is acknowledged, the Chair will step back and the Director will take over committee proceedings and send for the Secretary General to decide on the Appeal. The Secretary General will hear from both the delegate and the Chair before making a decision.

**IV. RESOLUTIONS**

**Rule 24: Working Papers**

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in resolution format. Working papers are not official documents and may be presented in any format approved by the Director, but do require the signature of the Director to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval.

**Rule 25: Sponsors and Signatories**

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 to create widely agreeable language in order for the draft resolution to pass. Sponsors in effect control a draft resolution and only they can approve immediate changes. The upper limit on the number of sponsors is on the discretion of the Chair. 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.

**Rule 26: Submission of Draft Resolutions and Amendments**

Draft resolutions and amendments shall be submitted to the Director on the draft resolution forms and amendment sheets given to delegates in committee. All submissions must have the proper number of signatures **(20 percent of countries present in committee).** The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee.

**Rule 27: Introducing Draft Resolutions**

Once the Director has approved a draft resolution and it has been copied and distributed, a delegate may raise a motion to introduce the draft resolution. The motion is automatically approved and does not require a vote. The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order. The Chair may introduce a draft resolution on the floor by discretion due to paucity of time.

**Rule 28: Debate on Draft Resolutions**

Debate on draft resolutions proceeds according to the General Speakers List for that topic area or Provisional Speakers List may be introduced on the discretion of the Chair and delegates may then refer to the draft resolution by its designated number. After general debate, the operative clauses may be discusses separately, following which; the corresponding amendments will be discussed. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or closed or a draft resolution on that topic area has been passed. More than one draft resolution may be on the floor at any one time, but no more than one draft resolution may be passed per topic area.

**Rule 29: Amendments**

An amendment is a proposal that adds to, deletes from or revises part of a draft resolution. Delegates may amend any draft resolution that has been introduced. Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all sponsors of the initial draft resolution are in support of the amendment. Such an amendment is adopted automatically. 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. Amendments to amendments are out of order.

**V. VOTING**

**Rule 30: Procedural Voting**

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including Observers must vote on all procedural motions, no d abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes. If there is not the required number of speakers’ for or against a motion, the motion will automatically fail or pass.

**Rule 31: Substantive Voting**

The only substantive voting will be voting on draft resolutions and amendments. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed. At that point, only the following points and motions will be entertained: Division of the Question, Reordering Draft Resolutions, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Inquiry and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each member state will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted. A simple majority requires ‘Yes’ voted from more than half of the members voting (i.e. more affirmative votes than negative votes).

Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed in a topic area. In Security Council Simulations, nine affirmative votes are required for the passage of resolution and amendments including an affirmative vote or an abstention on the part of the permanent members. The five permanent members have the power to veto any substantive vote.

**Rule 32: Division of the Question**

After debate on any topic has been closed, a delegate may move that operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question.

• The motion can be debated to the extent of at most two speakers for and two against, to be followed by an immediate procedural vote on that motion.

• If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.

• The committee will then vote on the motions in the order set by the Chair. If no division passes, the

resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution will be divided accordingly, and a separate procedural vote (implying no abstentions) will be taken on each divided part to determine whether or not it is included in the final draft. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.

• Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote as a whole, requiring a simple majority of those voting ‘yes’ or ‘no’ to pass.

**Rule 33: Roll Call Voting**

After debate is closed on any draft resolution, any delegate may request a roll call vote. Such a motion may be made from the floor, seconded by 20 percent of the member states present. A motion for a roll call vote is in order only for substantive votes.

• In a roll call vote, the Rapporteur will call countries in alphabetical order starting with a selected member.

• In the first sequence, delegates may vote “Yes,” “Yes with Rights”, “No,” “No with Rights”, “Abstain,” or “Pass.” Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country.

• A delegate who passes during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.

• All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair.

**PRECEDENCE OF MOTIONS**

Motions will be considered in the following order of preference:

1. Point of Personal Privilege

2. Point of Order

3. Point of Parliamentary Inquiry

4. Adjournment of the Meeting

5. Suspension of the Meeting

6. Unmoderated Caucusing

7. Moderated Caucusing

8. Introduction of Draft Resolution

9. Introduction of an Amendment

10. Tabling of Debate

12. Closure of Debate

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege

2. Point of Order

3. Point of Parliamentary Inquiry

4. Reordering Draft Resolutions

5. Division of the Question

6. Motion for a Roll Call Vote