



# MUNUC

## Rules of Procedure

**The following rules of procedure apply to all MUNUC committees run at WeMUN Expo, and are adapted for Expo from our standard rules. They have also been annotated for your reference.**

### **Rule 1: English shall be the working language of the conference**

By working language, we mean the language at motions and speeches must be made in, and all documents that are submitted to the dias should be in. Though we encourage you to speak English in unmoderated caucuses, we understand that productive debate occurs in a manner of different languages—and thus, we will not ask for an English requirement for unmoderated caucuses.

### **Rule 2: Courtesy**

It is expected that every delegate shall show courtesy and respect to their fellow delegates and to all members of the dias and WeMUN staff. Delegates shall be attentive to those who are holding the floor and shall maintain decorum during all sessions of the committee.

### **Rule 3: Duties and Powers of the Committee Staff**

The committee staff contains a Chair, and a number of Assistant Directors. The Chair shall open and close each session and may limit speaking time, limit the speaker's list, and decide the propriety of any procedural motion. The Chair also has the final word on all substantive matters of the Committee and will give feedback to the delegates of the committee. The Assistant Directors shall assist the Chair by overseeing unmoderated caucus groups and may advise delegates on the course of debate.

### **Rule 4: Only delegates who have been recorded as present in the latest roll call may vote.**

As such, delegates should be at every committee session. A motion that requires a **“simple majority”** passes only if the number of delegates voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails. A motion which requires a **“two-thirds majority”** passes only if the number of delegates voting in favor of the motion equals or exceeds twice the number voting against. The number of abstentions shall not be considered in determining the results of the vote. Members may vote on both procedural issues (those that address how the committee will discuss certain topics – for example, setting the agenda) and substantive issues (those that address the topic itself), all

eligible delegations have an equal vote. **Abstentions are only in order on substantive votes.** Proxy votes are not allowed.

#### **Rule 5: Quorum and Roll Call**

The Chair may declare the Committee open when at least one- quarter of the Members are present. The presence of a quorum shall be assumed unless specifically challenged. Any delegate may call for quorum if its presence is in doubt, at which point a placard count of delegates is taken. A roll call at the start of each session is required and will determine the presence of a quorum.

#### **Rule 6: Agenda**

The first task of a Committee shall be the determination of the order of topics on the agenda. Generally, the first motion made when the Committee is called to order is a motion to set the agenda.

#### **Rule 7: Debate and Speaker's List**

After the agenda has been determined, a single continuously open speakers' list shall be established for the purposes of general debate on substantive issues. Speakers on this list may speak on the topic area being considered and any resolution currently on the floor. This speakers' list shall be followed for all debate on a topic area, except when superseded by speakers' lists on procedural motions, amendments, or an informal session. A delegation may add its name to the speakers' list at any time when it is not already on the list by submitting a written request to the dais. The top of the speakers' list shall always be posted for the convenience of the Committee.

#### **Rule 8: Speeches**

No representative may address a session without having been recognized by the Moderator or Chair. The Moderator or Chair may call a speaker to order if his remarks are not relevant to the topic or the issue under discussion.

#### **Rule 9: Speaking Time**

The time allowed for speeches will be set by the Chair at his or her sole discretion. If a speaker speaks past his allotted time, the Moderator shall immediately call him to order.

#### **Rule 10: Yields**

A delegate who has been granted the right to speak on a substantive issue (a topic area or amendment) may yield the remainder of his time to another delegate, to questions, or to the chair. Delegates speaking on procedural matters may not yield. If a speaker yields, comments on his speech are not in order. There are three types of yields:

a) Yielding to another delegate. The delegate who is yielded to may speak for the remaining time, but may not make any yields.

- b) Yielding to questions. Delegates who wish to ask questions of the speaker will raise their placards, and questioners shall be selected by the Moderator. Only the speaker's responses shall be deducted from the speaking time.
- c) Yielding to the chair. The speaker's time will simply end.

#### **Rule 11: Point of Personal Privilege**

If at any time a delegate experiences personal discomfort which impairs his ability to participate in the proceedings, he may rise to a Point of Personal Privilege to request that the discomfort be corrected.

#### **Rule 12: Point of Order**

If at any time a delegate feels that parliamentary procedure is not being followed properly, he may rise to a Point of Order. The Moderator shall immediately decide upon Points of Order according to the rules of procedure. The Moderator may dismiss those Points that are dilatory or improper.

#### **Rule 13: Point of Parliamentary Inquiry**

If the floor is open and a delegate has a question regarding parliamentary procedure, he may rise to a Point of Parliamentary Inquiry. The question will be answered immediately by the Moderator. **A point of parliamentary inquiry may never interrupt a speech.**

#### **Rule 14: Right of Reply**

A delegate whose personal or national integrity has been seriously impugned by the speech of another delegate may request a Right of Reply. All requests for a Right of Reply must be submitted in writing to the dais. The Chair's decision to grant this Right is at his sole discretion and is not appealable. The length of the reply granted is also at the Chair's discretion. **A request for a Right of Reply cannot interrupt a substantive speech.**

#### **Rule 15: Unmoderated Caucus**

A delegate may move to recess to an unmoderated caucus at any time when the floor is open, prior to closure of debate. The motioning delegate must specify a time limit for the caucus and briefly explain its purpose. The time limit is subject to the Chair's approval. The motion to recess to an unmoderated caucus shall immediately be put to a vote; a simple majority is required for passage. This motion is subject to approval by the Chair.

#### **Rule 16: Moderated Caucus**

A delegate may move to recess to a moderated caucus at any time when the floor is open, prior to closure of debate. The motioning delegate must specify a time limit for the caucus and a speaking time for individual speeches, as well as briefly explain its purpose. The time limit is subject to the Chair's approval. The motion to recess to moderated caucus shall immediately be put to a vote; a simple majority is required for passage. This motion is subject to approval by the Chair.

### **Rule 17: Working Papers**

Working papers are a means of sharing ideas on the topic with other delegates in an organized manner. A Working Paper may be, but is not required to be, in resolution format. Working papers may be copied and distributed at the Chair's discretion; he may require any number of delegates' signatures for this purpose. Signing a working paper does not necessarily signify a delegate's support for the ideas within it; rather, it merely shows the delegate's desire to see the ideas discussed by the entire committee. Delegates may propose Working Papers for the Committee's consideration in any designated topic area. Because a Working Paper cannot be formally introduced to the committee, it may not be formally amended. Instead, caucusing sessions shall be used for the purpose of combining and amending Working Papers. Working papers shall not be voted on by the Committee. **No working papers written before conference will be accepted, and all instances of submitted pre-written work will be grounds for disqualification from awards.**

### **Rule 18: Resolutions**

Resolutions are the final product of deliberation in the Committee. They should pose a solution to the problem confronting the Committee and supply a rationale and historical basis. They should represent the views of a significant portion of the Committee, arrived at through debate and discussion among the Members. Passage of a resolution requires a simple majority in favor. All resolutions must be in proper format, as described in the Delegate Handbook. Resolutions may not be discussed in the Committee's substantive speeches until they have been formally introduced. Once introduced, a resolution remains on the floor while the topic area it addresses is on the floor, unless an amendment or procedural debate takes precedence, or debate on the resolution is closed. **No resolutions written before conference will be accepted, and all instances of submitted pre-written work will be grounds for disqualification from awards.**

### **Rule 19: Introducing Resolutions**

At any time when the floor is open, a delegate may introduce a resolution on the topic area under consideration. Delegates may introduce a resolution when it has the approval of the Chair and has been signed by a number of Members predetermined by the Chair. Signing a resolution does not indicate support of the resolution, only a desire to see its ideas discussed; a signatory to a resolution has no further rights or obligations with respect to the resolution. There are no sponsors of resolutions. No special substantive comments are in order when a resolution is introduced, but the resolution shall immediately become subject to debate.

### **Rule 20: Amendments**

Amendments allow the Committee to alter any previously introduced resolution on the current topic. In order to be introduced, all amendments must be proposed in writing, bear a number of signatories predetermined by the Chair, and receive the Chair's approval. When an

amendment to a resolution on the current topic area has been moved to the floor, general debate on the topic area shall be suspended. Speakers' lists shall be drawn up for and against the amendment, and all speeches must remain germane to the amendment itself. Speakers will be recognized by alternating between the two speakers' lists, beginning with the for speakers list. Speeches made for and against the amendment are necessarily substantive; thus, comments and yields are in order. Debate on the amendment shall continue until a motion to close debate on the amendment is made. A motion to close debate is in order when the Committee has heard at least two speakers for and two speakers against the amendment. The amendment requires a simple majority to pass. If the amendment passes, its changes are immediately incorporated into the resolution. Once the Committee has acted upon the amendment, general debate on the topic shall resume.

#### **Rule 21: Division of the Question**

After debate on a resolution has been closed, a delegate may move to divide the question. Division of the question allows Members to vote on operative clauses of a resolution separately. Preambulatory clauses cannot be divided. By division of the question, delegates can remove one or more operative clauses from the resolution before it is voted on by the Committee. Once division is moved, the Moderator will ask for any objections to the motion. If there are objections, the motion will be voted upon immediately. The motion requires a simple majority for passage. If the motion fails, the Committee proceeds to an immediate vote on the resolution itself. If the motion passes, the Moderator calls for division requests. Each request must state how the operative clauses of the resolution are to be divided. The Chair can rule a division request dilatory at his discretion. After all division requests have been made, the Moderator will announce the requests in order of decreasing complexity; the requests are discussed and voted on in this order. Each division request is debatable to the extent of one speaker in favor and one against. After debate, the request is put to an immediate vote; it requires a simple majority for passage. The next most complex division request is then considered. Division requests incorporated in previously passed requests are rendered unnecessary and are therefore not discussed. If all division requests fail, the Committee proceeds to an immediate vote. After all division requests are considered and the resolution has been fully divided into a number of sections, the Committee votes on each section so divided. The sections are voted on in the order in which they appear in the resolution. A simple majority is required for the inclusion of each section in the final resolution. Once all sections have been voted on, the resolution is reconstituted to include only those operative clauses which have passed. If no operative clauses remain, the resolution fails automatically. Otherwise, the Committee votes on the reconstituted resolution.

#### **Rule 22: Roll Call Votes**

After debate is closed on any resolution or amendment, any delegate may request a roll call vote. This motion must be seconded by the number of the Members of the Committee required by the Chair. A roll call vote is only in order for substantive votes.

#### **Rule 23: Recount of Vote**

If a delegate feels that a placard vote on a substantive issue has been incorrectly counted, he may call for a recount of the vote. This motion for a recount may take the form of a roll call vote or a placard vote. The decision to recount the vote is at the discretion of the Chair. This decision is not appealable.

#### **Rule 24: Suspension of the Rules**

A delegate may move to suspend the rules at any time when the floor is open, after the general speakers' list has been opened. The delegate must specify what specific rule(s) will be modified or discarded, to what purpose, and for what period. This motion will be accepted at the discretion of the Chair. The Chair's decision is not appealable. If the Chair accepts the motion to suspend the rules, an immediate vote will be taken. This motion requires a two-thirds majority for passage. Delegates are urged to use this motion sparingly.

#### **Rule 24: Suspension of Debate**

If the floor is open and there are less than thirty minutes remaining in the current session, a delegate may move to suspend debate. This motion ends all committee functions until the opening of the next session. This motion is not debatable and, if in order, shall be put to an immediate placard vote. A simple majority is required for passage. The Chair may rule this motion dilatory at their discretion; this decision is not appealable.

#### **Rule 25: Closing Debate**

If the floor is open, it is the last session of the Conference, and there are less than thirty minutes remaining, a delegate may move to close debate. This motion ends all committee functions. This motion is not debatable and, if in order, shall be put to an immediate placard vote. A simple majority is required for passage. The Chair may rule this motion out of order at their discretion; this decision is not appealable.

**For your reference, the following table outlines order of disruptiveness of motions at MUNUC:**

**Order of Disruptiveness:**

When multiple motions of the same type are proposed, the first motion proposed takes precedent

1. Extension of the current moderated caucus
2. Suspension of the rules (½ majority)
3. Voting procedure
4. Introduction of papers
5. Unmoderated caucus
6. Moderated caucus <ol style="list-style-type: none"><li>Longest moderated caucus</li><li>Number of speakers</li><li>First to propose</li></ol>