



## COMMITTEE RULES OF PROCEDURE

### 1. Function of the Chair

In addition to everything in the following rules, the Chair will declare the opening and closing of each session, ensure that the rules are obeyed, call on delegates to speak, call for votes, and announce decisions. The Chair may also suggest that a motion would be appropriate, and rule out of order any inappropriate motions. Always remember, the Chair is the final arbiter of all rules. The Chair shall *not* participate in the discussions of the committee, nor attempt to affect its decisions, except to enforce and arbitrate the rules of debate and to maintain decorum.

### 2. Roll call

At the beginning of each session, the Chair will take attendance by roll call. At this point, members (i.e. delegates) will declare themselves to be either “present” or “present and voting”. Present and voting members cannot abstain from substantive votes, whereas those who declare themselves as present can.

### 3. Types of Vote

#### Procedural Voting:

Procedural voting is done on matters such as: setting the speaker’s time, to set an agenda, to motion for caucuses, etc. All delegates in the committee must vote on these matters with either a “for” or “against”. Delegates cannot abstain during procedural matters. Observer states such as The Holy See or Palestine, who are otherwise not allowed to vote on Substantive matters, must vote on Procedural matters.

#### Substantive Voting:

Substantive voting is done on substantive matters. Observer States or other organizations, who are otherwise allowed to vote for procedural matters, cannot vote on substantive matters. These matters include:

- Motion to Introduce Draft Resolutions
- Motion for a Question and Answer period regarding a specific
- Draft Resolution o Voting on Draft Resolutions/ Treaties, etc
- Voting on Amendments

### 4. Quorum

A committee has attained quorum if at least 50% (rounded up) of its members are present. If quorum has not been attained, formal debate may not commence (though it can continue if already begun) and no votes may be taken. A member may call on the Chair at any time to verify quorum.





## 5. Majority

- A simple majority is 50% + 1 of all present members.
- A super majority is 2/3 (rounded up) of all present members.

## 6. Official language

English and French are the official language of all ConMUN committees. A committee may change its official language by unanimous vote, subject to veto of the Chair. Any committee which changes its language must produce English copies of all documents it produces.

## 7. Setting the Agenda

The first business of the committee will be setting the agenda, whose topics must be confined to those on the provisional agenda provided before the conference (i.e. the topics in the background guides). The Chair may open a speaker's list for the purpose of debating the order in which the topics will be discussed.

Any discussion of the actual topics will be considered out of order, as the job of a member is to discuss which topic to first address.

Committees with only one topic will immediately enter the secondary speakers list without entering the primary speaker's list or voting on the agenda.

A motion to begin debate on any of the topics may be presented, requiring 2 speakers for and 2 against. Once debate on a topic is closed, the committee will return to consideration of the agenda and the primary speaker's list.

## 8. Speaking and the Speaker's List

A member may address the committee when called on by the Chair. The Chair may call a speaker out of order if the speech is not relevant to the topic at hand. The default speaking time for any speech is **forty-five (45) seconds**. (Important note: A speaker **does not** have to fill the time, so don't be afraid to allow high speaking times). A speech which exceeds the time limit shall be halted by the Chair. Speaking time on procedural matters (points and motions) is by Chair's discretion.

The order of upcoming speeches will be recorded in the speaker's list, which is created at the beginning of debate. Once created, the list may be added to via a written request to the Chair (i.e. if you want to speak, send a note to the Chair, who will then add you to the list) or by raising a placard. Over videoconference, this can be completed by using the "raise hand" feature.

There are 2 speaker's lists:

1. Primary: this is the list used during the setting of the agenda
2. Secondary: If no motion is passed, the committee will revert to the secondary speaker's list.

If the speaker's list is exhausted, the committee must vote on any draft resolutions on the floor.





Between speeches, the Chair may call for points or motions from the members (terminology: one “makes” a motion, but “rises” to a point or a right of reply - all points and motions are included later in these rules).

The speaker must always address the Chair. Speakers should avoid using first-person pronouns in their speeches to the committee.

## 8. Yielding

All yields must be approved by the Chair. To yield a delegate must verbally ask to yield and then the Chair must in turn verbally approve the yield. Once permission is granted, the time is considered yielded. No additional time shall be granted for a yield. A delegate may yield to:

- To the Chair (the chair absorbs their time and this ends their speech)
- To questions (their remaining speaker time shall be used to answer questions from other delegates)
- To another member (the other member will be able to speak for the remainder of the time)

A member who is yielded to cannot yield in turn.

If a yield is not specified, it defaults to a yield to the Chair. The default may be changed by a procedural vote (usually to comments).

## 9. Points

### a. Point of Order

A member may rise to a point of order to call attention to a procedural error made by the Chair or another member. A point of order takes precedence over all else, except for points of personal privilege. A speaker may be interrupted, though this is generally considered rude and is highly discouraged.

### b. Point of Parliamentary Inquiry

A member may use this to ask the Chair for clarification on procedure.

### c. Point of Personal Privilege

A delegate may rise to a point of personal privilege to alleviate any problems which prevent him/her from participating in the proceedings. Common examples are “would the honourable delegate please speak more loudly”, “could we please have some water brought in”, or “could the heat be turned on”. This point supersedes everything else and is always in order. It is for serious matters and should not be abused (going to the bathroom is not a point: just get up and go).





## 10. Right of Reply

If a delegate is **personally explicitly** insulted or slandered in a **speech**, they may then rise to a right of reply immediately following the speech (and after a yield). Right of Reply will not be granted if the character or country of a delegate is insulted. ThisThe Chair will ask for grounds, then allow or disallow the reply. There may be no right of reply to a right of reply. Remember, this is a *single*, 30-second comment, not a sub-debate. One right of reply per person insulted by *the initial speech*. Once it is finished, normal debate shall resume. Please note that the insult needs to be a personal attack on the individual member and not on the country/position this member is defending.

## 11. Tabling (Adjournment of debate)

The committee may table a topic and return to the primary speaker's list and setting of agenda through a supermajority vote. Such a motion requires 2 speakers for and 2 against. The topic may no longer be discussed, and its draft resolutions may not be presented until the new topic is either closed or tabled, and the committee returns to the initial topic via the primary speaker's list.

## 12. Closure of Debate

The committee may close debate and move into voting procedures, disregarding any remaining speakers. This requires a super majority, with 2 speakers against. (See below for voting procedures)

## 13. Caucuses

### a. Unmoderated Caucus

The committee may vote to caucus for a specified time period, which must be less than 20 minutes. The delegate who moves to an unmoderated caucus must specify (1) the length of and (2) the reason for the caucus.

### b. Moderated Caucus

The committee may vote to go into moderated caucus. This means that formal debate will be suspended, and that the Chair may simply call on any member who wishes to speak. The delegate who moves to go into caucus must specify (1) the length of and (2) the reason for the caucus, as well as the speaking time limit. All points and right of reply shall be accepted, however motions will be ruled out of order until moderated caucus has exhausted.

Moderated caucuses will be taken from most to least disruptive. Motions will be adjudicated based on total time first, then on total speakers.

### c. Round Robin

The committee may vote to go into round robin, whereby each member has a short period of time to speak (usually 15-45 seconds, at the Chair's discretion). It is the chair's discretion as to in what order the members will speak (alphabetically, clockwise, etc.), but each will be called on in





turn. This is commonly used at the beginning of session to allow delegates to get their countries' opening positions onto the floor.

#### **d. Gentlemen's Unmoderated Caucus**

The committee may vote to go into a gentlemen's unmoderated caucus, wherein delegates will enter into a self-moderated speaking time. While a delegate is speaking, no other delegates may comment, and upon termination of a speech another delegate will be allowed to speak for however long they wish. There are no restrictions on how many times a delegate may speak. Any moderations therein will be at the discretion of the chair.

### **14. Precedence of Motions**

Motions will be voted on in order from most to least disruptive. This can be decided by using the list below or calculating the complete speaking time of the proposed motion in cases of round robins, unmoderated caucuses, and moderated caucuses. If there is a tie, a decision will be made by order presented. Motions shall be voted on in the following order:

1. Motion to Adjourn
2. Motion to Recess
3. Motion to Close Debate
4. Motion to Close/Reopen Speaker's List
5. Motion to Set the Agenda
6. Motion for an Unmoderated Caucus
7. Motion for a Question and Answer Period
8. Motion to Introduce a Draft Resolution
9. Motion for a Round Robin
10. Motion for a Moderated Caucus

### **15. Motion to Recess**

A member may move to recess the meeting until the next scheduled time. The motion is not debatable, and requires a substantive majority. The Chair may rule this out of order, and such a decision is final.

### **16. Motion to Adjourn**

A member may move to adjourn the meeting. This means that the committee will not meet again during the conference. The motion is not debatable, and requires a substantive majority. The Chair may rule this out of order, and such a decision is final.

### **17. Working Papers and Draft Resolutions**

Any written proposal being worked on by delegates is called a working paper. A working paper becomes a draft resolution under the following conditions:





- It must have at least 2 sponsors, a maximum of 4 sponsors and a number of signatories. The total of sponsor + signatory will be determined at the chair's discretion. A draft resolution's sponsors are usually its authors (people who want it to pass), while signatories merely want it debated (not necessarily in favour).
- It must be in resolution format and approved (signed) by the Chair. If it is not in proper format, grammatically correct (this includes spelling), and understandable (a working paper with nonsense sentences does not qualify), it will be returned to the sponsors for a rewrite. The decision to return a working paper is solely at the discretion of the secretariat, or of individuals designated by the secretariat. A working paper may be returned multiple times if this is deemed necessary.
- Chairs will indicate the proper submission method for draft resolutions.

Copies must be made available to all committee members.

A draft resolution becomes a resolution only after a vote by the committee (see voting procedures).

### 18. Motion to Introduce a Draft Resolution

Once a draft resolution has been distributed, its sponsors may move to introduce it (they read it to the committee). Non-substantive (i.e. grammar/spelling) amendments may be introduced at this time. A draft resolution may not be referred to before its introduction.

### 19. Presentation Panel

After the introduction of the draft resolution, delegates may motion for a presentation period. The delegate proposing such a period must specify the duration. In this, sponsors will present their working paper and accept questions from members about their proposed resolution and will offer answers to the best of their ability. Please note that the questions themselves will not be timed, only the answers will. Therefore, the specified time allowance only applies to the entirety of time spent answering. Please note that only one sponsor can answer per question. Questions may be as long or short as the member asking wishes, however overtly long questions and wasting time will not be tolerated by the chair. Only one member of each panel may answer a question. In other words, once one delegate has begun to answer a question no other delegate may add a response to that question.

### 20. Amendments

Amendments are changes to working papers on the floor. They are usually additional clauses, modifications to clauses, and the striking (removal) of clauses. There are 2 types of amendments:

1. **Friendly Amendments:** these are agreed on by all sponsors, and are incorporated into the draft resolution automatically.
2. **Unfriendly Amendments:** these are not agreed to by the sponsors. They are decided on during voting procedures. An unfriendly amendment must have the same number of sponsors and signatories as is necessary for a draft resolution to be considered (2 sponsors, sponsors + signatories =  $\frac{1}{4}$  of the committee).





## 21. Voting Procedures

Voting procedures are used to vote on all draft resolutions. Once they have begun, the room is sealed (no one can enter or leave). There is no speaker's list. No points or motions are considered in order except for division of the question, quorum, roll call voting, order, parliamentary inquiry, or personal privilege. Once voting is complete, the topic is considered closed, and the committee returns to the consideration of the agenda. Unless specified otherwise, votes are by a simple majority.

Note: More than one resolution can be adopted, ALL resolutions on the floor are put to a vote, and the **committee MAY NOT return to the topic**. Only the last draft resolution to be passed will be valid.

The order of voting procedures is as follows:

1. Verification of Quorum
2. Motions for a division of the question
3. Motions for roll call votes
4. Speeches for or against amendments (if initially motioned)
5. Voting on amendments for the draft resolution under consideration
6. Speeches for or against draft resolution (if initially motioned)
7. Voting on the amended draft resolution under consideration
8. Repeat for each draft resolution on the floor

## 22. Voting Rights

Each member has one vote. All committee members must either vote yes or no on procedural matters (they cannot abstain). Observer states (e.g. The Holy See, Palestine, etc.) may not vote on substantive matters, while all others may vote yes, vote no, or abstain. During a roll call vote, members may demand a right of explanation and will be given 30 seconds once the vote is complete to explain their decision. A roll call vote also allows a member to "pass" and then vote once all other members have voted. If there are multiple passes, they will be called in alphabetical order. A member may only pass once per vote.

## 23. Division of the Question

During voting procedures, any member may move to divide the question immediately before the vote on a draft resolution takes place. This means that the various parts of the draft resolution can be voted on separately. The member divides the various operative clauses into different groups (e.g. clauses 1 and 3 together, and clauses 2 and 4 together). There may be more than one such motion on the floor at a time, and they will be voted on in order of presentation. Once one passes, the rest fail. The preamble may not be divided. Any clauses which pass are included in the final resolution. Only a *single* resolution is produced (i.e. if a 5 clause resolution is separated into clauses 2 and 4, clauses 1 and 5, and clause 3, and then both of the first two options are passed, a resolution with the entire preamble and all the clauses except for the third is passed by the committee).

## 24. Changes to Procedure

The committee may change these rules of procedure. This motion requires a supermajority vote.





## SPECIAL RULES FOR CRISIS COMMITTEES

1. There is only one topic for Crisis Committees.
2. Crisis Committees do not operate with primary and secondary speakers' lists, and instead, use simply a speakers' list.
3. Directives will be used in lieu of draft resolutions. There are two types of permissible directives: private and public. Private directives will be submitted to the crisis staff and will not be revealed to the committee unless otherwise specified, whereas public directives will be presented to the committee and voted on by the committee members. No unfriendly amendments, divisions of the question, or voting rights will be entertained.

## VOTING PROCEDURES

Debate Closes. Doors are secured. In the context of online MUN, you cannot leave to or join from a breakout room. There is no debate permitted from this point onward.

1. **1<sup>st</sup> Draft resolution.** Are there any amendments? If yes, go to 2. If no, go to 4.
2. Points or motions (division of the question, roll call vote, order, personal privilege, quorum verification, important question).
3. Vote on amendment. If amendment is adopted, the draft resolution is modified accordingly. If there are more amendments, return to step 2. Otherwise, go on to step 4.
4. Points or motions (division of the question, roll call vote, order, personal privilege, quorum verification, important question).
5. Vote on draft resolution. If there are more draft resolutions, return to step 1. Otherwise, return to the Primary Speaker's List.

### Roll call voting

1. The chair will go through an alphabetical list of countries present. Each member will vote "yes," "no," "abstain," (only those countries not declared as present and voting), or "pass."
2. The chair will return to any members who declared "pass" for their votes (a member may only pass once).
3. The chair will proceed alphabetically through the list of members who demanded a right of explanation.
4. The chair will announce the results of the voting.





## QUICK REFERENCE

The quick-list below is a summary of all the points or motions which can be made, and what their description and requirements are. The “majority” refers to what kind of majority vote is required to pass the vote in question. The “for” and “against” column refers to how many speakers for or against are required before voting on the motion takes place. We recommend using this table during committee sessions to quickly look up any information you need regarding points and motions.

Name	Description	Majority	For	Against
Point of Personal Privilege	Deals with problems which prevent a delegate’s participation	N/A	N/A	N/A
Point of Order	Points out a violation of the rules	N/A	N/A	N/A
Point of Parliamentary Inquiry	A question to the Chair about procedure	N/A	N/A	N/A
Motion to Set the Agenda	Starts debate on a topic	1/2	2	2
Motion for a Moderated Caucus	Rules of debate are suspended	1/2	0	0
Motion for an Unmoderated Caucus	Debate is suspended	1/2	0	0
Motion for a Round Robin	Gives each delegate an opportunity to speak on a topic	1/2	0	0
Motion to introduce a draft resolution	Gives opportunity to introduce a draft resolution after it’s been vetted by the chairs and deemed ready	1/2	0	0
Motion for a Question and Answer Period	Allows delegates to ask questions to sponsors regarding an introduced draft resolution (done before voting)	1/2	0	0
Motion to Close Debate	Moves the committee into voting on the topic at hand	2/3	0	2
Motion for a Roll Call Vote	Vote on the resolution will be by roll call (must be re-motined for each resolution)	1/2	0	0
Motion to Divide the Question	Separates a resolution into different segments for voting (operative clauses only)	1/2	0	0
Motion to Recess	Ends the meeting until the next scheduled time	2/3	0	0
Motion to Adjourn	Ends the final committee meeting	2/3	0	0
Motion to Change Procedure	Changes to the Rules of Procedure as outlined above	2/3	0	0

