

GENERAL RULES

Rules

The rules are not subject to change and shall be considered adopted prior to the beginning of the conference.

Language

English shall be the official working language of the conference. No representative may address the forum or submit a document in a language other than English.

Courtesy

All delegates must show courtesy and respect to the Secretary General, chairpersons, committee staff, advisors and fellow delegates. The chairperson will immediately call to order any delegate who fails to comply with this rule.

Credentials

The credentials of the Secretariat and delegates have been accepted prior to the opening of the conference. Actions relating to the alteration of rights or credentials of any member may only be initiated at the consent of the Secretary General.

Dress Code

The dress code is formal business attire. This is mandatory during all official sessions of the Conference. Delegates may wear historical or traditional attire as a reflection of the culture of the nation he/ she is representing.

Secretary General and Secretariat

The Secretary General will provide and direct the staff required by all the committees. He/she will have the ultimate authority over all such committees and may at any time delegate authority to a member of the Secretariat. Furthermore, the Secretary General or a member of the Secretariat may at any time make written or oral statements to the committees.

Bureau

The chairpersons/presidents and the rapporteur shall constitute the committee bureau. A chairperson shall declare the opening and closure of each meeting of the committee, shall direct its discussions, and ensure compliance with the Rules of Procedure. He/she shall compose the speaker's list, accord the right to speak, propose the limitation of time for debate, and announce decisions. Furthermore, he/she shall have the right to advise delegates on the possible course of debate. The chairperson may also close or suspend the meeting and may temporarily transfer his/her duties to another member of the bureau. In exercise of these functions, the chairperson shall at all times follow the Rules of Procedure and report to the Secretary General. Bureau decisions may be overruled with a two-thirds majority.

Members

Each member state of a committee will be represented by one delegate and will be granted one vote in the committee. Members of committees shall be permanent representatives to the United Nations, heads of state, ministers of foreign affairs or others of comparable rank or relevance to the issues at hand.

Meetings and Dates of Convening

Each committee shall meet at the time and place designated by the Secretariat under the recommendation of the Secretary General.

Attendance

Delegates of all committees are required to attend all scheduled committee meetings. In the case of a delegate leaving the room during session under any circumstances, said delegate shall place their placard in such way that the country name is facing down. This is in order to signal absence from any vote. Attendance for each session is mandatory, being abstain for more than two sessions means the delegate will not accept neither a conference certificate nor an award. Attendance will be sampled at the beginning of every session by calling upon the member states in alphabetical order. When their country is called out, delegates shall declare themselves “present”, or “present and voting.” Delegates arriving late shall pass a written note to the chairperson stating that they are “present”, or “present and voting”.

RULES GOVERNING DEBATE

Agenda

The Agenda decides the order in which the topics will be discussed in committee. Therefore the first matter the Committee decides on will be setting the agenda. The only motion in order at this time will be in the form of “I move that Topic Area X be placed first on the Agenda.”

- A motion shall be made to put a Topic Area first on the agenda. This motion requires a second.
- Delegates may only propose those Topic Areas listed in the preparation materials. The Chair holds the right to modify these Topic Areas at his or her discretion.
- A Committee in which only one Topic Area may be proposed for the agenda will be considered to have automatically adopted that Topic Area without debate.
- A Speakers List will be established ‘for’ and ‘against’ the motion; speakers ‘for’ will speak in support of the Topic Area suggested, speakers ‘against’ will speak in favor of the other TopicArea.
- Debate over the Agenda can only be closed by a motion after the Committee has heard from two speakers for the motion and from two against, or all the speakers on one side and at least two on the opposite side. As stated in Rule 16, the Chair will recognize two speakers against the motion to close debate. A vote of two-thirds is required for closure of debate on the agenda. In the situation where the Speakers List on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.
- Once debate is closed, the Committee will move to an immediate vote on the motion, which will require a simple majority to pass. If the motion fails, the other Topic Area will automatically be placed first on the agenda.
- 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. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds of the members present and voting to pass.

- In the event of a simulated international crisis or emergency, the Secretary-General, members of the Secretariat or the members of the Committee Staff may call upon a the delegates of a certain Committee to set aside or table debate on the current Topic Area so that the more pressing issue may be attended to immediately. After a draft resolution has been passed on the crisis topic, the Committee will return to debate on the tabled topic. If a draft resolution on the crisis topic fails, the Committee may return to debate on the tabled Topic Area only at the discretion of the Committee Staff.
- Comments are not in order during debate on the agenda, since deciding the Agenda is a procedural question.
- All motions for caucus shall be ruled dilatory during the consideration of the agenda. Also, delegates will not be allowed to yield their time.

Debate

Setting the Agenda is followed by the opening of a new, continuous Speakers List, which is used to conduct general debate. This Speakers List will decide the order of speakers 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 Topic Area being considered and may address any working paper or draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails, the Committee postpones debate on it, or the Committee moves to the next Topic Area.

Moderated Caucus

A motion for a moderated caucus is in order during formal debate at any time when the floor is open and prior to closure of debate. The sponsor of the motion must briefly specify the purpose and the topic for the Caucus. The general speaking time for speeches will be proposed by the delegate raising the motion but needs the approval of the chairperson and shall not exceed three minutes. During a caucus, delegates signify their wish to speak by raising their placards. If nobody else wants to take the floor, the style of debate will automatically resume to formal debate. Once a delegate believes that the content of the discussion is exhausted, he/she may propose a motion to go back to formal debate.

Unmoderated Caucus

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 caucus, not to exceed twenty minutes. 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 length, and the Committee members will vote accordingly. The Chair may rule the motion dilatory, and his or her decision is not subject to appeal. An unmoderated caucus may be extended only once, and the combined length of an unmoderated caucus and its extension may not exceed twenty minutes.

Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers' against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of

two-thirds of the members present and voting. If there are no speakers' against the closing debate, the Committee Chair will ask the delegates if there are any objections to voting by acclamation (Please see Rule 35 for details on procedure). If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

Suspension and Adjournment of the Meeting

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may rule such motions out of order; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee. In the case of a real emergency as declared by the Secretary General, members of the Secretariat or the Committee Staff, debate will automatically be suspended without any exceptions.

Reconsideration

A motion to reconsider a draft resolution is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize up to two speakers opposing the motion after which the motion will be immediately voted upon. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered without further debate.

RULES GOVERNING SPEECH

Opening Speeches

At the beginning of the first session, each delegate to a committee will be expected to give a short opening speech no longer than one minute (a maximum of two minutes in the Security Council). Opening speeches should provide for positioning within the committee and should briefly outline a country's or organization's stance and objectives in relation to the topic.

Speeches

No delegate may address a committee without having previously obtained the permission of the chairperson. The chairperson may call a speaker to order if his/her remarks do not follow the rules agreed upon, are not relevant to the subject under discussion, or are offensive to any delegate or staff member. The time limit for speeches is always subject to the chairperson's approval. If a delegate exceeds the permitted time, the chairperson may call the speaker to order.

General Speakers' List

The Committee shall at all times have an open Speakers' List for the Topic Area being discussed. The Chair will either set a speaking time or entertain motions to set a speaking time. Separate Speakers' Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers' List by submitting a request in writing to the Chair, provided that member is not already on the Speakers' List, and may remove its name from the Speakers' List by

submitting a request in writing to the Chair. At any time the Chair may call for members that wish to be added to the Speakers' List. The names of the next several members to speak will always be posted for the convenience of the Committee. The Speakers' List for the second Topic Area will not be open until the Committee has proceeded to that topic. The Speakers' List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speakers' List. A motion to close any Speakers' List is never in order.

Yields

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. A delegate must declare any yield at the conclusion of his or her speech.

a. Yield to another delegate

His or her remaining time will be offered to another delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. To turn the floor over to a co-delegate of the same member state is not considered a yield. The second delegate speaking may not yield back to the original delegate.

b. Yield to questions (Points of information)

Questioners will be selected by the Chair and limited to one question each. Followup questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading and/or not designed to elicit information.

c. Yield to the Committee Board

Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker. Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter. A delegate must declare any yield by the conclusion of his/her speech. Even if a delegate's time has elapsed, he/she must still yield.

Right of Reply

A delegate whose national integrity has been impugned by another delegate may request the right to reply to the speaker after his/her time has elapsed. The chairperson's decision to accord the right of reply may not be appealed. If granted, the delegate receiving the right may speak immediately for a maximum time period of one minute. No right of reply will be granted in response to a right of reply.

Time Limits on Speeches

The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay. However, the Chair may exercise his or her discretion to allow a delegate to finish his or her thought before calling the delegate to order. This rule is intended to account for the varying fluency in English among conference attendees.

RULES GOVERNING VOTING

Quorum

A Quorum is the number of members present necessary for any vote to be taken. The chairperson may declare a meeting open and permit the debate to proceed when at least one third of the expected number of members in the committee are present. The presence of two thirds of the members will be required for any substantive vote to be taken.

Voting

Each member of a committee will have one vote on both substantive and procedural matters. All matters will be voted upon by placards except in the case of a roll call vote. After the chairperson has announced the beginning of voting procedure, no delegate is allowed to leave the room or to interrupt the procedure except for a point of order in connection with the actual conduct of voting.

a.) Voting on Substantive Matters

The only substantive voting at the simulation will be the final voting on draft resolutions, amendments and division of the questions. Passage requires affirmative votes from two-thirds of the total number of voting delegates. Abstentions do not affect the consensus quorum required for passage. In case of the Security Council, affirmative votes from nine members including the concurring or abstaining votes of the five permanent members are required.

b.) Voting on Procedural Matters

Apart from the final voting on a draft resolution and amendments, all voting done at the simulation will be considered procedural voting. Procedural voting requires a simple majority for passage, and no abstentions are permitted.

c.) Roll Call Voting

A delegate has the right to request a roll call vote after debate on a draft resolution is closed. A roll call vote can only be in order for substantive votes.

- In a roll call vote, the Chair will call members in alphabetical order starting with a randomly 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. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.
- A delegate who voted “Pass” 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.
- The Chair shall then call for changes of votes; no delegate may request a right of explanation if he or she did not request on in the previous two sequences. 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, not to exceed thirty seconds.

- The Chair will then announce the outcome of the vote.

RULES GOVERNING SUBSTANTIVE MATTERS

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 draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair, but do require the signature of the Chair 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.

Draft Resolutions

Draft resolutions shall follow the official format of the United Nations. Members that are the principle authors of a draft resolution and are in support of it are regarded as sponsors of a draft resolution. Members wishing to add their support to a draft resolution may add their name and signature to the list of sponsors at any time during debate. More than one draft resolution may be on the floor at any given time and may be referred to by any speaker.

Reordering Draft Resolutions

A Motion to Reorder Draft resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. If the motion receives the simple majority required to pass, the Chair 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 draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

Tabling Draft Resolutions

One sponsor has to step forward to table a draft resolution to the committee. Once a draft resolution has been approved by the chairperson, copied and distributed to all delegates in the committee, debate will be suspended by the chairperson for an adequate period of time for the purpose of enabling the delegates to read the distributed document. Once the reading time has elapsed, discussion about the draft resolution may be started by the committee and the draft resolution is regarded as tabled.

Amendments

Once a draft resolution is officially on the floor, its content may be changed by any member of the council with the exception of observers. Any change of the tabled draft resolution, which is not supported by all the sponsors of the draft resolution, is considered an amendment. A proposal is considered an amendment if it adds to, deletes from, or changes one or more clauses of a tabled draft resolution. Amendments of amendments are out of order. An amendment is considered to be out of order if it renders the resolution meaningless. After all amendments are collected in writing and a list of amendments has been established, the sponsors of the respective amendments will be

asked by the chairperson to read out the amendments. After the sponsor has read out the amendment one speaker for and one against the incorporation of the amendment will be entertained and a time limit for these individual speeches will be set by the chairperson. After speeches in favor and against the incorporation of the amendment, the chairperson shall put the amendment to a vote. Once the last amendment is voted upon and speeches for and against the newly assembled draft resolution were held, the draft resolution is put to a vote as a whole. Delegates will only have a chance to introduce any number of amendments per draft resolution until a certain point in time that shall be decided by the chair. Other draft resolutions being concerned by the closure of debate follow the same procedure.

Revisions

Any changes that have the approval of the draft resolution's sponsors are not introduced as amendments but are incorporated into the draft resolution with immediate effect. If such changes are made, the sponsors have to inform the committee of said changes.

Division of the Question

After debate on any draft resolution has been closed, a delegate may move for division of the question, which means that operative parts of the draft resolution will be voted on separately. Pre-ambulatory clauses and sub-operative clauses may not be separated in a division of the question. A separate vote will be taken on each divided part to determine whether or not it will be included in the final draft. Parts of the draft resolution that are subsequently passed will be recombined into a final document and put to a substantive vote as a whole. This procedure may only be conducted if the sponsors of the draft resolution agree to it.

MOTIONS AND POINTS

Motions may be raised at any time during discussions. A motion will be put to a vote if there is any opposition to the motion or if more than one motion is on the floor.

Point of Order

Any delegate may raise a point of order to signal the committee about improper action or other issues that are important to the committee by raising his/her placard. The chairperson, in accordance with the rules of procedure, will immediately decide on the point of order. A point of order may not interrupt a speaker. Points of order that are dilatory or improper may be ruled out of order by the chairperson.

Point of Information

Any delegate may raise a point of information to pose questions regarding the proceedings of the committee or rules of procedure by raising his/her placard. Delegates are asked to use the point of information with discretion and should pose questions on rules of procedure during a break or suspension.

Points of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

Precedence of Motions/Points

Motions will be considered in the following order of preference:

1. Point of Personal Privilege (Rule 29)
2. Point of Order (Rule 30)
3. Point of Parliamentary Inquiry (Rule 31)
4. Adjournment of the Meeting (Rule 20)
5. Suspension of the Meeting (Rule 20)
6. Unmoderated Caucusing (Rule 16)
7. Moderated Caucusing (Rule 18)
8. Introduction of Draft Resolution (Rule 33)
9. Introduction of an Amendment (Rule 34)
10. Postponement of Debate (Rule 21)
11. Resumption of Debate (Rule 21)
12. Closure of Debate (Rule 19)

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 (Rule 29)
2. Point of Order (Rule 30)
3. Point of Parliamentary Inquiry (Rule 31)
4. Reordering Draft Resolutions (Rule 38)
5. Division of the Question (Rule 39)
6. Motion for a Roll Call Vote (Rule 40)