

UNA-USA FORMAT

RULES OF PROCEDURE

UNA-USA MUN: Rules of Procedure Long Form

I. INTRODUCTORY REMARKS

Rule 1. Official and working languages

English shall be the official and working language of all committees during formal and informal debate.

Rule 2. Decorum

Delegates are to obey instruction given by UNA-USA MUN staff. Those who do not obey directions will be dismissed from the conference.

II. SECRETARIAT

Rule 3. Statements by the Secretariat

The Secretary-General or his representative may make oral as well as written statements to any committee concerning any issue.

Rule 4. General Functions of the Secretariat

The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions, rule on points or motions, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the committee staff. *All procedural matters in committee are subject to the discretion of the Chair.* The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

III. AGENDA

Rule 5. Agenda

The Secretary-General or his/her representative shall communicate the agenda to the delegates before the conference.

Rule 6. Revision of the Agenda

Additional items of an important and urgent nature may be placed on the agenda during a regular session by the Secretary-General who may add additional topics to the agenda at his/her discretion.

Rule 7. Adoption of the Agenda

The first order of business for the committee shall be the adoption of the agenda. The only motion in order at this time will be in the form of "The nation of [country name] moves that [topic area x] be placed first on the agenda."

- The motion requires a second and is debatable;
- A provisional speakers list shall be established with three people speaking for and three people speaking against the motion (speaking time for these remarks shall be one minute);
- 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 or emergency, the Secretary-General or Director-General may call upon a committee to table debate on the current topic area so that the more urgent matter may be addressed. After a resolution 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 or Director-General.

IV. CONDUCT OF BUSINESS

Rule 8. Speakers List

The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit such a request in writing to the dais.

Rule 9. 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 or her allotted time, the Chair may call the speaker to order without delay.

Rule 10. Speeches

No delegate may address the body without the previously obtained permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chair shall enforce the time limit as described by Rule 9.

Rule 11. Yielding Time

The delegate, who has been recognized by the Chair to address the body on a substantive issue, may yield any time following their remarks after their speech. Yields may be made in three ways: to another delegate, to points of information (questions), or to the Chair.

- *Yield to another delegate.* His/her remaining time shall be given to another delegate.
- *Yield to questions.* Delegates shall be selected by the Chair to ask one question per speech. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech.
- *Yield to the Chair.* Such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The Chair shall then move on to the next speaker.

Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.

Rule 12. Right Of Reply

The Chair may recognize the Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair, and may only be granted after a speech is completed. The Chair shall inform the Secretary-General of the circumstances surrounding the Right of Reply. No ruling on this matter is subject to appeal.

Rule 13. Appeal to the Chair's Decision

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate formally challenges the Chair in writing by sending a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Deputy-Secretary General who will decide if the appeal will be considered. Once the motion is acknowledged, the Deputy-Secretary General will hear from both the delegate and the Chair before making a decision.

V. POINTS

Rule 14. Point Of Personal Privilege

During the discussion of any matter, a 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 personal comfort, safety and/or well being of the members of the committee. 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.

Rule 15. Point Of Order

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the

substance of the matter under discussion. The Chair may refuse to recognize a Point of Order if the delegate has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature.

Rule 16. Point Of Information (question to other delegates)

After a delegate gives a speech, and if the delegate yields their time to Points of Information, one Point of Information (a question) 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.

Rule 17. Point Of Inquiry

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification of the present procedural status of a meeting. A Point of Inquiry may never interrupt a speaker.

VI. MOTIONS

Rule 18. 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 recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (e.g. "The nation of [country name] moves for a five minute moderated caucus with a 30 second speaking time."). During moderated caucus, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.
- *Un-moderated Caucus:* The recommendation for an un-moderated caucus requires a time limit to be made (e.g. "The nation of [country name] moves for a ten minute un-moderated caucus."). Un-moderated caucuses allow delegates to have informal discussions.

Rule 19. Motion to Table 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. If the motion is seconded, two representatives may speak in favor of and two against the motion. Then, the motion shall immediately be put to a vote. A two-thirds majority is required for passage. 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 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 20. 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 21. Adjournment of the Meeting

During the discussion of any matter, a delegate may move for the adjournment of the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

Rule 22. Order Of Procedural Motions

The motions below shall have precedence in the following order over all other proposals or motions before the committee:

- a. Point of Personal Privilege
- b. Point of Order
- c. Point of Inquiry
- d. Point of Information

- e. Introduction of a Draft Resolution
- f. Motion to Suspend Debate
- g. Motion to Table Debate
- h. Motion for Closure of Debate
- i. Motion to Adjourn the Meeting

VII. RESOLUTIONS

Rule 23. Submission Of Working Papers, Draft Resolutions, and Amendments

Working papers, draft resolutions, and amendments shall be submitted to the Director typed and with the proper number of signatures. (see [Resolutions Submission Process](#).) 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 24. Introducing Draft Resolutions

Once a draft resolution has been approved by the Director and has been copied and distributed, a delegate may raise a motion to introduce the draft resolution, which 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. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.

Rule 25. Amendments

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all of the sponsors of the initial draft resolution are signatories of the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the Committee. An unfriendly amendment must have the approval of the Director and the signatures by 20% of the committee. *Amendments to amendments are out of order.*

VIII. VOTING

Rule 26. Methods Of Decision

All procedural decisions, except for the closure and adjournment of debate, shall be made by a simple majority of the delegations present. Delegations physically present in the committee may not abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the passage of all resolutions and amendments in the Security Council requires nine affirmative votes and an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom).

Rule 27. Voting Rights

Each present delegation shall have one vote. Observing nations and non-governmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No, or Abstain. On procedural motions, members may not abstain. *Members "present and voting" shall be defined as members casting an affirmative or negative vote (no abstentions) on all substantive votes.*

Rule 28. Conduct While In Voting Procedure

After the Chair has announced the beginning of voting, no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Personal Privilege, Point of Inquiry, or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden. A member of the staff shall secure the doors during voting procedure.

Rule 29. Method Of Voting

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll call vote on substantive matters. The roll call vote shall be taken in alphabetical order of the English names of the countries present.

During a roll call vote, delegations may answer with an affirmative vote, a negative vote, an abstention (when appropriate) or may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, at which time they may only answer with an affirmative or negative vote. Delegations that appear to be voting out of policy, while casting an affirmative or negative vote, may reserve the right to explain their vote by Voting with Rights. Delegations must announce that they are Voting with

Rights at the time they cast their vote. The Chair may permit delegations Voting with Rights to explain their votes after voting has concluded but before the decision has been announced.

Rule 30. Order Of Draft Resolutions

If two or more draft resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted.

Rule 31. Voting On Unfriendly Amendments

During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the committee shall first vote on the amendment that creates the greatest change to the draft resolution, as deemed by the Chair, and then the amendment that creates the second greatest change to the resolution. This process continues until all amendments are voted upon. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. Amendment voting is a substantive procedure and adoption requires the simple majority consent of the delegations present.

Rule 32. Passage Of Resolutions

If a vote does not result in a simple majority* in favor, the resolution shall be regarded as rejected. A simple majority requires fifty percent of the members present during the last roll call, plus one. Example: 99 members present requires $49.5 (50\%) + 1 = 50.5 = 51$ affirmative votes.

**Exceptions:* The United Nations Security Council requires nine affirmative votes for the passage of resolutions and amendments. In addition to the nine affirmative votes, an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom) is required for the passage of all resolutions and amendments.

IX. SUSPENSION OF THE RULES

Rule 33. Suspension Of The Rules

These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.