

# International Model United Nations Conference (IMUNC) 2018 Middle East Summit (MES) 2018

## Rules of Procedure



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# General Rules

## Decorum

- Cross talking is not in order. Delegates are to communicate with each other through notepaper during committee sessions.
- Delegates are to be in proper attire at all times during the conference. The official attire for IMUNC and MES is Western Business Attire.
- Delegates are to make speeches in third-person. This does not apply for the Joint Crisis Committee.
- Delegates are to treat the Secretariat, Conference Staff, Dias, Secretaries, and other delegates with respect. Derogatory, offensive and inappropriate remarks or acts of any nature will not be tolerated.
- The Secretariat reserves the right to take disciplinary action against delegates who have breached these rules.
- Delegates are expected to maintain decorum at all times during committee sessions.

## Powers of the Dias

- The Dias reserves the right to suspend or modify the Rules of Procedure at any point for the betterment of debate.
- The Dias reserves the right to exercise its discretion to entertain, ignore, or overturn motions for the betterment of debate.

## Yielding

- At the end of every speech, during open debate, delegates are required to yield their time. Delegates may yield their time to one of the following:
  - The Chair
    - Yielding to the Chair returns the right of speech back to the Chair, and ends the delegate's speech.
  - Points of Information (POIs)
    - Yielding to POIs opens a delegate up to questions from other delegates in the committee.
    - The number of POIs entertained will be determined by the Dias depending upon how much time a delegate has left.
  - Another delegate
    - Yielding to another delegate allows the original delegate to call upon another delegate to speak for the remainder of the time.
- Yield to POIs or another delegate will not be in order if there is too little time remaining.

- Yields to the second-degree are not in order. (i.e. a delegate who was yielded to yielding to another delegate)

## Committee Dynamics

### Roll Call

- Committee sessions will begin with a roll call where delegates are to raise their placards and state whether they are “present” or “present and voting” when their delegation is called by the Chair.
- Delegates who state they are “present” have relinquished their voting rights and are not allowed to vote on substantive matters.

### Opening Speeches

- Opening speeches are mandatory speeches made at the commencement of debate on each topic area.
- Delegations will be recognised to speak in alphabetical order, with each speech lasting no more than 90 seconds. Delegates are to yield their time back to the Chair at the end of their speech.

### General Debate

- General debate will commence after opening speeches have elapsed with the opening of the General Speakers’ List (GSL).
- Delegates wishing to speak can be added to the GSL by raising their placards when the Chair calls for speakers, or by writing in to the Dias in note form.
- The Chair will recognise delegates to speak in the order as stated by the GSL. Delegates will have 90 seconds to deliver their speech.
- When the GSL expires, the Chair will call for points or motions, and should there be none, for more speakers to be added to the GSL.

### Caucusing

- Should delegates feel a need to narrow the scope of debate, they may raise of motion for a moderated or unmoderated caucus.
- Moderated Caucuses
  - Closed debate on a specified topic within a predetermined time limit and speaking time. Moderated caucuses serve to narrow the scope of debate and facilitate more focused debate on pertinent subtopics of the issue.
  - Yielding is not in order during moderated caucuses as it is closed debate.

- Moderated caucuses may be a maximum of 20 minutes, and a maximum extension of 10 minutes may be allowed.
- Unmoderated Caucuses
  - Informal debate for a predetermined period of time where delegates are allowed to move around and engage directly with other delegates. Unmoderated caucuses serve as an effective platform to discuss issues in an informal setting, work on draft resolutions, and garner support.
  - Unmoderated caucuses may be a maximum of 15 minutes, and a maximum extension of 10 minutes may be allowed.
- Refer to the Points and Motions section for more details regarding these motions.

## Working Papers and Draft Resolutions

- Working Papers
  - Working papers serve to aid in committee discussions, providing viewpoints and ideas conducive to discussion, as well as to present potential solutions to the topics being discussed.
  - While there is no fixed format for working papers, delegates are to indicate the name(s) of the submitter(s) at the top of the document. Working papers do not require signatories.
  - To introduce a working paper, they must be first submitted to the Dias for vetting and approval. No working papers may be circulated to the committee before being approved by the Dias.
  - After it has been approved by the Dias, the submitter of the Working Paper may introduce it through a motion. Refer to the Points and Motions section for more details.
  - After a motion to introduce a working paper has been passed, the submitter of the Working Paper will be recognised to read it out, after which delegates may discuss it.
- Draft Resolutions
  - Draft resolutions are the combined efforts of members in the committee in drafting solutions to the issue being debated. It should be written as a single sentence, and comprises of two sections: preambulatory clauses and operative clauses.
    - Preambulatory clauses are descriptive and seek to explain the purpose and intent of the draft resolution as a premise for the operative clauses to follow. Each clause begins with an *italicised* verb in continuous tense, and ends with a comma.

- Operative clauses are actions taken by the committee, constituting solutions to be put forth. They are to be numbered and start with an underlined verb in present tense, and ends with a semi-colon (;), except for the final clause, which ends with a full-stop (.).
  - Refer to the Appendix for a list of perambulatory and operative phrases
- Draft resolutions require 1 main submitter, 1-5 co-submitters, and at least 20% of the committee as signatories.
- Draft Resolutions must be submitted to the Dias for approval before being disseminated to the committee. They may not be circulated without the prior approval of the Dias.
- After it has been approved by the Dias, the submitter of the Draft Resolution may introduce it through a motion. Refer to the Points and Motions section for more details.
- After a motion to introduce the Draft Resolution has been passed, the main submitter will be recognised to read out the operative clauses of Draft Resolution, after which they will be granted a 3 minute speech to introduce it.
- After the main submitter has made his/her speech, the council will move into closed debate on the Draft Resolution where the Chair will call for speakers to make speeches FOR and AGAINST the resolution. These speeches will be 90 seconds long, and yielding is not in order as it is closed debate.
- After closed debate has elapsed, the committee will revert back to the GSL and the Draft Resolution will be assigned a number (e.g. Draft Resolution 1.1) where more Draft Resolutions may be introduced to be debated simultaneously. Delegates may raise moderated caucuses to discuss specific Draft Resolutions.

## Amendments

- Friendly Amendments
  - Friendly amendments can be submitted by either the main or co-submitters of the Draft Resolution, but must be agreed upon by all submitters.
  - After being approved by the Dias, they may be introduced by a motion. After the motion has been passed, the amendment will be read out and automatically adopted.
- Unfriendly Amendments
  - Unfriendly amendments can be submitted by any delegate who is not a submitter of the Draft Resolution. They require at least 5 signatories to be accepted by the Dias.

- After being approved by the Dias, they may be introduced by a motion. After the motion has been passed, the submitter of the amendment will be recognised to read out the amendment.
- After the submitter has made his/her speech, the Chair will set a stipulated duration and number of speakers FOR the amendment. The submitter of the unfriendly amendment will be allowed to take the floor first.
- Once time for debate FOR the unfriendly amendment has elapsed, the committee will move into time AGAINST the amendment as stipulated by the Chair.
- Once time AGAINST the amendment has elapsed, the committee will move into open debate on the unfriendly amendment as a whole. When open debate has elapsed, the Chair will look favourably on a motion to move into direct voting procedure on the amendment.
- If the unfriendly amendment passes, it is adopted into the resolution. If it fails, it is tabled and the committee reverts back to the GSL.

## Voting Procedures

### Procedural Voting

- Procedural votes are votes taken on procedural motions such as those for caucuses, or the introduction of a working paper or draft resolution.
- These require a 50% majority to pass, and abstentions are not in order.

### Substantive Voting

- Substantive votes are votes taken on substantive matters such as the passing of an unfriendly amendment or draft resolution.
- These require a two-third majority to pass, and abstentions are in order.
- These voting rules do not apply to the United Nations Security Council (UNSC), where a vote by any of the Permanent Members against the Draft Resolution is considered a veto, causing it to automatically fail.

## Points and Motions

### Points

Point of	Purpose	Requirements
1. Order	Used by delegates to point out a mistake in protocol made by the Chair	Cannot interrupt speaker
2. Information (POI) to the speaker	A question directed to a delegate on the floor who has yielded his/her time to Points of Information	Must be formulated in a form of a question (no cross talk is allowed)  Only 1 question is allowed from the same delegate (follow ups may be entertained at the discretion of the Chair)  A short introductory statement may precede the question
3. Parliamentary enquiry	A type of point of information to the Chair concerning rules of procedures (i.e, if the delegate is unsure of how to submit a resolution)	Cannot interrupt speaker - Cannot be used to indirectly insult another delegate
4. Personal privilege	Refers to the comfort and wellbeing of the delegate  Can be rejected or approved at the chair's discretion  Used when the delegate feels the room is too warm/cold or is unable to hear the speaker  Delegates are to send in notes should they need to use the washroom	Only point that can interrupt the speaker, but must refer specifically to audibility, otherwise offered when there is no speaker on the floor
5. Right to Reply	To be used when a delegate feels that he has been personally attacked in another delegate's speech	Cannot interrupt the speaker  Decided at the Chairs discretion

		If passed, the offending delegate is to make an apology speech in front of the council
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### Motions

Motion	Format	Purpose	Decided by
1. For a moderated caucus	<p>“Motion for a moderated caucus of <u>(time limit)</u> minutes, <u>(speaker time)</u> minute(s) speaking time, on the topic of <u>(specific topic)</u>”</p> <p>Delegate who motioned for the caucus may choose to speak either first or last during the caucus</p>	To facilitate debate on a specific issue related to the overarching agenda	Simple Majority – abstentions are not in order
2. For an unmoderated caucus	<p>“Motion for an unmoderated caucus of <u>(time limit)</u> minutes”</p> <p>Specific agenda is not required</p> <p>At the end of the unmoderated caucus, delegate who motioned for it is to make a speech summarizing what has been achieved during the caucus</p>	For delegates to discuss and lobby efficiently in a more informal setting (delegates are free to walk around within confines of conference room)	Simple Majority – abstentions are not in order
3. To extend moderated/unmoderated caucus	<p>“Motion to extend the moderated/unmoderated caucus by <u>(time)</u> minutes”</p> <p>At the end of the unmoderated caucus, delegate who motioned for it is to make a speech summarizing what has been achieved during the caucus</p>	When the moderated/unmoderated caucus has been extremely effective and delegates require slightly more time for discussion	<p>Simple Majority – abstentions are not in order</p> <p>Chairs may choose to veto this at their discretion in the interest of time</p>

4. To introduce a working paper	"Motion to introduce working paper"	For a delegate who has already submitted their working paper and wishes to introduce it to the council	Working Paper must be approved by the chairs beforehand  Simple Majority – abstentions are not in order
5. To introduce a draft resolution	"Motion to introduce draft resolution"	For a delegate who has already submitted their resolution and wishes to introduce it to the council	Resolution must be submitted to the chairs and approved by the Academics Team beforehand  Resolutions will not be printed  Simple Majority – abstentions are not in order
6. To extend closed debate on the resolution	"Motion to extend debate time FOR/AGAINST the resolution by <u>(time)</u> minutes"  A short introductory statement (regarding specific purpose) may precede the motion	When the set time for, after, and open debate on the resolution has elapsed but delegates still feel a need to discuss further on the resolution	Must specify time limit or number of speakers  Decided at the discretion of the Chair
7. To introduce an amendment	"Motion to introduce FRIENDLY/UNFRIENDLY amendment"	When there are clear flaws in the resolution that needs to be changed by any delegate	Can only be proposed after an amendment has been submitted, vetted and approved by chair via note form  Simple Majority – abstentions are not in order

8. To extend debate on amendment	<p>“Motion to extend debate FOR/AGAINST/ON the unfriendly amendment by <u>(time)</u> minutes”</p> <p>A short introductory statement (regarding specific purpose) may precede the motion</p>	When time set for, against and open debate on the amendment has elapsed, but the change is extremely contentious and delegates feel a further need to discuss it beyond the time allocated	<p>Must specify time limit or number of speakers</p> <p>Decided at the discretion of the Chair</p>
9. To table the resolution	<p>“Motion to table draft resolution (<u>resolution number</u>)”</p>	<p>When the council feels the resolution being debated is of poor quality and not currently ready for further debate, they may choose to table the resolution and move back into general debate on the issue</p> <p>Alternatively if there are multiple resolutions being debated on the floor, resolutions may be tabled to allow the introduction of a merged resolution</p>	Two-thirds Majority – abstentions are in order
10. To move into direct voting procedure	<p>“Motion to move into direct voting procedure”</p>	When the whole council is in agreement on the resolution/amendment/ motion being proposed and feels no further need for formal discussion	<p>Simple Majority – abstentions are not in order</p> <p>May be vetoed at the discretion of the Chair</p>
11. To reorder draft resolutions	<p>“Motion to reorder draft resolutions to draft resolution (<u>resolution number</u>), followed by (<u>resolution number</u>), and lastly (<u>resolution number</u>)”</p>	To reorder the voting on draft resolutions from what the Chair has announced it to be (chronologically)	<p>Simple Majority – abstentions are not in order</p> <p>Can only be raised during voting procedures on Draft Resolutions</p> <p>May be vetoed at the discretion of the Chair</p>

12. To divide the house	"Motion to divide the house"	During voting on a resolution when a high number of abstentions results in the resolution not achieving a 2/3 majority  - No abstentions will be allowed when house is divided	Requires seconds  Decided at the discretion of the Chair
13. To divide the question	"Motion to divide the question"	Each operative clause will be voted on separately. The clauses that have passed will then be voted on as the clauses of a new draft resolution.  The voting on each clause is considered a substantive vote.	Simple Majority – abstentions are not in order  Voting for clauses after the question has been divided: Two-thirds Majority – Abstentions are in order
14. To suspend debate	"Motion to suspend debate"	When the council wants to suspend debate for lunch or for the end of the day	Requires seconds  Decided at the discretion of the Chair
15. To adjourn debate	"Motion to adjourn debate"	When the council wishes to adjourn debate for the year till the next IMUNC/MES	Requires seconds  Decided at the discretion of the Chair
16. To amend council protocol	"Motion to amend council protocol to [insert change to protocol]"	When a delegate feels the speaking time on the GSL is too short/long and wishes to amend it.	Requires seconds  Decided at the discretion of the Chair

All motions require seconds and will automatically fail should there be no seconds. If there are seconds to a motion as well as objections, the committee will move into voting procedure on the motion.

Should there be multiple points or motions raised, they will be entertained and voted upon in the following order:

1. Point of personal privilege

2. Point of order
3. Point of parliamentary inquiry
4. Right to Reply
5. Motion to adjourn/suspend debate
6. Motion to amend council protocol
7. Motion for an unmoderated caucus
8. Motion for a moderated caucus
9. Motion to introduce draft resolution
10. Motion to introduce amendment
11. Motion to move into direct voting procedure
12. Motion to reorder draft resolutions

## Appendix

### Preambulatory Clauses

Affirming	Expecting	Keeping in mind
Alarmed by	Expressing its appreciation	Noting further
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting with approval
Cognisant of	Fully believing	Observing
Confident	Further deploring	Reaffirming
Contemplating	Further recalling	Realising
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognising

Deeply concerned	Having considered	Referring
Deeply conscious	Having considered further	Seeking
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasising	Having studied	Welcoming

Note:

- These are the more widely-used Preambulatory Clauses
- This is NOT a hard and fast rule; i.e. I can write 'Conscious' instead of 'Deeply conscious' and it's allowed
- Preambulatory clauses are meant to affirm and discuss past actions and developments of the issue
- None of these clauses should be taking any form of action

### Operative Clauses

Accepts	Emphasises	<b>Strongly condemns</b>
Affirms	Encourages	Supports
Approves	Endorses	Takes note of
<b>Authorises</b>	Expresses its appreciation	Transmits
Calls for	Expresses its hope	Trusts
Calls upon	Notes	Urges
<b>Condemns</b>	Proclaims	
Confirms	Reaffirms	

Congratulates	Recommends	
Considers	Regrets	
Declares accordingly	Reminds	
Deplores	Requests	
Designates	Resolves	
Draws the attention	Solemnly affirms	

Note:

- Operative Clauses are meant to take action
- Words in bold are for the SECURITY COUNCIL ONLY
- All councils can only recommend or suggest actions; only the SC can take definitive action
- The use of phrases like 'Further' before words like 'Requests' just means that it follows a clause that used 'Requests' as its Operative Word (i.e. 1. Requests... 2. Further Requests)