

Model United Nations

UNITED NATIONS SECURITY COUNCIL

Rules of Procedure

* **RULE 1: SCOPE**

I. INTRODUCTORY REMARKS

The rules included in this guide are applicable to all committees. Each rule is self- sufficient unless modified by the Secretariat, in which case, the modification will be deemed adopted before the first session begins. No other rules of procedure apply. If a situation arises which has not been addressed by the Rules of Procedure, the Committee Chairperson (Chair) or President will be the final authority to decide.

* **RULE 2: LANGUAGE**

English shall be the official and working language of the conference at all times.

* **RULE 3: DECORUM**

Delegates are to conduct themselves as diplomats at all times and shall show courtesy to other Delegates, the Secretariat, Executive Board and Conference Staff of the venue and shall at all times present themselves in formal business attire or the national dress of the representing country in the conference. The Chair will immediately call to order any delegate who fails to comply with this rule. The Secretary-General may expel any delegate for failing to adhere to this rule.

* **RULE 4: PARTICIPATION OF NON-MEMBERS**

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not vote on substantive matters i.e. draft resolutions and amendments. These representatives reserve the right to vote only on procedural matters.

* **RULE 5: ATTENDANCE**

At the beginning of the opening session and other sessions, at the discretion of the Executive Board, the Rapporteur will call on Member States and Non-Members in English alphabetical order to state their attendance. Members will reply ‘present’ or ‘present and voting’, where ‘present and voting’ means that the Member State cannot abstain on the substantive vote.

* **RULE 6: GENERAL POWERS OF THE EXECUTIVE BOARD**

The Executive Board consists of the Chairperson, Vice Chairperson and Rapporteur. Committee session will be announced open and closed by the Chair who may also propose the adoption of any procedural motion to which there is no significant objection.

The Chair, subject to these rules, will have complete control of the proceedings at any meeting and will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points, and ensure and enforce the adherence to these rules. If necessary and given no objections. All procedural matters in committee are subject to the discretion of the Chair. In the exercise of these functions, the Executive Board will be at all times subject to these rules and responsible to the Secretary-General.

* ***RULE 7: SETTING THE AGENDA (Motion to set agenda)***

A motion to set the agenda is in order as the first motion during the opening session. A motion to set the agenda will be made and the delegate making the motion will state the topic area to be debated first. This motion requires a second.  
Once the motion has been made, a provisional speakers list shall be established with three delegates speaking for and three delegates speaking against the motion. 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.

* **RULE 8: SPEAKERS LIST [Motion to open General Speakers List]**

After the Agenda has been determined, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed 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 agenda being considered and may address any draft resolution currently on the floor. By default, debate automatically closes when the Speakers List is exhausted.

* **RULE 9: SPEECHES**

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or Executive Board.

* **RULE 10: LIMITATION OF SPEAKING TIME (Motion to set speakers 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/her allotted time, the Chair may call the speaker to order without delay.  
However, the Chair has the discretion to be flexible (within reason)about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.

* **RULE 12: YIELDS**

A delegate granted the right to speak in general debate may yield after his/her speech in one of three ways:

1. Yield to another delegate: His or her remaining time will be given to that delegate, who may not make any further yields.
2. Yield to points of information: The Chair, who has the right to call to order any delegate whose question is rhetorical and leading and/or not designed to elicit information, may select questioners. Follow-up will be allowed only at Chair’s discretion.
3. Yield to the Chair: Such a yield should be made if the delegate does not wish to yield to questions/point of information’s or another delegate. The Chair will then move to the next speaker on the speakers’ list.

Delegates must declare any yield by the conclusion of his or her speech. If time runs out, the Chair will simply move to the next speaker. Also, yields are not in order during moderated caucus.

* **RULE 13: RIGHT TO REPLY**

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right to Reply only in writing to the Executive Board. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply will not address the Committee except at the request of the Chair.

# ***POINTS***

* POINT OF PERSONAL PRIVILEGE

During the discussion of any matter, whenever a delegate experiences any personal discomfort, the 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 physical (dis)comfort, safety and/or well-being of the members of the committee only. 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. While a Point of Personal Privilege in extreme case may interrupt a speaker at any time, delegates should use this power with the utmost discretion.

* POINT OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Chair may rule out of order those points that are improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure. A Point of Order for factual errors is valid on the Chairs Discretion only.

* POINT OF INFORMATION (Questions to other delegates)

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

* POINT OF PARLIAMENTRY INQUIRY

When the floor is open, a delegate may rise to a Point of Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the executive board during un-moderated caucus or send a note to the dais.

***MOTIONS***

* MOTION TO 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.

* MOTION TO TABLE DEBATE/RESUME 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. The motion will require a two-thirds majority to pass and will be debatable to the extent of one speaker in favour and one speaker opposed. 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 tabled 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.

* 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. 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.

***RESOLUTIONS***

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

1. **SPONSORS AND SIGNATORIES**

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Sponsors in effect control a draft resolution and only they can approve immediate changes. The upper limit on the number of sponsors is on the discretion of the Chair.

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments.

1. **SUBMISSION OF DRAFT RESOLUTIONS AND AMENDMENTS**

Draft resolutions and amendments shall be submitted to the Director on the draft resolution forms and amendment sheets given to delegates in committee. All submissions must have the proper number of signatures (20% of countries present in committee).

The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee.

1. **DEBATE ON DRAFT RESOLUTIONS**

Debate on draft resolutions proceeds according to the General Speakers List for that topic area or a Provisional Speakers List may be introduced on the discretion of the Chair and delegates may then refer to the draft resolution by its designated number. Also, a moderated caucus may be initiated to debate the draft resolution. After general debate on the resolution, the operative clauses may be discussed separately, following which; the corresponding amendments will be discussed.

A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or closed or a draft resolution on that topic area has been passed. More than one draft resolution may be on the floor at any one time, but no more than one draft resolution may be passed per topic are.

# ***VOTING***

**PROCEDURAL VOTING**

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including Observers must vote all procedural motions, no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two- thirds vote will require at least twice as many “Yes” votes than “No” votes. If there is not the required number of speakers’ for or against a motion, the motion will automatically fail or pass.

In Security Council Simulations, nine affirmative votes are required for the passage of resolution and amendments including an affirmative vote or an abstention on the part of the permanent members. The five permanent members have the power to veto any substantive vote.

**ROLL CALL VOTING**

After debate is closed on any draft resolution, any delegate may request a roll call vote. Such a motion may be made from the floor, seconded by 20 percent of the member states present. A motion for a roll call vote is in order only for substantive votes. In a roll call vote, the Rapporteur will call countries in alphabetical order.

* 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.
* A delegate who passes 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.
* 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.

***AMENDMENT PROCEDURE***

(IN ORDER OF DISRUPTION)

Amendments are either Friendly (when submitted with full support from all the sponsors) or Unfriendly (when support is not given by all the sponsors). There are basically three kinds of Amendments:

1. Addition Amendment: This is to add a clause to the proposed Draft Resolution. The clause, if added, becomes the last point of the original resolution.

**Example**- Amendment Draft Resolution 1.0

Clause 1 Addition Amendment

“(write the new clause you want to add here with the correct operative phrase)”

Submitted by USA

1. Deletion Amendment: This amendment is to remove/delete a clause from the Original Resolution.

**Example-** Amendment Draft Resolution 1.0

Clause 1 Deletion Amendment

“(mention clause no. that you want to delete)”

Submitted by USA

1. Modification Amendment: This is to allow for changes of any kind in the Original Clauses. In this, the complete original clause has to be written first, followed by the fully amended Clause.

**Example-** Amendment Draft Resolution 1.0

Clause 1 Modification Amendment “(write the old clause and modified clause in full)”

Submitted by USA

**NOTE: All Unfriendly Amendments will be voted upon, and need a 2/3rds majority to pass. All Friendly Amendments are passed automatically.**

**POINTS/MOTIONS TABLE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | |  | Second Required |  |  | | |  | Voting Type |  |
| page12image3734704 | MOTION To/For | page12image3735120 | page12image3735328 | Description |  | page12image3735952 | Debatable | page12image3736368 |
|  | | |  | | |  | | |
| Establishment of Agenda | | | To change the order of discussion of agenda items. Applicable If more than one agenda item, If only one agenda item then agenda is established by default. | | | Yes | | | 3 For/ 3 Against | | | Simple Majority | | |
| Open/Close  Speakers List  -General Speakers List  -Provisional Speakers List | | | After the Agenda has been determined, one continuously open General Speakers List will be established for the purpose of general debate. By default, debate automatically closes when the General Speakers List is exhausted. However Provisional Speakers List for various specific purposes may be opened and closed multiple times. | | | Yes | | | No | | | Simple Majority | | |
| Set Speaker's Time | | | To change the time limit of speeches made on the speaker's list | | | Yes | | | No | | | Simple Majority | | |
| Suspend Debate | | | Temporarily depart from the speaker's list and enter a moderated or un- moderated caucus. | | | Yes | | | No | | | Simple Majority | | |
| Table/Resume Debate | | | Halt debate on the agenda item currently being discussed (Table). Tabled agenda item can be reintroduced (Resume) | | | Yes | | | 2 For / 2 Against | | | Two-Thirds Majority | | |
| Closure of Debate | | | End all debate on agenda item and enter voting procedures on all draft resolutions and amendments on floor | | | Yes | | | 0 for/ 2 Against | | | Two-Thirds Majority | | |
| Suspension of Meeting | | | Postponement of all Committee functions until the next meeting. This motion is most commonly made to end committee session for purpose of lunch or any break. | | | Yes | | | No | | | Simple Majority | | |
| Adjournment of Meeting | | | Postponement of all Committee functions for the conference. This motion is most commonly made to end | | | Yes | | | No | | | Simple Majority | | |

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| --- | --- | --- | --- | --- |
| Introduce Draft Resolution / Amendment | Introduce a Draft Resolution or Amendment on the floor for consideration. | No  page13image3726592 | No | N/A |
| Reorder Draft Resolutions | To change the order in which draft resolutions are voted upon. Applicable after Closure of Debate but Before Voting Procedure | Yes  page13image3730752 | No | Simple Majority |
| Division of the Question | To divide the operative clauses in a resolution and vote upon the parts separately to form a new, final document If a division is passed, clauses are voted in order of severity. (Most to Least)  Applicable after Closure of Debate but Before Voting Procedure | Yes | 2 For/ 2 Against | Simple Majority |
| Roll Call Vote | To change the voting procedures on substantive matters from placard voting (default) to roll call voting | Yes | No | Seconded by 20% Members |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| page14image5769248 | Name of Caucus | page14image5768208 | page14image5773200 | Description | page14image5771952 | page14image5774240 | Maximum Length | page14image5772992 | page14image3769648 | No. Extensions | page14image5769040 |
| Moderated | | | Used for the purpose of discussing specific aspects of the agenda in open-house manner. | | | 20 minutes | | | One | | |
| Un-moderated | | | Used for the purpose of informal interaction among delegates for lobbying and resolution formation | | | 20 minutes | | | Two | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| POINT | DESCRIPTION | page13image3777136page13image3777760 | Interrupt Speaker? |  |
| Point of Personal Privilege | Used to address matter of PERSONAL PHYSICAL (DIS) COMFORT | Yes | | |
| Point of Order | Used to address procedural or factual error (Factual Error only on discretion of Chair) | Yes | | |
| Point of Inquiry | Used to clarify any procedural matter from the Executive Board. | No | | |
| Point of Information | Used to ask a question to a delegate after his/her speech concludes. Valid only in Formal Debate. (Speakers List Only) | No | | |

# ***SAMPLE DRAFT RESOLUTION***

Human Rights council

Sponsors: Bangladesh, Nigeria , Afghanistan , Brazil

Signatories :

Topic: Assuring refugee statues protection for those fleeing conflict, poverty or other dangers of life

*Expressing with satisfaction* the past efforts of various relevant UN bodies and nongovernmental organizations,

*Reaffirming* the importance of the peacebuilding work carried out by the United Nations and the need for sustained support and adequate resources for this work,

*Referring* its resolution A/72/433 adopted by the General Assembly on 29 October 2010,

*Recognizing* the role of the United Nation High Commissioner Refugee as a dedicated intergovernmental advisory body to address the needs of countries emerging from conflict towards sustainable peace,

1. *Recommends* to Strengthen legal systems for victimised refugees in order to empower them to get in contact with law enforcement authorities, The benefits of doing so contribute not only to individual refugee empowerment, but also the long-term goal of bringing down refugee rights violation;
2. *Further recommends* the member states and refugee schools to adopt a culturally, linguistically and religiously liberal approach in education system;
3. *Urges* the government of member states to combat all kinds of discrimination by ensuring equal status to all refugees without any bias on the grounds of religion, race and age;
4. *Endorsing* a secured environmental condition by the government of each country for providing a favourable atmosphere for refugees;
5. *Emphasizes* that protection of and assistance to internally displaced persons are primarily the responsibility of countries and should take efficacious measures to eradicate this problem of paramount importance;
6. *Encouraging* more constructive method for protection of women and children refugees against inequality and discrimination;
7. *Requests* each country to provide well planned and coherent scheme to deals with the mental and physical effect on the health of refugees ;
8. *Urges* the government of different countries to combat all kinds of discrimination by ensuring equal status to all refugees without any bias on the grounds of religion, race and age.