RULES OF PROCEDURE

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GENERAL REMARKS

REMARK 1: SCOPE

- The Rules of Procedure contained in this document are applicable to almost all United Nations committees during Model UN.

- The Executive Board of each committee has the right to alter the Rules of Procedure (ROP's) if it deems fit for the purpose of facilitation of committee debate or addressing certain unanticipated situations etc.

REMARK 2: LANGUAGE

- The official language for the purpose of the conference shall be ENGLISH at all times, including both formal and informal debate.

REMARK 3: DECORUM

- The Delegates are supposed to maintain diplomatic conduct at all times and treat other delegates, the Secretariat and the Executive Board with utmost respect.

- The Executive Board can call to order or suspend a delegate if he or she fails to adhere to this rule.

REMARK 4: REPRESENTATION

- Each member state shall be represented by only one delegate as per the country matrix of the committee. Each delegate has one vote in each committee.

- The Secretariat or Executive Board can allow observer countries to participate during committee debate. However, observer countries are not allowed to vote on the final Resolution.

REMARK 5: PROCEDURAL VOTING

- Procedural votes pass by simple majority i.e. more than 50% of the committee must vote in favor for a motion to pass.

- It is compulsory for each delegate to raise their during placards during procedural voting i.e. voting on motions. Abstention from procedural voting is not allowed.

- If there are abstentions during procedural voting, then the Executive Board is required to re-conduct the vote on the procedural matter.

FORMAL PROCEDURES

RULE 1: ROLL CALL

At the beginning of the opening session and other sessions, the Executive Board will call on Member States in English alphabetical order to state their attendance. Members can respond in 2 forms: **PRESENT** or **PRESENT AND VOTING**.

PRESENT: Present means the delegate can abstain on substantive voting i.e. voting on resolution

PRESENT AND VOTING: Present and Voting means that the delegate has to vote either YES or NO during a substantive vote. This means a delegate cannot **abstain** on a substantive vote.

NOTE: Observer countries can only vote in **PRESENT**.

RULE 2: SETTING THE AGENDA

Once the **Roll Call** has been done, the committee then has to set the agenda for the committee to debate upon. Therefore, delegates need to raise a motion to set the agenda for the committee.

Motion to Establish the agenda: The Delegate of India would like to raise a motion to set the agenda as " State the agenda"

Example: The Delegate of India would like to raise a motion to set the agenda as "Human Trafficking"

Once the motion has been raise, the committee is going to vote on the motion. If the motion passes, the committee adopts the agenda.

CONDUCT OF BUSINESS

RULE 3: ESTABLISHING THE GENERAL SPEAKERS LIST

Once the agenda for the committee has been established, the chair opens the floor for establishing the **General Speakers List**. The General Speakers list is for the purpose of general debate on the agenda at hand. To establish the General Speakers List, the delegate needs to raise a motion for it.

Motion to Establish the General Speakers List: The Delegate of India would like to raise a motion to Establish the General Speakers List.

Delegates wishing to speak on the General Speakers List are supposed to raise their placards. The Chair shall then select a number of speakers on the list at his or her discretion.

RULE 4: MOTION TO CHANGE TIME OF GSL (OPTIONAL)

The default time for General Speakers List is 90 seconds. But this time can be changed at the start of the committee before the list of speakers is decided.

Motion to Change Time limit of GSL: The Delegate of India would like to raise a motion to Change to Time limit of the GSL from 90 seconds to 60 seconds or 120 seconds.

RULE 5: YIELDS DURING FORMAL DEBATE

Once a delegate completes his or her speech, the delegate needs to YIELD in one of the 3 ways:

1. **Yield to Chair**: The delegate gives the floor back to the Executive Board. The Executive Board calls the next speaker on the list to make a statement.

2. **Yield to another delegate**: His or her remaining time is given to another delegate.

3. **Yield to Points of Information**: Other delegates can ask questions to the speaking delegate. The chair shall select the questioners as per his discretion.

If a delegate exceeds his or her time limit, the floor goes back the to Executive Board automatically. He cannot **Yield to another delegate** or **Yield to Points of Information**.

POINTS

RULE 6: POINT OF PERSONAL PRIVLEDGE

Delegates can raise a **Point of Personal Privilege** in case of personal discomfort in the committee. It can disrupt a speaker and the Chair must address it immediately.

You can raise a **Point of Personal Privilege** if:

- Feeling Hot or Cold

- Cannot hear other delegates

- Need to be excused from the committee

- Need logistical support such as pens, notepad, chit pad etc.

RULE 7: POINT OF PARLIAMENTARY INQUIRY

Delegates can raise a **Point of Parliamentary Inquiry** to get their doubts cleared about the **Rules of Procedure**. This point cannot disrupt a speaker and is not allowed during a moderated caucus. This Point is not allowed during Informal Debate i.e. Moderated Caucus and Unmoderated Caucus.

RULE 8: POINT OF ORDER

Delegates can raise a **Point of Order** in case of a procedural error on part of the Executive Board or a factual mistake committed by another delegate in his or her speech.

Procedure for raising a Point of Order:

- Raise Point of Order and wait for the Executive Board to recognize you.

- Once recognized, state the point of order as "Incorrect Statement" and then "Correct Statement".

This Point is not allowed during Informal Debate i.e. Moderated Caucus and Unmoderated Caucus.

Sometimes the Executive Board might require legitimate proof to rule on the Point of Order raised in the committee. It is recommended that delegates ask their Executive Board about Proof's in committee.

INFORMAL DEBATE

Upon the recommendation of the Chair or other delegates, the committee can decide to suspend **Formal Debate** (General Speakers List) and enter into **Informal Debate**. There are 2 forms of **Informal Debate** i.e. **Moderated Caucus** and **Unmoderated Caucus.** The Executive Board can entertain multiple motions at one point of time.

Such a motion is then put to vote before the committee. If the motion passes, the committee enters into either **Moderated Caucus** or **Unmoderated Caucus**.

If the motions before the fail, the committee goes back to the **General Speakers List.**

RULE 9: MODERATED CAUCUS

Moderated Caucus is for the purpose of splitting the agenda into more specific sub-topics and then discussing these sub-topics in greater detail. Moderated Caucus is a speech delegates give on a specific subtopic of the agenda.

Motion for Moderated Caucus: The Delegate of India would like to suspend formal debate and raise a moderated caucus on the topic <u>State sub-topic</u> for a total time period of <u>10/15/20 minutes</u> and each speakers time being <u>30/45/60 seconds</u>**.**

It is important to mention all 3 parts of a Moderated Caucus i.e.

- Topic

- Total Time (maximum is 20 minutes)

- Each Speakers Time (maximum is 60 seconds or in some cases 90 seconds)

Once a moderated caucus passes, the delegates state speaking about the specific subtopic of the caucus. The person who raises the moderated caucus is the first speaker. Other delegates are then recognized on the discretion of the Executive Board.

Note: The Point of Personal Privilege is allowed in a Moderated Caucus.

Note: Other Points such as Point of Order or Point of Information are not permitted in a Moderated Caucus.

RULE 10: UNMODERATED CAUCUS

Unmoderated Caucus is for the purpose of gather consensus in committee, doing negotiations and drafting resolutions. During an Unmoderated caucus, delegates are free to roam around in the committee hall.

Motion for Unmoderated Caucus: The Delegate of India would like to suspend formal debate and raise an Unmoderated caucus for a total time period <u>of 10/15/20 minutes</u>.

The maximum time for an Unmoderated caucus is 20 minutes.

OTHER MOTIONS

RULE 11: MOTION FOR TABLING DEBATE OR RESUMING DEBATE

Sometimes delegates can suspend discussion on one item under discussion or one agenda under discussion and shift to another agenda. This happens in committees having 2 agenda's for debate. Please not that in this conference, each committee has just one agenda.

Motion for Tabling Debate: The Delegate of India would like to raise a motion for tabling of debate on the current agenda "Name of the agenda".

Once an agenda is tabled, delegates can come back to the agenda again through a Motion for Resuming Debate.

Motion for Resuming Debate: The Delegate of India would like to raise a motion for resuming debate on the agenda "Name of the agenda" .

RULE 12: MOTION FOR SUSPENSION OF MEETING

In order to break for lunch, the delegates need to raise a motion for suspension of the meeting. Once a meeting is suspended, delegates can come back and resume the meeting.

Motion for Suspension of Meeting: The Delegate of India would like to raise a motion for suspension of meeting.

INTRODUCTION TO DRAFT RESOLUTIONS

The most important part of an MUN is drafting a resolution. The process of a successful resolution is goes through 3 stages. Sometimes delegates tend to skip the first stage i.e. making working papers and jump to the second stage of making a draft resolution.

Stage I: Working Paper (can be skipped)
Stage II: Draft Resolution
Stage III: Resolution

WORKING PAPERS

Delegates can propose working papers for the consideration of the committee. These papers then aid in the formulation of draft resolutions. Therefore working papers can contain problems and solutions to the agenda being discussed.

These are not official documents hence need not be in Resolution Format.

DRAFT RESOLUTION

Draft Resolution is an official document has a specific format. It contains the solutions the delegates propose in committee.

There are some important ingredients of a Draft Resolution i.e.

1. Committee Name
2. Topic of Discussion
3. Sponsors
4. Signatories
5. Preambulatory Clauses
6. Operative Clauses

RULE 13: SPONSORS AND SIGNATORIES

Delegates can become part of draft resolution either as sponsors or signatories.

Sponsor: Sponsor of a draft resolution is the principal author of the resolution and agrees to each clause contained in the resolution. Sponsors in effect control the content of a draft resolution. One can be a sponsor of just one resolution.

Signatories: Signatories are those delegates that might or might not agree with the substance or content of a draft resolution but want the resolution to be discussed or debated upon in committee. One can be signatory to multiple resolutions at once.

Note: For a draft Resolution to be accepted, it must have 10% of the committee strength as signatories.

RULE 14: PREAMBULATORY AND OPERATIVE CLAUSES

There are 2 types of clauses that constitute a draft resolution. A draft resolution must contain both Preambulatory and Operative clauses.

Preambulatory Clauses: These clauses are used to state the reasons why a committee is addressing an issue and referring to past international action on the issue. Preambulatory clauses might refer to the UN Charter or past UN Resolutions, statements made by the United Nations Secretary General or just some facts about the agenda.

Preambulatory clauses must start with a Preambulatory Phrase and must be separated using comma's.

Operative Clauses: Operative Clauses are used to highlight specific recommendations or actions the UN committee should undertake to address the issue at hand. **Operative clauses** must start with an Operative Phrase and must be separated by a semi colon.

RULE 15: DISCUSSION ON DRAFT RESOLUTION

Once the draft resolution has been accepted by the Executive Board, delegates can discuss the draft resolution in the committee. For this, the committee has to introduce the draft resolution on the floor of the committee through a motion.

Motion for Introduction of Draft Resolution: The Delegate of India would like to raise a motion to Introduce Draft Resolution 1.0 or Draft Resolution 2.0 etc.

This motion is then put to vote in the committee. If it passes by simple majority, the draft resolution is officially introduced on the floor and can be discussed.

Debate on draft resolutions can take place in the 3 forms. The most popular is a Clause by Clause discussion.

1. Clause by Clause discussion: In a clause by clause discussion, the sponsors come on the podium and read out a clause of the resolution. Delegates can then ask questions on these clauses. Then the sponsor reads out the second clause and so on and so forth.

2. Moderated Caucus: Draft resolution can be discussed through a moderate caucus too.

3. Provisional Speakers List: A Provisional Speakers List is the same as a General Speakers List. The main difference is that a PSL can end and has a particular topic. Other rules such as of General Speakers list are applicable as it is.

RULE 16: AMENDMENTS TO DRAFT RESOLUTIONS

An amendment is a proposal that either adds a clause, deletes a clause or modifies a clause in a draft resolution. Signatories or other delegates in committee and send amendments to the draft resolutions. Please note that all amendments are sent through chit.

There are 3 types of amendments:

1. Addition amendment: It adds a clause to the current resolution.
2. Deletion amendment: It deletes a clause from the current resolution
3. Modification amendment: It changes the wording of a clause from the current resolution.

Examples and Samples of amendments are offered in Appendix C to this document.

VOTING PROCESS FOR DRAFT RESOLUTION

Once all draft resolutions have been discussed in the committee and all amendments have been passed or rejected, the committee can enter the voting process. In order to enter into this process, delegates must close debate through a motion called Closure of Debate.

Motion for Closure of Debate: The Delegate of India would like to raise a motion for closure of debate. Once debate has been closed, the Executive Board can entertain some other motions such as Motion to Reorder the Draft Resolutions or Motion for Division of Question.

RULE 17: REORDERING DRAFT RESOLUTIONS

By default, the draft resolutions are voted upon in the order they are received i.e., Draft Resolution 1.0 is voted upon first and then Draft Resolution 2.0 and so on. But delegates can raise a motion to re-order the draft resolutions before entering into final voting process.

Motion for Reordering Draft Resolutions: Delegate of India would like to raise a motion to re-order the draft resolutions.

RULE 18: DIVISION OF QUESTION

Division of Question means splitting a resolution into multiple sub- parts and then voting upon each part separately. But please note that one has to raise this motion immediately after closure of debate.

Motion for Division of Question: The Delegate of India would like to raise a motion for Division of Question.

For this split to happen, the motion for division of question must pass through simple majority. If it fails, the draft resolution remains unaltered and is voted upon as a whole.

Note: Some committees allow the person raising the motion to mention which clauses he wishes to vote upon separately. Some committee's vote upon each clause alone i.e. clause by clause voting of a resolution.

RULE 19: VOTING

Once all the procedure's are complete, the last thing in a Model UN conference is voting on the resolutions.

- During voting, delegates with their roll call as **Present** can respond in YES or NO or ABSTAIN.

- During voting, delegates with their roll call as **Present and Voting** can respond in YES or NO

APPENDIX A: PREAMBULATORY AND OPERATIVE PHRASES

Preambulatory Phrases

Affirming	Having considered
Alarmed by	Having considered further
Approving	Having devoted attention
Aware Of	Having examined
Bearing in Mind	Having heard
Believing	Having received
Confident	Having studied
Contemplating	Keeping in mind
Convinced	Noting with deep concern
Declaring	Noting with regret
Deeply concerned	Noting with satisfaction
Deeply conscious	Noting with approval
Deeply disturbed	Observing
Deeply regretting	Reaffirming
Desiring	Realizing
Encouraging	Recalling
Emphasizing	Recognizing
Expecting	Referring
Expressing its appreciation	Seeking
Expressing its Satisfaction	Taking into account
Fulfilling	Taking into consideration
Fully alarmed	Taking note
Fully aware	Viewing with appreciation
Fully believing	Welcoming
Further deploring	
Further recalling	
Guided by	
Having adopted	

Operative Phrases

Accepts	Reaffirms
Affirms	Recommends
Approves	Regrets
Authorizes	Reminds
Calls (For UNSC)	Requests
Calls upon (For UNSC)	Strongly condemns
Condemns	Supports
Confirms	Takes note of
Congratulates	Transmits
Considers	Trusts
Declares accordingly	
Deplores	
Designates	
Draws the attention	
Emphasizes	
Encourages	
Endorses	
Expresses its appreciation	
Expresses its hope	
Further invites	
Further proclaims	
Further reminds	
Further recommends	
Further requests	
Further resolves	
Has resolved	
Notes	
Proclaims	

APENDIX B: SAMPLE DRAFT RESOLUTION

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

<u>Reminding</u> all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]

<u>Reaffirming</u> its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

<u>Noting</u> with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

<u>Stressing</u> the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. <u>Encourages</u> all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; [use semicolons to separate operative clauses]
2. <u>Urges</u> member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. <u>Requests</u> that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. <u>Calls</u> for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. <u>Stresses</u> the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. <u>Calls</u> upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. <u>Requests</u> the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [end resolutions with a full stop]

APPENDIX C: SAMPLE AMENDMENTS

Amendments must be in proper format to be entertained by the Executive Board. Here I am emulating the format of an amendment along with instructions. Please note that one chit can contain just one amendment.

ADDITION AMENDMENT

An addition amendment adds a new clause to an existing resolution. In order to do so, the delegate needs to send c Board containing the new clause in proper format. Just like a normal clause, the addition clause also starts with an <u>Operative Phrase</u> and ends in a semi-colon.

> To: EB
> FROM: INDIA
>
> <div align="center">
>
> AMENDMENT
> DRAFT RESOLUTION NO: 1
> TYPE: ADDITION AMENDMENT
>
> <u>Requests</u> all member states to enable safe unimpeded access to humanitarian aid and humanitarian aid personnel in conflicts zones ;
>
> </div>

DELETION AMENDMENT

Deletion amendment is used to delete a clause from a resolution. One just needs to mention the clause number that needs to be deleted. **No justification** for deletion is to be offered.

> To: EB
> FROM: INDIA
>
> <div align="center">
>
> AMENDMENT
> DRAFT RESOLUTION NO: 1
> TYPE: DELETION AMENDMENT
>
> Delete Clause 5
>
> </div>

MODIFICATION AMENDMENT

Modification amendment is used to alter the wording of one the clauses in an existing resolution. For this, the delegate must write the original clause, then write the modified clause and highlight the modified part.

To: EB
FROM: INDIA

AMENDMENT
DRAFT RESOLUTION NO: 1
TYPE: MODIFICATION AMENDMENT

<u>Requests</u> all member states to enable safe unimpeded access to humanitarian aid and humanitarian aid personnel in conflicts zones ;

<u>Requests</u> all member states to enable safe unimpeded access to humanitarian aid and humanitarian aid personnel in conflicts zones **pursuant to UNSC Resolution 2401**;

APPENDIX D: EXPLAINATION ABOUT CHITS

Chits are an effective way of communication with the Executive Board or other delegates. Sometimes delegates are unable to complete their speeches and time runs out. Sometimes delegates have a lot of research but do not get a chance to speak on al the sub-topics.

Therefore, in Model UN, delegates use chits to send their research to the Executive Board or other delegates. There are 2 forms of Chits:

1. Substantive Chit : Substantive Chits are used to send research to the Executive Board. Most of these chits should highlight a delegate's logical assessment of the problem, its causes and possible solutions.

   Tip: Do not send a chit of more than 1 page.

   Tip: Chits should not just contain numbers, statistics. It should contain logical assessment of the problem or causes and some solutions for the agenda.

   Tip: Most of the Chits in Model UN either contain problems, or causes, or solutions or all 3.

> To: EB
> FROM: INDIA
>
> Problem: One of the major problem children face in armed conflicts is military use of schools. Schools are used for recruitment of children into armies after proper training.
>
> In the Democratic Republic of the Congo, for example, 30 incidents of such use were recorded in 2015, compared with 9 in 2014. A total of 20 incidents were recorded in Afghanistan, 40 in South Sudan, 34 in Ukraine and 51 in Yemen. Under international laws, all parties in a conflict must not target civilian objects such as schools.
>
> Solution: Since the Oslo Conference on Safe Schools, in May 2015, more than 50 States have endorsed the Safe Schools Declaration and committed themselves to better protecting educational facilities, pupils and teachers from attack, including by incorporating the Guidelines for Protecting Schools and Universities from Military Use during Armed Conflict into national legal and operational frameworks. I encourage all Member States to endorse the Declaration."

2. Via EB Chits: Delegates can send chits to other delegates to ask questions or send replies. If you want the Executive Board to take into account your question through chit or your response through chit, then please send the chit through the EB.

> TO: Thailand **(via EB)**
> FROM: INDIA
>
> What are the policies Thailand's government has implemented to combat human trafficking in Bangkok ? Have these policies resulted in fall in human trafficking in Thai fishing industry ?