

RULES OF PROCEDURE

FairGaze Model United Nations



FAIRGAZE MUN

Welcome to FairGaze MUN, a premier platform designed to empower students through diplomacy, critical thinking, and global collaboration. At FairGaze MUN, young delegates step into the shoes of world leaders and engage in thought-provoking debates on pressing international issues, simulating the workings of the United Nations. This event fosters leadership, public speaking, negotiation, and problem-solving skills, helping participants develop a deeper understanding of global affairs and diplomacy.

Organized by FairGaze—the leading student-focused media platform in India—this MUN brings together bright minds from across schools to share ideas, respect diverse perspectives, and work toward common solutions. Whether you're a first-time delegate or a seasoned MUNer, FairGaze MUN promises a stimulating and enriching experience that goes beyond the classroom.

FairGaze MUN promotes critical thinking, public speaking, negotiation, and leadership among participants, while encouraging respect for diverse viewpoints and collaborative problem-solving. This Rules of Procedure document outlines the guidelines and framework to ensure the conference is conducted in a fair, organized, and productive manner.





THE RULES OF PROCEDURE

Rules of Procedure: Short Form

Click on underlined parts to jump to longer explanations

Chapter 1 – General Rules

§ 1 - Validity of the Rules of Procedure (RoP)

(1) These rules are valid during the whole conference in accordance with §2, subclause 2 of the ** Terms & Conditions and apply to all committees, that are simulated unless stated otherwise. **

§ 2 - Additional Rules

(1) In addition to the following RoP, all provisions in additional Guides provided by the Team, are to be considered as valid. In case of any dissent between these documents, the dais decides upon the interpretation of the rules.

§ 3 - Delegation Chain of Command

(1) Each member of a Delegation bears a certain level of command, based on their committee assignment; the highest ranked member of every delegation can submit directives and further is the representative of the whole delegation. The ranks are as follows (In a descending order):

Level 1 “Foreign Minister”: Delegates in the Crisis committee

Level 2 “Ambassador to the United Nations”: Delegates in the Security Council

Level 3 “Delegate to the United Nations”: Delegates in the Environment Assembly and the Economic and Social Council

Level 4 “Diplomat”: Delegates in the Committee on the Peaceful Uses of Outer Space

§ 4 - Dresscode

(1) During all official events of the conference (excluding socials), delegates have to be dressed in accordance with “western business attire”. This means a suit for male delegates and a suit or a business appropriate dress for female delegates.

(2) Wearing national or religious symbols of the represented nation is prohibited at unless the delegate is a part of that religion. Exempt from this rule are national/ UN pins. Not exempt from this rule are any symbols, that are not worn, such as pictures.

§ 5 - The Secretaries-General

(1) The Secretaries-General are the heads of the secretariat. They may give statements on the debate, on current events or on the agenda items at any time or may appoint members of the secretariat to give these statements on behalf of them.

§ 6 - The Crisis Team

(1) The Crisis Team is responsible for approving, answering and declining directives that can be sent by the top member at the *delegation chain of command*.

(2) The Crisis team will publish news over means announced by the dais. Delegates can only refer to these news during the conference and not to news from the real world that happen **CAE**

§ 7 - The Dais

(1) Each committee will be chaired by a president (referred to as “chair”) and a rapporteur. Together they are referred to as the “dais”. The dais conducts the sessions and the voting procedure. Further, they take care that the RoP are applied and can in doubt interpret them at their discretion.

(2) The dais can assign the floor to delegates. Only the following are allowed to unmute themselves and speak:

1. Delegates who have the floor during a speech,
2. Delegates who have been called upon by the dais (such as: during a roll call, a roll call vote or to introduce a point or motion).

§ 8 - Other

(1) Prior to the conference, the dais selects an agenda for the committee and prepares it accordingly. This decision is not subject to an appeal. There will be a background guide provided on the preselected topics.

(2) Delegates can communicate with each other and with their dais by using the conference platform to send notes. Further, the Crisis Team will use **CAE** answer directives. For the general sessions, the platform Zoom will be used. The dais decides in the beginning of the conference how they will make use of the different options.

Chapter 2 – General Sessions

§ 9 - Roll Call

(1) Prior to every session, the rapporteur conducts a roll call. They call every delegation and note whether they are “present”, “present and voting” or “absent”. During the session, delegates can change their status by sending a note to the dais. After the roll call, the dais announces the majorities.

§ 10 - Quorum & Majorities

- (1) Every member of the committee has one vote and cannot vote on behalf of another nation.
- (2) Simple majority: The simple majority lies at 50% of all delegates present +1 vote (rounded down if not integer).
- (3) Two-Thirds majority: The two thirds majority lies at two-thirds of all delegates present + 1 vote (rounded down if not integer)

§ 11 - Flow of the Debate

(1) After the first roll call, the committee moves into a debate on agenda setting. If no motion sets the agenda after the first day, it is adopted in the order used in the background guide. After the agenda is set, the committee directly moves into the debate on the agenda items. For every agenda item, there is a debate and a voting procedure.

§ 12 - Speeches & Speakers' List

- (1) During the debate on agenda setting and the debate on the agenda items, delegates may take the floor and give speeches. The dais will keep record of all nations wishing to speak (“speakers’ list”). Speeches are substantive of nature.
- (2) At the beginning of a speech, the delegate should address the house.
- (3) At the beginning of the conference, the speakers’ list is closed and the time for speeches is unlimited. When moving to a new agenda item, the speakers’ list is erased.
- (4) The Speaker can yield their remaining time either to the chair, who will then continue moderating the debate or to another delegate. Time can only be yielded once to another delegate. Additionally, they can choose to answer points of information to the speaker (§ 14, (1), 2).
- (5) During speeches, any other forms of interrupting the speaker are prohibited.

Chapter 3 – Points and Motions

§ 13 - Introducing Points & Motions

- (1) To introduce any point or motion, delegates raise their placards or use any other method announced by the dais and wait to be recognised. After stating their point/motion the dais collect further points/ motions and deal with them in order of precedence.
- (2) The dais can, at their discretion, not entertain motions that are hindering the flow of the debate or are redundant.

§ 14 - Points

- (1) Points do not require a vote and pass automatically. Points are always directed to the chair and entertained immediately. The following points are allowed at the conference:

1. Point of information to the chair: To ask a question to the chair on issues such as the RoP, the schedule, the stance of debate, etc... Points of information should always be in the interest of the whole committee.

2. Point of information to the speaker: The delegate can ask a question to the current speaker on the floor about their previous speech if the current speaker is open for questions.

3. Point of order: To address violations of the RoP.

4. Right of reply: If a delegation insults another nation, questions their integrity or spreads arguably false statements during a formal session, this nation's delegate can raise for a right of reply. After shortly stating the reason, the chair can grant this right. If granted, the delegate who raised for this right gets allotted a certain amount of time to prepare a written statement, which will be written out by the dais if approved. This decision by the dais is not subject to an appeal.

- (2) Points according to § 14, (1), 2 and § 14, (1), 4 cannot be used during voting procedure.

§ 15 - Motions

- (1) If motions require speakers in favour or against, the dais will select committee members, that are willing to speak. The speeches are procedurally of nature. The dais set a time of 15 seconds for each speech. If only one member wants to speak in favour, there will also be only one speaker against. Unless stated otherwise, motions require no debate.

- (2) Delegates cannot introduce multiple motions at the same time. The following motions are allowed during the conference:

1. Adjournment of debate: This motion adjourns the debate on the current agenda item without moving into voting procedure. It requires two speakers in favour, two speakers against and a simple majority to pass.

2. Adjournment of the meeting: This motion adjourns the current meeting until to the next year; Only used on the last day of the conference. It requires a simple majority to pass.

3. Adopt by acclamation: This motion adopts the draft resolution without a substantive vote. It fails if there is no consensus. It cannot be brought in after a motion for a roll call vote or to vote clause by clause.

4. Adoption of the agenda: Approves the agenda in a specific order that is stated by the introducing delegate. It requires a simple majority to pass. Once the agenda is adopted, this motion can only be introduced again directly after a motion for an amendment of the agenda. After the motion passes, the current speakers' list is discarded, and the committee moves directly into the debate of the first agenda item.

5. Amendment of the agenda: This motion adds a new topic as the last agenda item. This motion is only in order if a serious crisis occurs or if the amendment is handed in prior to the conference. It requires a simple majority to pass.

6. Appeal the decision of the chair: This motion repeals a decision of the dais. It can only be introduced after a point of order on the same issue. After its introduction, it will be dealt immediately. The dais may give a short explanation for their decision that is subject to the appeal. It requires a simple majority to pass. Any appeals that are against the spirit of the conference or the United Nations will not be entertained.

7. Closure of debate: If this motion passes, the current speakers list is discarded, and the committee moves directly into voting procedure. It requires two speakers against and a two-thirds majority to pass.

8. Close/(re-)open the speakers list: If the speakers list is closed, no further speakers can be added to the speakers list. This motion closes, opens or reopens the current speakers list. It requires a simple majority to pass. If introduced in the beginning of the first session, it passes automatically.

9. Decision of competence: This motion declares the committee incompetent of dealing with a topic. If passed, the debate on this topic is immediately adjourned (see: Adjournment of debate) and the topic cannot be reconsidered later. It requires a simple majority to pass.

10. Division of the question: This motion, if passed, leads to a substantive vote on dividing out (an) operative clause(s). the requesting delegate states which operative clause(s) are to be divided out. It requires two speakers in favour, two speakers against and a simple majority to pass.

(a) if this motion has passed, a second, substantive vote on the operative clauses will be conducted immediately. If it reaches a simple majority, the clauses that were divided out will be put in the annex of the draft resolution. Even if the draft resolution fails, the annex will survive. If the substantive vote does not reach a simple majority, the clause(s) will be discarded from the draft resolution completely.

11. Exclude the public: If adopted, the public has to leave the committee room for up to 30 minutes. The term "the public" includes representatives of NGO's, the press as well as faculty advisors. It requires a simple majority to pass.

12. Have an expert speech: To invite an expert on a specific topic, that is deemed too complex to have been subject to the research prior to the conference or that is related to current/ recent events/crisis. The requesting delegate has to state the topic and the speaker. In case the speech cannot be delivered by another delegate, a member of the Crisis Team will give the expert speech. Expert speakers are not subject to the time constraint for speeches. It requires a simple majority to pass.

13. Minute of silent prayer or meditation: This motion can only be introduced at the very beginning of the session before the roll call starts and after a voting procedure. The delegate has to state the purpose of the minute of silent prayer. If accepted, everyone in the committee rises to remember

recent disturbing incidents or commemoration days silently for one minute. Multiple motions of this kind in a row are not in order. Once introduced, it passes automatically. If the motion is deemed as offending by the dais, they will not entertain it. This decision is not subject to an appeal.

14. Reconsideration of a topic: Any topic, that has already been concluded can be reconsidered. The committee will then move it to the first place of the agenda and immediately start debate. It requires two speakers against an a two-thirds majority.

15. Roll call vote: May be only raised on substantive votes. Once raised, it passes automatically. The committee will then vote substantively by a roll call instead by raising placards. During roll call votes, it is additionally possible to vote “pass”, “in favour with rights” and “against with rights”.

(a) After all delegations have voted, those who have passed their votes will be asked again and must vote either in favour or against regardless of their status of presence.

(b) All nations who voted “in favour with rights” and “against with rights” will be granted 30 seconds to explain their decision to vote either in favour or against.

16. Set the speakers’ time: This motion changes the time for substantive speeches. The delegate has to state the time they wish. The speakers’ time cannot be below 30 seconds. Motions that change the speakers time more are considered more disruptive. It requires two speakers in favour, two speakers against and a simple majority to pass

17. Suspension of the meeting: This motion suspends the meeting for a certain amount of time. It can be either for an unmoderated or moderated caucus. For an unmoderated caucus, the introducing delegate has to state the time. For a moderated caucus, the delegate has to name the total amount of time, the individual’s speakers’ time, the topic and a moderator. Motions that suspend the meeting longer are considered more disruptive. Unmoderated caucus always take precedence. It requires a simple majority to pass.

18. Vote clause by clause: This motion passes automatically and can only be raised prior to voting upon a draft resolution. The committee will then vote substantively on every single operative clause before it votes on the resolution as a whole. In case clauses don’t reach the required majority, they are discarded from the draft resolution completely.

(3) If not stated otherwise, motions can be raised at any time during the conference.

1. Motions according to § 15, (2), 3/10/15/18 can only be used during voting procedure.

2. Motions according to § 15, (2), 1/2/4/5/7/8/9/11/12/14/16/17 can only be used outside of voting procedure.

§ 16 - Voting on Motions

(1) Motions change the mode of debate and are therefore procedural of nature. When voting on motions, delegates have to vote either in favour or against. Abstentions are not in order.

(2) As an alternative to the abovementioned procedure, delegates can second a motion by unmuting themselves and stating “second” without the need to obtain the floor. If there are two or more nations seconding a motion and there is no objection (stated like “second”), it automatically passes. If there is an objection, the procedure continues as demanded. Delegates cannot second their own motion.

§ 17 - Order of Precedence

(1) After the dais have collected several motions, they will be dealt with in order of disruptiveness (listed in descending order):

1. Suspension of the meeting,
2. Adjournment of the meeting,
3. Motions, that disrupt/change the pattern or procedure of the committee. This includes:

- Adjournment of debate,
- Amendment of the agenda,
- Appeal the decision of the chair,
- Closure of debate,
- Declare a topic an important question,
- Decision of competence,
- Reconsideration of a topic,

4. Motions, that involve minor changes to the course of the committee. This includes:

- Adoption of the agenda,
- Close/Re-open the speakers list,
- Exclude the public,
- Have an expert speech,
- Set the speaker's time,

(2) Motions that are equally disruptive will be dealt with in the order in which they've been brought in.

Chapter 4 – Resolutions

§ 18 - Resolutions

(1) Resolutions are considered the output of the conference. They must be written during the conference by the delegates. Any working papers that are prepared prior to the conference will not be entertained. They are substantive of nature.

(2) While delegates are still working on resolutions, they are to be referred to as “Working papers” and should not be referred to during speeches.

(3) To introduce working papers to the committee, they have to be handed in to the dais during the debate on the topic. They will approve them if they are formally in order and they become a “Draft resolution”. They will be voted upon during voting procedure.

(4) To be approved as a draft resolution, a working paper needs to contain a heading, sponsors and signatories (at least 15% of the committee; The exact number will be determined by the dais and is not subject to an appeal), preambulatory clauses and operative clauses. Sponsors are considered to have significantly contributed to the content of the working paper while signatories are considered to have an interest in dealing with the working paper as a draft resolution. Sponsors are automatically considered as signatories. Further, it needs to meet the mandate of the committee, the United Nations Charter, be grammatically in order and consistent in its content. The ultimate decision upon the approval is at the discretion of the dais and not subject to an appeal.

§ 19 - Amendments

(1) It is possible to change, strike out or change the order of operative clauses in draft resolutions as well as to add new operative clauses of draft resolutions by handing in amendments to the dais. Amendments are substantive of nature.

(2) To be dealt with, amendments need to be approved by the dais. To be approved, they need to contain sponsors and signatories (See §18, (4) for the exact requirements) in addition to the intended change according to §19, (1). At the discretion of the dais the necessary number of signatories can be decreased to 10% of the committee members.

Chapter 5 – Voting Procedure

§ 20 - Structure of the Voting Procedure

(1) After a motion for Closure of Debate has been adopted or after the general speakers' list on a topic has run out, the committee immediately moves into voting procedure. During voting procedure entering the virtual committee room will be no longer allowed and breaks are not in order. At the beginning, the dais will conduct a roll call. If there are multiple draft resolutions, the dais assigns the order in which they are voted. This decision is not subject to an appeal. For every draft resolution voting procedure includes three steps in the following order:

1. Voting on amendments,
2. Voting on motions for a division of the question,
3. Voting on the draft resolution as a whole.

§ 21 - Voting on Amendments

(1) If all sponsors of the draft resolution agree to the amendment, it is considered friendly and will be immediately included in the draft resolution.

(2) If not all sponsors of the draft resolution agree to the amendment, it is considered unfriendly and the following rules apply:

1. If there are multiple unfriendly amendments, the dais assigns them an order, beginning with the most disruptive amendment, i.e. the amendment that changes the substance of the draft resolution the most.
2. Votes on unfriendly amendments are substantive of nature. After all delegates have been made aware of the amendment, the dais will take the votes. Nations that are present and voting cannot abstain.
3. Unfriendly amendments pass with a simple majority of votes.

§ 22 - Voting on Motions for a Division of the Question

- (1) The dais will entertain motions for a division of the question (§ 15, (2), 10) or to adopt by acclamation (§ 15, (2), 3) in this step.

§ 23 - Voting on the Resolution as a whole

- (1) The motion to vote clause by clause (§ 15, (2), 18) is only in order in this part of the voting procedure. Additionally, motions to adopt by acclamation (§ 15, (2), 3) and for a roll call vote (§ 15, (2), 15) can be introduced.
- (2) The dais may rule out voting clause by clause and by roll call. This decision is not subject to an appeal.
- (3) Draft resolutions pass with a simple majority and once adopted become resolutions. After a successful adoption, acclamations are in order.

Chapter 6 – Special Rules

§ 24 - Non-Governmental Organizations (NGOs)

- (1) NGOs may be present in all committees at any time and may raise points. They may not raise motions.
- (2) NGOs cannot be on the speakers' list. Delegations may yield their time for speeches to NGOs.
- (3) NGOs cannot vote.

§ 25 - Special Rules applied in the General Assembly

- (1) In addition to the motions in §15, (2), delegates may at the beginning of the voting procedure:
 1. Declare a topic an important question: Topics that will contain recommendations with respect to the maintenance of international peace and security can be declared an important question. Substantive votes on important questions require a two-thirds majority to pass. It requires two speakers in favour, two speakers against and a simple majority to pass.

§ 26 - Special Rules applied in the Security Council

(1) The Security Council is quorate if at least nine members including the permanent members (The Peoples' Republic of China, the Republic of France, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America) are present or present and voting.

(2) Procedural and substantive votes in the Security Council always require nine votes in favour to pass. Substantive votes additionally require the concurring votes of the five permanent members. This is reached if the permanent members vote either in favour or abstain.

(3) In addition to the motions in §15, (2), the permanent members may raise the following motion:

1. Declare a vote substantive: Must be introduced directly after the introduction of a motion; It passes automatically and declares the procedural vote on the motion, which has been just brought in, a substantive vote with all its consequences. Before voting on the motion, that was made substantive, the dais will conduct a substantive vote whether to redeclare the motion procedurally

Rules of Procedures: Long Form

General Rules

Delegations and Chain of Command

A country can only fulfil its potential with a comprehensive strategy and delegations need to work together to realize their agenda in different committees. Communication between the delegates of one country within and between the sessions is encouraged and at least once a day the country delegation will meet at a specified time to discuss developments within the conference and plan the next steps. As a representative in a delegation, you will not always agree with your co-delegates or interpret situations differently and deem a different course of action to be appropriate. In such a case it is best to solve the inner-delegation conflict with what you do in the committees – arguments and facts. But keep in mind that any country has a chain of command and in case of dispute settlement is up to the higher-ranking member of your delegation. *** distinguishes between 4 levels of hierarchy.

Level 1: Foreign Minister

The Foreign Minister is the highest-ranking diplomat of a country and thus the highest-ranking diplomat of your delegation. This delegate decides on the general agenda, approves of any actions and settles disputes within your delegation.

Foreign Ministers are the delegation's representatives to the Crisis Committee.

Level 2: Ambassador to the United Nations

The Ambassador to the United Nations coordinates the country's work within the entire organization and can if necessary, represent the country in any committee.

The Ambassadors are the delegation's representative to the United Nations Security Council.

Level 3: Delegate to the United Nations

The Delegates to the United Nations work on the country's agenda in the UN bodies. They are the delegation's representatives to the Environment Assembly and the Economic and Social Council.

Level 4: Diplomat

Diplomates represent their country on the international stage. They are the delegations' representatives to the Committee on the Peaceful Uses of Outer Space.

Keep in mind that since not every country is present in every committee; thus, your highest ranked delegation member might not be of the highest possible level of the conference.

NGOs are usually two-member delegations with no fixed committee assignment. At *** NGO delegations consist of three members to better cover the online sessions.

Decorum

Decorum is one of the most important rules at the conference. It simply means being quiet, attentive and during formal session and voting procedure. While this might sound trivial, it is of special importance in online sessions. A virtual room full of sounds will make it impossible to listen to speeches or to recognize statements made by the chair. Therefore, please remain muted when you are not speaking. Apart from the fact that the dais will not tolerate any aberration from this, it is easy to make yourself unpopular with your fellow delegates if you are disturbing speakers and those listening to speeches.

Probably, many of you have experienced in the last year how different and more difficult a debate is when you're only talking to black screens. Therefore, please turn your cameras on at all times unless the dais tells you otherwise. If your connection forces you to turn the camera off permanently, please notify your dais.

Moreover, decorum means not to applaud after speeches or to show disappointment, discontent or disapproval with a speaker after the deliverance of their speech.

Diplomatic Conduct

Diplomats always treat each other with dignity and respect. Even in circumstances which normally might provoke displays of indignation, diplomatic personnel adhere to diplomatic conduct – which means remaining polite. Even small breaches of diplomatic conduct are remembered for a long time and such grievances may grow over time, especially if they occur repeatedly and therefore might impede future negotiations.

Exceptions to this rule are delegates of some countries which are noted for this kind of behaviour. They do indeed push the limits in order to emphasize their position. Their comments, however, are of political nature and not personal or personally abusive. We are confident that the representatives of these nations at *** will know who they are and, having done their research properly, know how far they can realistically go!

Part of polite behaviour is the use of the correct forms of address. You should always refer to your fellow delegates as “distinguished delegate”, “honourable delegate” or similar expressions. Even more polite would be to also mention the country name, i.e. “as the honourable delegate of France is surely aware...”.

The Dais - the Chair and his or her Rapporteur(s)

Each committee will be chaired by a president and his or her assistants. The president is normally called “chair”, while the assistants are called “rapporteurs”. They are responsible for conducting the session and voting procedures of the committee and will ensure that all delegates act according to the RoP. Together they are called the “dais” and normally decide how the rules are interpreted, applied and who is recognized to speak. Although this sounds as if the chair has ultimate authority in regard of the rules, it is possible to challenge these decisions. While the chairs at MainMUN are experienced at UN models and at interpreting rules, they are not infallible. If a delegate thinks that the dais has made a mistake, they should rise for a point of order or even appeal the decision of the chair.

Contrary to the rules of the real UN or the rules of the National Model United Nations (NMUN) in New York City, the chair at MainMUN will not be elected from or by the committee. In the UN as

About Procedural and Substantive Matters

There is a distinction between procedural and substantive matters. Issues related to the conducting of the conference: breaks, speaker's time, opening of the speakers list etc. are all procedural matters. Substantive matters are related to the content of a topic, such as resolutions.

How is the distinction being made during the session? When speaking for or against procedural matters you may only speak procedurally. For example, if you move to reduce the speaker's time (a procedural matter) you could be asked to justify this motion. In doing so you may give reasons like the fact that there are a large number of delegates who have not had the opportunity to hold a speech yet, or that the allotted speaker's time has proved adequate so far. You may not give reasons regarding the content of the debate, for example, that certain points have not been discussed yet and need to be. This distinction is also important for voting: For procedural votes every delegate has to vote – there are no abstentions allowed. This is different to substantive votes in which delegates may abstain, unless they are present and voting. Procedural votes are votes upon speaker's time, caucus and similar issues whereas substantive votes are normally limited to resolutions and their specific clauses.

As a rule of thumb, you can make the distinction that all votes of points and motions during normal session are procedural, while all speeches held in front of the committee based on the speakers list and most votes during voting procedure are substantive. The exception of this rule is the Division of the Question.

Voting

If a motion which requires a simple majority results in a “hung vote”, this means one in which no majority is achieved, it is counted as the failure of that specific motion. In addition, a majority of “yes” votes is needed for the motion/resolution to pass. Abstentions do not count towards “yes” votes to reach a majority.

After the committee has finished debate on an agenda item, and at least one draft resolution has been accepted by the dais, the committee will enter voting procedure.

During voting procedure delegates, who have left the call, will have to wait until the committee ends its voting procedure to be able to re-join the session. This is to prevent disorder during voting procedure by perpetual coming and leaving of delegates, which makes it impossible for the dais to conduct a proper voting procedure as majorities are constantly shifting. Besides, absolute decorum will be held. Sending messages during voting procedure is strictly prohibited. This is to ensure a proper and efficient conducting of the voting procedure.

About Objection

There are frequent debates about motions. Often, the chair will begin by asking if there were seconds. If no one seconds the motions, nobody will call for objections, with the only exception being the motion for adoption by acclamation. If there is any objection to the motion, the committee has to vote. If there are none, there is obviously no need to vote as everybody is in favour of the motion. To state seconds or objections, delegates may unmute themselves and speak up (simply say “objection”). If there is objection and the respective motion requires debate, the chair will ask for volunteers in the committee to speak, normally two in favour of and two against a specific motion. The chair will then

grant each delegate a certain amount of time to speak, usually something between fifteen seconds and a minute. In the case that there is only one speaker in favour or against a motion, there will also be only one speaker opposing the speech.

Points and Motions

Making Points, Motions or anything else

A point or motion is something a delegate has to say outside their substantive speech. Such points and motions can be as diverse as moving for a lunch break, to set the speaker's time or to close the debate in order to start the voting procedure. They should, however, not be a response to a speech or a point substantive to the topic. Such points can only be made in a substantive speech in which every delegate is free to say whatever they wish. If delegates want to bring in a motion, they raise their placards or use any other method provided by the dais and wait to be recognized by the chair who will ask on what point they wish to be heard.

Every time delegates recognized by the chair make a point, move for a specific action or deliver a speech, they unmute themselves and turn their cameras on until they finish their speech. While this might sound trivial, it not only shows respect for the committee, the rules and the dignity of the high body you are attending, it also makes it clear to the other delegates that a point is being made and by whom.

More important than rising is that points and motions should never interrupt the speech of a fellow delegate or a statement being made by the dais.

If there are several motions on the floor with the same context, for example, one motion to set the speaker's time to five minutes, one to set it to fifteen minutes, and one to set it to thirty minutes the chair normally starts voting with the most extreme. This means the most extreme deviation of the current speaker's time. If the speaker's time in the aforementioned example was two minutes to start with, the chair would start with the motion to extend it to thirty minutes. The first motion to reach a simple majority is considered to be the will of the committee, while all other motions of the same type are discarded. If after several similar motions of one kind a delegate again moves for the same one, the chair will probably consider it "dilatatory" – which means it will not be entertained – since the committee has already debated this kind of motion at length.

No motions are lost during a suspension of the meeting: the motions will be noted down and entertained when the committee is back in formal session.

The precedence of motions usually follows the following pattern: a motion to suspend the meeting always takes precedence. This is followed by the motion to adjourn the meeting. 3rd are motions, which somehow disrupt or change the procedure of the committee such as adjournment of debate or closure of debate. Motions which only involve minor changes to the course of the committee, like changing the speaker's time have the lowest priority. However, it always remains at the discretion of the chair which motions are entertained first. (Go to the exact order)

Example Session

The following text is the account of a fictional session. Besides the dais, the following states are present: The Empire of Persia (Persia), the Polis of Athens (Athens), the Empire of Rome (Rome) and the Kingdom of Dalmatian (Dalmatian). The Kingdom of Babylon (Babylon) is late and therefore not present when the session begins. Before the substantive discussion on the topics can begin, a roll call will be conducted, and the order of the topics must be decided.

Accepting points or motions during sessions remains at the discretion of the chair.

You should bear in mind that this is an idealized debate in which every rule will only be introduced once. Some motions such as setting the speaker's time actually occur more frequently during a real debate, whereas others such as adjournment of debate might not be brought in at all.

Minute of Silent Prayer and Meditation

A motion for a minute of silent prayer can be brought in at the very beginning of a session – just after the session has been opened and before the roll call has been started. You may also bring in the motion after the end of the voting procedure. It serves to remember recent disturbing incidents or commemoration days (for example, the 10th memorial of the genocide in Rwanda). During this minute all delegates as well as the chair will remain in silence. There will only be one motion for a minute of silent prayer entertained by the chairs. The motion is however not in order to be abused for political purposes and motions which aim to offend other countries will not be entertained.

The motion for a minute of silent prayer is used to draw attention to a delegation. Since this motion passes without a vote, it is unusual to ask for several minutes of silent prayer (unless there were several disasters in the "real" world recently). You should not misuse this motion and ask to remember incidents, which are not regarded as calamity by all members of your committee. For example, the Palestinian Authority should not bring in a minute of silent prayer for an activist of Hamas, who was killed by the Israeli secret service, when the delegate of Israel is present.

Chair: Good morning distinguished Delegates. We hereby declare the session open and will now begin with the roll call. Distinguished Rapporteur, please start the roll call. One moment: Honourable Delegate of Persia, to what point or motion do you rise?

Persia: Distinguished Chair, honourable fellow Delegates, Persia moves for a minute of silent prayer for all the victims of the third Punic war.

Chair: This is in order at this time. Delegates, please retreat for a minute of silent prayer. (*All delegates retreat and a minute of silent prayer is held.*) Thank you, Delegates.

Roll Call

A roll call is useful to find out if a specific delegate is participating at the conference and if they are present or present and voting. If a member of the committee is missing more than once, it is upon the decision of the chair, to change the status to absent. If the member of the committee arrives during the session, he or she should write a note to the chair to claim his status.

At least at the beginning of each day of the conference as well as directly before the voting procedure there will be a roll call. The dais may decide to conduct further roll calls if it is deemed necessary. Each delegation will be called and has to state if the delegation is either present or present and voting. If a delegate is simply present, they may abstain on substantive votes. If they are present and voting they cannot abstain in substantive votes. In a procedural vote there are no abstentions possible at all. The status of the delegates will be recorded by the dais. The status may be changed – to do so you must pass a note to the dais registering your new status.

While it might seem odd to give up the strategic advantage of abstention, it sends out a strong signal that you have a position which you are ready to fight for and let others with a strong position know this.

Chair: Madame Rapporteur, please start with the roll call now.

Rapporteur: The Polis of Athens?

Athens: Present. *(The rapporteur notes down the answer.)*

Rapporteur: The Kingdom of Babylon? *(Nothing happens.)* The Kingdom of Babylon? *(Small pause).* The Kingdom of Dalmatian?

Dalmatian: Present and voting.

Rapporteur: The Empire of Persia? *(The delegate of the Kingdom of Babylon enters the room. She waits at the door until the roll call is finished before finding her seat.)*

Persia: Present.

Rapporteur: The Empire of Rome?

Rome: Present and Voting.

Chair: Thank you, Madame Rapporteur. We will now need some time to count the present delegations and calculate the majorities.

Rapporteur: There are currently four delegations present. The simple and the two-thirds majority for this session is three votes. In case of a draw the vote will be counted as a failure. Every Delegate who has come late shall send a note to the Dais stating his or her status in regard of voting. *(The delegate of Babylon joins and sends a note to the dais, stating that the Kingdom of Babylon is present and voting.)*

Rapporteur: The majorities have changed. We will still need three votes for a simple majority, but now four votes for a two thirds majority, since there are five delegations present now.

(Re-)Opening the Speakers' List

After the roll call at the very beginning of the conference there should be a motion to open the speakers list to enable the start of the substantive discussion. The first time this motion is introduced, it does not require a vote and therefore passes automatically. A speakers list will be opened without further motions at the beginning of the discussion of a new topic. During a caucus, the speakers list remains as it is. When a new speakers list is opened, the chair will ask those delegates who want to be put on it to raise their placards and will randomly pick out some delegations. In big committees it is normally not possible to recognise every delegate doing so. If you are not recognised immediately, please send a note to the dais and you will be put on the list.

You may bring in a motion to close the speakers list at any time during session. There will be a vote upon the motion, and if the motion passes with a simple majority, no more speakers will be added to the speakers list. The same procedure will be applied after a motion to re-open the speakers list.

As big committees will have a very long speakers list, you should try to be put on it at the very beginning of a session. Please bear in mind that the committee will directly go into voting procedure if the speakers list runs out! If there is no draft resolution which could be voted upon, the topic under discussion will be abandoned. If this is the case the next topic on the agenda will be discussed. Accordingly, you can bring in a motion to close the speakers list, if you want the voting procedure to start soon or to close a topic without substantive vote.

Chair: Are there any points or motions on the floor? Distinguished Delegate of Athens, to what point do you rise?

Athens: Honourable Chair, Athens moves to open the speakers list.

Chair: Thank you, honourable Delegate. The speakers list is now open. Every Delegate who wants to be put on the speakers list please raise your placards now and high. *(The chair calls out the names of several delegates. The rapporteur takes note of each country.)* Rome..., Babylon..., Persia..., and Athens. Since there are no further placards, any other delegations who want to be put on the speakers list, please send a note to the Dais.

Set the Speaker's Time

At the beginning of a session, the speaker's time is unlimited. You can try to change the current speakers' time with a motion to increase or to reduce it. The minimum speakers' time is 30 seconds. Before the vote upon this motion, which requires a simple majority, two speakers in favour of and two against that motion will be heard. Each one of them is allowed to speak for 15 seconds procedurally. If there is more than one motion on the floor to set the speaker's time, the committee will first vote upon the most disruptive/extreme motion. Furthermore, if one motion passes, the others will be deleted from the current motions list.

To change the speakers' time is a very common motion. But in order not to hamper the substantive discussion in your committee, you should not overuse it (otherwise, the chair might decide not to entertain all of these motions). The motion is often used strategically, which means that you can try to increase the speakers' time, when a member of your "coalition" or you are on top of the speakers list or to reduce it if an adversarial member of the committee is about to speak (example: Cuba would try to reduce the speakers' time if the USA are about to hold a speech and vice versa). If you want to bring in this motion strategically, please be aware that you are not allowed to explain these non-procedural reasons in a pro/con-speech.

Chair: Are there any further points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Distinguished Chair, fellow Delegates, Rome moves to set the speaker's time to twenty minutes. Thank you, honourable fellow Delegates.

Chair: Thank you, Delegate. This motion is in order at this time. Setting the speaker's time requires debate and a simple majority. We expect the Delegate of Rome would like to speak in favour? *(The delegate of Rome nods.)* Who else would like to speak in favour? *(Babylon and Persia raise their placards.)* The Chair recognizes the honourable Delegate of Babylon. We now have two speakers in favour; we will also need two speakers against: Who would like to speak against a speaker's time of twenty minutes? *(Athens and Dalmatian raise their placards.)* The Chair recognizes the honourable Delegates of Dalmatian and Athens. Distinguished Delegate of Rome, the floor is yours for fifteen seconds.

Rome: Distinguished Chair, honourable Delegates; the Empire of Rome thinks that twenty minutes are enough to state all issues in regard of the topics under discussion. Thank you, fellow Delegates.

Chair: Thank you, honourable Delegate. The Chair recognizes the distinguished Delegate of Athens for fifteen seconds.

Athens: Thank you, honourable Chair. Distinguished Delegates, twenty minutes are far too long. We should make better use of our time and adopt a more appropriate length of speaker's time.

Chair: Thank you, honourable Delegate. Distinguished Delegate of Babylon, the floor is yours for fifteen seconds.

Babylon: We agree with the statement of my dear colleague from Rome and consider twenty minutes as an appropriate time. Moreover, we should all keep in mind that

international negotiations are quite difficult and therefore... *(After her speaker's time expires, the chair interrupts her politely.)*

Chair: Thank you, honourable Delegate. The Chair grants the floor to the honourable Delegate of Dalmatian for fifteen seconds.

Dalmatian: Most distinguished Delegates, Dalmatian firmly believes, that the Empire of Rome only wants to exploit and abuse a long speaker's time for his own ends.... *(The chair interrupts the delegate bluntly.)*

Chair: Delegate, this is not in order! You must remain procedural during such a speech; in your substantive speeches you will have plenty of time to state the general position of your country. Honourable Delegates, after listening to the speeches we will now vote upon the motion. All those in favour, please raise your placards now", *(Three placards are raised.)* All those against? *(Two placards are raised.)* With a vote of three in favour and two against, this motion passes, and the speakers' time is now twenty minutes. *(The delegate of Dalmatian grunts loudly and derogatively over the result. The chair recognizes this and calls the committee to order.)* Delegates, decorum please.

Point of Information to the Speaker

Sometimes a speaker does not need all of their time. In this case the speaking delegate can allow questions from the committee by stating that he/she may be open for questions. If you have a question, you may simply raise your placard and the chairs will call upon you. To maintain diplomatic conduct, please remain standing as long as the speaker is answering your question.

Such questions are a good way to go more in depth of the speech of a delegate. If you are in agreement with the speaker, they can be used to emphasise the points made by picking up on the issues already stated. Alternatively, you could try and pick out weak areas of argument and emphasise them. However, you do not have the right of reply in this case! Furthermore, there is no cross-talking allowed. This means that you can only ask one question at a time and will receive an answer which you cannot refer to immediately by posing a second question. You have to wait until you are recognised again by the dais if you wish to receive more information of the speaker. As the speaking delegate you may also reserve the right to not answer a question posed to you.

Chair: Are there any further points or motions on the floor? Seeing none, we will now proceed with the speakers list. Honourable Delegate of Rome, I grant you the floor for twenty minutes. *(Rome delivers a speech of fifteen minutes instead of twenty minutes.)*

Chair: Thank you, distinguished Delegate. There is some of your speakers' time left. Are you open for points of information?

Rome: Yes, we are.

Chair: Thank you, honourable Delegate. Are there any questions to the speaker? *(Persia raises his placard.)* The Chair recognizes the distinguished Delegate of Persia. Honourable Delegate of Persia, please rise and state your question. *(Persia rises and states his question. After that, the delegate of Rome answers and this takes the last five minutes.)* Thank you, distinguished Delegate. As the speakers' time has elapsed, there will be no further points of information to the speaker.

Right of Reply

Should a delegate insult, question the integrity of or make arguably false statements in regard to the affairs of another state in formal speech, then the delegation of that state can ask for the right of reply. If the chair decides that the respective delegation is entitled to a right of reply, the replying delegate may write a statement and submit it to the dais so it can be corrected. This is a security measure to ensure that the replying state does not use the opportunity to merely fling the insult back or in turn make false accusations. The statement will then be read out to the committee. Normally, a delegate has between 30 and 180 seconds for a statement depending on the size of the committee. There is no right of reply to a right of reply. Note that a right of reply cannot be invoked during moderated or unmoderated caucus. You may of course at all times approach the dais if you feel personally insulted by another delegate.

Rights of reply are a good possibility to dominate the floor and proclaim the innocence/righteousness of your state and also to delegitimize the position of the insulting state. They should however be used carefully, as they can be as poisonous to the cooperative atmosphere of a committee as the original insult. They are also a possibility to clarify specific issues, to draw attention to your state or even to say something substantive about the current topic by subtly integrating the topics under discussion. Keep in mind that the committee will notice this if it is done too bluntly and might be disappointed by such an abuse. Generally, the right of reply is a motion rarely raised.

Chair: Are there any points or motions on the floor at this time? Seeing none, we will now proceed with the speakers list. The Chair grants the floor to the honourable Delegate of Babylon for twenty minutes. *(Babylon delivers a speech of twenty minutes. In between, she refers a few times to the third Punic war and directly attacks the policy of Rome accusing it, inter alia, of war crimes.)*

Chair: Thank you, honourable Delegate. Are there any points or motions on the floor?

Rome: *(exclaiming)* Right of Reply!

Chair: Distinguished Delegate of Rome, please rise and state your point.

Rome: Honourable Chair, distinguished fellow excellencies, Rome moves for a right of reply as we feel deeply insulted by the speech of the Delegate of Babylon who has accused us of several crimes we did not commit!

Chair: Your right of reply is granted. Please submit a written form of your reply to the dais. Afterwards, you may read it out to the committee.

Point of Information to the Chair

If you are not sure about a procedural matter you may rise to a point of information to the chair, who will explain the issue to you.

Since this point should not hamper the work of your committee, please make sure that your question/request is of common interest and not already answered in your RoP or background guide. Remember there is always the possibility to talk to the dais during caucus.

Chair: Are there any further points or motions on the floor? Distinguished Delegate of Athens, to what point or motion do you rise?

- Athens:** Honourable Chair, fellow Delegates, Athens moves for a point of information: Is it possible to ask the Delegate of Rome further questions? *(Babylon has already delivered a speech of 20 minutes since Rome had spoken. This is only possible in within the remaining speaker's time directly after a speech.)*
- Chair:** No, this is not possible now, since Rome has spoken before the Delegate of Babylon and so it is not possible to question him anymore.

Suspension of the Meeting for an unmoderated Caucus

While speeches during formal session are helpful to get to know the point of view of your fellow delegates, most of the work (such as finding support for your standpoint among your fellow delegates, writing working papers etc.) is done during informal negotiations, i.e. unmoderated caucuses. The length of an unmoderated caucus can vary between five minutes and several hours. Votes upon motions for an unmoderated caucus will be held without preceding debate and only a simple majority is needed for it to pass. You can also motion for a moderated caucus. This might help to structure the informal session and hear different opportunities on a certain topic.

An unmoderated caucus is primarily meant as a time for informal negotiations, even though it can be combined with a coffee-, cigarette- or meal break. It is useful to move for an unmoderated caucus before the beginning of a voting procedure, as you are not allowed to leave the room during that time.

- Chair:** But you might of course introduce a motion to suspend the meeting, so you may state your questions personally to him. Are there currently any motions on the floor? Honourable Delegate of Athens, to what point do you rise?
- Athens:** Distinguished Chair, Athens moves for a suspension of the meeting for the purpose of thirty minutes caucus. Thank you, honourable Chair.
- Chair:** This is in order at this time. This motion requires no debate, but a simple majority. All those in favour, please raise your placards! *(Two votes in favour.)* Against? *(Two votes against.)* With two votes in favour and two against, there is one vote missing. Distinguished Delegates, the dais remind you, that this is a procedural vote and every delegation has to vote? We will retake this vote: Who is in favour of a thirty minutes caucus? *(Three placards are raised.)* And who is against? *(Two placards are raised.)* With three in favour and two against, this motion passes. We will reconvene in half an hour. *(The delegates start talking to each other without the rules of the debate and some ask the dais to be assigned to a different virtual room to work on a working paper)*

Suspension of the Meeting for a moderated Caucus

If you want to discuss a matter fast while finding out the different positions of other nations about a specific topic in an ordered way, a moderated caucus is a good way to do this. The length of a moderated caucus can vary. When rising to your motion you need to specify the total time the caucus should have, the individual speakers time that will be allocated to each speaker, the topic of the caucus and name a moderator. This moderator can be the dais or any delegate present. There will be a vote upon this motion without preceding debate and a simple majority is needed to pass.

A moderated caucus can help to put structure into the debate. As you can directly answer to statements given by other delegates (contrary to formal speeches, where it often takes a while until it is your country's turn again) it is usually fast paced and very helpful to gain information on the topic. In contrast to an unmoderated caucus where you can walk around, you do not move around during this caucus, which helps to discuss the issues on hand in an orderly manner. If another person than the dais is chosen to be moderating, this selected person will moderate the caucus i.e. accounting for the time and choose the order of speakers

Amendment of the Agenda

If you have a strong interest in discussing a topic which is not part of the agenda, you can try to amend it. To do so, you must hand in a corresponding note to the dais. If the chair considers the request reasonable, they will ask you to explain your reasons to amend the agenda in a speech to the committee or to read out your note. There will then be a vote on the amendment without pro/con speeches; a simple majority is needed. Amending the agenda could for example be necessary if an urgent situation or a crisis arises, and delegates think the situation needs to be addressed by the committee. At MainMUN the dais will entertain motions to set the agenda directly after a motion to amend the agenda passed, even if the committee is not debating agenda-setting anymore.

Since the delegates have prepared themselves comprehensively for previously announced topics, amendments of the agenda are usually uncommon. However, if a crisis of utmost importance has taken place the committee has the capacity to address this crisis.

Chair: Please, honourable Delegates, come to order. We are back in formal session now. Are there any points or motions on the floor at this time? Distinguished Delegate of Rome, to what point do you rise?

Rome: Distinguished Delegates, honourable Chair, we have received grave news from the north: Germanic tribal war bands are invading our realm and we must unite to fight them back otherwise the whole Mediterranean world will be threatened. Therefore, we move to amend the agenda with the topic 'Germanic tribal war bands'.

Chair: Thank you, honourable Delegate. There is currently a motion on the floor to amend the agenda with the topic 'Germanic tribal war bands'. Although normally there has to be a written form of such a suggestion prior to the start of the conference, this motion will be entertained because of its urgency. An amendment of the agenda requires no debate and a simple majority. All those in favour of amending the agenda, please raise your placards now and high. *(Four placards are raised against, and one in favour.)* This motion clearly fails. The agenda remains unchanged.

Adoption of the Agenda

This motion only applies if there is more than one topic on the agenda of the committee. You should bring in this motion if you have a proposal on how to set the agenda. Every proposal to set the agenda in a certain way can be brought in only once (i.e., the dais will not entertain two motions proposing topic number one first, then topic number two and then topic number three). The committee will vote upon the proposals in the order they have been brought in. When a motion passes with a simple majority (without debate), the agenda is set. If no such motion passes and the speaker's list runs out when in agenda setting, the agenda will be set in the order they were presented by the conference.

In order to find a majority before your committee actually votes on the agenda setting, it is useful to move for a caucus prior to the first motion to set the agenda. Please note, that as soon as the agenda is set, the speakers list will be erased, and the chair will ask if somebody would like to be set on the speakers list (the speakers' time will remain).

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Persia, to what point do you rise?

Persia: Distinguished Delegates, honourable Chair, Persia moves to adopt the agenda in the following order: first topic II, then topic I, and finally topic III.

Chair: Thank you, honourable Delegate; this is in order at this time. Are there any further points or motions at this time? Seeing none, we will now vote upon the adoption of the agenda. All those in favour of this agenda order please raise your placards now. *(Three placards are raised in favour and two against. But the chair and the rapporteur both count wrong.)* With two in favour and three against, this motion fails.

Point of Order

If you want to make a procedural remark to the chair (such as to show the second page of the speakers list, if the first page is nearly exhausted) or draw the attention of the chair to a (possible) misdemeanour of a fellow delegate, you can raise your placard to bring in a point of order and state your issue after your point has been entertained by the chair.

There are multitudes of opportunities to move to a point of order, therefore you should use this motion only in appropriate cases (for example, if a fellow delegate does not stick to diplomatic conduct or wears a national symbol).

Chair: We will now continue with the formal session. Honourable Delegate of Persia, to what point do you rise?

Persia: Distinguished Chair, Persia moves for a point of order. We are afraid the Dais made a mistake and miscounted the votes.

Appeal the Decision of the Chair

In case of a possible procedural error, you may move to appeal the specific decision of the chair. If you bring this motion and after it was entertained by the chair, the committee decides upon the decision of the chair with a vote. A simple majority will appeal the decision and cancel it. It must always be preceded by a point of order. If no decision can be reached within the committee, you may request a decision of the secretariat. However, this should only be used in very extreme cases.

Chairs are only humans and sometimes make mistakes. If the committee thinks that a decision was wrong, it may correct the chair by force with this motion. You should use this motion carefully and only when you think that the chair committed an obvious violation of the rules, as it would be the case with counting votes wrongly.

Chair: Thank you, distinguished Delegate, but we think the result was quite clear. You may of course appeal our decision, if you wish to.

Persia: Distinguished Chair, with all respect, but indeed, we appeal your decision.

Chair: This is in order at this time. Appealing the decision of the Chair requires no debate and just a simple majority. *(All delegates raise their placards.)* This motion clearly passes. The Chair stands corrected and apologizes.

Have an Expert Speech

This motion invites a person, that is not a member of the committee to give a speech as an expert on a specific topic. The delegate, who introduces this motion has to state the topic of the speech and who shall be the speaker. If a simple majority is reached, the dais will take all the necessary action to invite the speaker and as soon as the speaker had sufficient time to prepare, they will give their speech in front of the committee with unlimited speakers' time.

Sometimes, new topics pop up in a debate that no one could have foreseen. Or a Crisis occurs. Or you simply need a special expertise on something you want to have in your draft resolution. In such cases, the debate can benefit from having new input. If the invited person is not part of the conference, the secretariat or the Crisis team will send a speaker. Try to formulate the topic as specific as possible, so that the speaker can prepare well and give the insights you want. Be aware that you cannot invite members of the committee – if you want their expertise, just send them a note – and that this motion cannot replace your individual preparation. If you request an expert speaker on something that should have obviously been researched before the conference, the dais will not entertain this motion.

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Persia, to what point do you rise?

Persia: Distinguished Delegates, honourable Chair, Persia moves to have an expert speech on the topic "Ensuring food supply in the Mediterranean" by a representative of Egypt.

Chair: Thank you, honourable Delegate; this is in order at this time. Are there any further points or motions at this time? Seeing none, we will now vote upon the motion to have an expert speech. All those in favour of this please raise your placards now.

(Three placards are raised in favour and two against.) With three in favour and two against, this motion passes and the dais will request the speaker *(The dais now contact a delegate of Egypt, who is in another committee, and ask her to prepare the expert speech. Later that day, she comes to the committee and gives her speech).*

Exclude the Public

This motion temporarily excludes the public from the committee. This includes representatives of NGO's, members of the press team and faculty advisors. If a simple majority is reached, all members of the mentioned groups have to leave the committee room and are not allowed to reenter until a time up to 30 minutes has elapsed. The exact time is determined by the delegate. It will not be entertained multiple times in a row.

You should be aware of the impression this motion gives on the public; therefore, this motion is rarely used. It can thus make sense to exclude the public when discussing certain topics.

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Athens, to what point do you rise?

Athens: Distinguished Delegates, honourable Chair, Athens moves to exclude the public for one hour.

Chair: Thank you, honourable Delegate; the dais will not entertain this motion, as the public should only be excluded for a short time, would the delegate of Athens therefore be willing to reduce the time to 30 minutes?

Athens: We accordingly move to exclude the public for 30 minutes.

Chair: Thank you, honourable delegate, this motion is in order at this time. Are there any further points or motions at this time? Seeing none, we will now vote upon the motion to exclude the public for 30 minutes. All those in favour of this please raise your placards now. *(Four placards are raised in favour and one against.)* With four in favour and one against, this motion passes and the dais kindly asks all members of the public to leave the committee room until 30 minutes have passed.

Adjournment of Debate

An adjournment of debate will end the debate on a topic without substantive voting, even if there are already draft resolutions which have been approved by the chair. Such a motion requires two speakers in favour and two speakers against, each speaking for 15 seconds procedurally. After the debate a procedural vote takes place and simple majority is enough to adjourn the debate. The draft resolutions are simply discarded.

This motion is normally only used when it is obvious that positions are so contrary to each other, that consensus seems impossible. On the other side, this is a way to skip a topic that your state is uncomfortable with, especially if the work of the committee is moving in the wrong direction in your opinion. But keep in mind that a majority is needed for this motion and that an adjourned topic can still be reconsidered (by introducing the motion to reconsider the topic).

Dalmatian: Distinguished Chair, honourable Delegates, the Kingdom of Dalmatian moves for an adjournment of debate. Thank you, distinguished Excellencies.

Chair: Distinguished Delegate, we have had no substantive debate about the topic currently under discussion. The Chair recommends hearing some speeches before considering this topic dilatory and kindly asks you to withdraw your motion.

Dalmatian: We will not withdraw our motion.

Chair: This is in order at this time. An adjournment of debate requires two speakers in favour and two speakers against. Honourable Delegate of Dalmatian, would you like to speak in favour? *(The delegate of Dalmatian nods.)* Who else would like to speak in favour? *(No one raises the placard.)* No one? In this case, there will also be only one speaker against. Who would like to speak against the adjournment of debate? *(Athens raises their placard.)* The dais recognizes the distinguished Delegate of Athens. Honourable Delegate of Dalmatian, the dais grants you the floor for fifteen seconds.

Dalmatian: Distinguished Delegates, honourable Chair. Although we have not discussed this topic at all, it should be kept in mind that these Germanic tribal war bands the honourable Delegate of Rome just mentioned are still a great concern to us. However, amending the agenda is inappropriate. Rather, we should move on to the next topic where these urgent issues could be discussed as well. Thank you, most distinguished Excellencies.

Chair: Thank you, honourable Delegate of Dalmatian. Distinguished Delegate of Athens, we grant you the floor for fifteen seconds.

Athens: Thank you, honourable Chair. Excellencies, we are against this proposal as it will disrupt our working procedure and, as just stated, obviously draws the attention of this committee to something that is essentially a national issue and therefore not of relevance here. Please vote 'no', fellow Delegates.

Chair: Thank you, honourable Delegate. All those in favour of adjourning the debate please raise your placards now. *(Three votes in favour.)* All those against? *(Two votes against.)* With three votes in favour and two against the debate is adjourned. We will now directly move to the next point on the agenda, which is topic number I.

Reconsideration of a Topic

After the conclusion of one topic and after having moved on to the next on the agenda, the committee may move to reconsider the first topic and debate it anew. Two speakers against will be heard, each for fifteen seconds. Immediately after both speeches there will be a procedural vote. If the necessary two-thirds majority is reached, the topic will be discussed again.

This is a rarely used motion as normally a committee completely and exhaustively debates a topic before it moves on the next. But it is possible that new information has become available during the debate of the second topic, or the topic was prematurely adjourned due to strategic reasons, and so the committee can decide to re-open the debate.

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Athens, to what point do you rise?

Athens: Most distinguished Chair, Athens move for a reconsideration of topic II, as we had no substantive debate. Thank you, Chair.

Chair: Thank you, Delegate, this is in order at this time. There is a motion on the floor for the reconsideration of topic II. This motion requires no speakers in favour but two speakers against. Who would like to speak? *(Dalmatian and Rome raise their placards.)* The Chair recognizes the honourable Delegates of Dalmatian and Rome. Distinguished Delegate of Dalmatian, the floor is yours for fifteen seconds.

Dalmatian: Thank you, honourable Chair. Distinguished Delegates, it seems dilatory to reconsider a topic which we have voted to skip as a result of the concerns we all have in regard of the invasions. We can return to this point again later when the more immediate threat has been dealt with. Thank you, fellow Delegates.

Chair: Thank you, distinguished Delegate. Distinguished Delegate from Rome, the floor is yours for thirty seconds.

Rome: Thank you most honourable Chair. Even without the pressure from the tribal war bands mentioned by my colleague, every one of us is well aware of the important issues at stake in topic I. Therefore, we should not reconsider topic II until, as my previous speaker just suggested, we have dealt adequately with topic I. Thank you for your attention, fellow Delegates.

Chair: Thank you, honourable Delegates. We will now vote upon reconsidering topic II. This requires a two-thirds majority. We would like to remind all of you that this is a procedural vote and therefore everyone has to vote. All those in favour, please raise your placards now. *(One placard is raised.* All those against. *(Four placards are raised.)* With one vote in favour and four against this motion clearly fails. We will now proceed with topic I.

Decision of Competence of the Committee

The committee may at every time declare itself incompetent to deal with a specific issue. In this case no debate is necessary; the motion is simply followed by a procedural vote. If a simple majority is reached the body declares itself incompetent and will not further discuss the topic.

This is an even stronger motion than adjournment of debate. While it is, of course, possible to go back and reconsider a topic, it is an extreme action for the committee to declare itself unable to deal with an issue. If the committee reconsidered the topic it would lack credibility. The chair will seldom entertain a motion to reconsider a topic if the body has declared itself unable to deal with the item. So, unless you want to remove a topic permanently it is inadvisable to use this motion.

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Athens, to what point do you rise?

Athens: Honourable Chair, Athens moves decide upon the competence of this body to deal with this issue. Thank you, honourable Chair.

Chair: Thank you, honourable Delegate. There is currently a motion on the floor to decide upon the competence of this committee to deal with the current issue. The decision requires no debate, and a simple majority is needed. Everyone who considers this body incompetent to deal with this topic, please raise your placards now. *(Two placards are raised.)* Thank you. Against? *(Three placards are raised.)* With two votes in favour and three against, this committee is considered competent to debate topic I.

Adjournment of the Meeting

The adjournment of the meeting will end the entire meeting of the committee only to be continued the following year. To adjourn the meeting no debate is required, just a procedural vote with a simple majority.

This motion is normally only used to end the conference on the very last day. In reality it could be used earlier if continued talks will probably only lead to more disagreement or even outright conflict between the delegates and the negotiation process as a whole is endangered. At MainMUN this motion will not be entertained by dais until the last day of the conference. Appealing the decision of the chair is ruled out in this case.

Chair: Are there any points or motions on the floor at this time? Athens, to what point do you rise?

Athens: Distinguished Chair, Athens moves to adjourn the meeting. This farce my fellow Delegates are conducting here is [...] *(Athens is interrupted by the chair.)*

Chair: Delegate, this is out of order! There is no necessity for justifying your reasons for this motion, please do not waste the time of this high body by abusing motions to make statements. There is currently a motion on the floor for adjournment of the meeting. This motion requires no debate, only a simple majority. All those in favour, please

raise your placards now. *(Only Athens raises his placard.)* All those against? *(Four other delegates are raising their placards.)* With one vote in favour and four against this motion also clearly fails. We will now continue with the debate.

Closure of Debate

The motion to close debate means the end of any discussion about the topic and the committee moves directly into voting procedure. In contrast to the motion for a closure of the speakers list, which means that the remaining speakers on the list will be heard, the speakers on the list will be skipped in the case of a closure of debate. This motion requires two speakers. Both will speak against the motion, each for 15 seconds. Then there will be a procedural vote. This motion requires a two-thirds majority.

This motion discards the speakers list and consequently is a quicker but more impolite way to end discussion on a topic and to move to substantive voting. Because of its abruptness, its strategic use is to prevent any further working papers being handed in or to prevent any speakers from persuading against the paper you support. But as it needs a two-thirds majority this motion is normally only brought in when the vast majority of a committee is ready to end debate and move to voting procedure. Once this motion has passed, the committee is automatically in voting procedure, and this means no one can enter the room any longer. If you decide to leave the room, you will not be able to re-enter. If you think this motion will pass, a short caucus for the purpose of using the toilet beforehand might be wise!

Chair: Are there currently any points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Distinguished Excellencies, the Empire of Rome moves for a closure of debate.

Chair: This is in order at this time. There is currently a motion on the floor for closure of debate. Is there objection to this motion? (Two placards are raised.) Seeing objection, we will have to vote. There will be two speakers against and a procedural vote upon this motion. Who would like to speak against? (Persia raises his placard.) Only the honourable Delegate of Persia? In this case, the Dais recognises the Delegate of Persia. Distinguished Delegate of Persia, I grant you the floor for thirty seconds.

Persia: Distinguished Delegates, honourable Chair. There are still several working papers on the floor and we have neither seen all of them nor discussed them. We should wait with closure of debate until we have more than just one draft resolution on the floor. Thank you, Delegates.

Chair: Thank you, honourable Delegate. We will now vote upon the closure of debate. This requires a two-thirds majority. All those in favour, please raise your placards now and high. (Four placards are raised) All those against? (Only Persia raises his placard) With four votes in favour and one against the debate has now been closed. We will now move directly into voting procedure.

Seconds and Objections

Any delegation needs support by the majority of the committee for her/his motion. When a delegate brings in a motion the Chair may ask for seconds to the motion before debate and the procedural vote. Any other delegate may now raise their placard to second the motion. If there is no second, the motion is immediately discarded. Only if there is at least one second to a motion, the chair may proceed and will ask for objections to the motion. Any delegate who did not second the motion may now, by show of placard, object to the motion. In case of no objection, the motion automatically carries. If there is at least one objection, the Chair must proceed with a vote (and if necessary, debate upon the motion).

Voting Procedure

Chair: Honourable Delegates, we are now in voting procedure. Absolute decorum is to be maintained in the committee room at all times – this means that Sending notes is no longer permitted. Any delegate leaving will not be able to re-enter afterwards. Prior to voting we will conduct a roll call. When the name of your country is called, please state if you are either present or present and voting. Please bear in mind that being present and voting means that you are not allowed to abstain in a substantive vote. *(Rapporteur conducts the roll call. Present are Athens, Babylon, Dalmatian, Persia and Rome. No country is present and voting.)*

Chair: Thank you, honourable Delegates. Please note, that during the voting procedure, the Chair will only entertain seven specific points and motions:

A point of order to correct a procedural error

A point of information to the chair

An appeal of the decision of the chair

A motion for division of the question

A motion for voting clause by clause

A motion for a roll call vote

A motion for adoption by acclamation

Two draft resolutions have been submitted to the Dais and distributed to the committee. We will start with draft resolution 1/1. Does every member of the committee have a copy of this resolution? *(Delegates affirm by nodding.)* Are there any points or motions on the floor?

Friendly and unfriendly Amendments

Friendly and unfriendly amendments are effective tools to change specific parts of a draft resolution or a report. The changes might vary in their size, from striking out or adding a single word to rephrasing entire clauses or even adding new ones and erasing old ones. As outlined above, the main difference between friendly and unfriendly amendments is the acceptance of the original sponsors of a draft resolution.

To draft an unfriendly amendment, you also need sponsors and signatories, but less than for a working paper. Again, the chair decides upon the actual number of sponsors and signatories and whether the amendment is formulated correctly or not. Approximately you need 10% of the committee, 2% sponsors and 8% signatories. After the dais has accepted the amendment, they will call the sponsors to the front to present it to them. If they accept it, the resolution or report text will be changed, and a new draft resolution or report will be distributed to the committee. If only one sponsor disapproves of the proposed amendment it will be not added. But assuming it has the requisite number of sponsors and signatories it remains relevant as the committee will vote upon it during voting procedure as an unfriendly amendment. The chair will decide which unfriendly amendment will be voted upon first, normally starting with the one which proposes the most extreme changes. Additionally, the sponsors will be asked if they agree upon all friendly amendments, if they could not be included in the printout of the draft resolution, at the start of the voting procedure.

Chair: We will now proceed with draft resolution 1/2. The dais has received two amendments. These amendments have been copied and submitted to the committee. Is there anyone in the committee missing the amendments who needs the dais to read them out? *(Hands are raised.)* Madame Rapporteur, please read out the first amendment. *(Rapporteur reads it out slowly.)* Thank you, Madame Rapporteur. Are each of the sponsors of the draft resolution in favour of this amendment? *(Sponsors affirm by nodding.)* Thank you, Delegates, the amendment becomes a friendly amendment and is now part of the draft resolution 1/2. We will now proceed with the second amendment. *(Rapporteur reads it out.)* Are each of the sponsors of the draft resolution in favour of this amendment? *(Sponsors shake their heads.)* The sponsors did not agree with this amendment; therefore, it becomes an unfriendly amendment. We will now vote upon this unfriendly amendment; a simple majority is needed. All Delegates in favour of the inclusion of this amendment please raise your placards now and keep them high. *(Two placards are raised.)* All those against? *(Again, two placards are raised.)* Any abstentions? *(One placard is raised.)* Thank you, Delegates. With two votes in favour, two against and one abstention the amendment fails and will not be part of this resolution.

Division of the Question

Dividing out clauses is a two-step procedure. The committee first votes procedurally whether to divide out a clause or not. This requires debate, with two speakers in favour and two against. A simple majority is necessary for this procedural vote. If the vote fails, the committee proceeds with the regular voting procedure. If the committee votes in favour of dividing out a clause, a second vote, this time substantial, will be taken on whether to make the clause an annex to the resolution or to erase it from the draft. This vote is substantive and also requires a simple majority. If the substantive vote passes, the clauses will become part of the annex and therefore their content will be highlighted. It is important to note, that the annex will survive, even if the resolution as a whole would fail. If the substantive vote fails, the clause will no longer be part of the resolution.

This motion is intended to highlight certain clauses by making them an annex to the resolution. Delegates may also make use of the division of the question to strike out operative clauses from a draft resolution. At the end of this RoP document, you'll find a flowchart detailing how the Division of the Question works exactly.

Chair: Are there any points or motions on the floor? Honourable Delegate of Persia, to what point do you rise?

Persia: The Empire of Persia moves to divide out operative clause number three.

Chair: Thank you, Persia. This motion is in order at this time. Are there any further points or motions on the floor? Honourable Delegate of Dalmatian, to what point do you rise?

Dalmatian: The Kingdom of Dalmatian moves to divide out clause number five.

Chair: Thank you, honourable Delegate. This motion is in order at this time. Are there any further points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Honourable Chair, the Empire of Rome moves to divide out clauses number two and four as a block.

Chair: Thank you, honourable Delegate. This motion is in order at this time. Are there any further points or motions on the floor? Seeing none, there are currently three divisions of the question on the floor, one to divide out clause number three, one to divide out clause number five and one motion to divide out clauses number two and four as a block. We will start with clause number three. Is there any opposition to divide out clause number three? *(A few placards are raised.)* Seeing opposition, we will have to vote. As stated before, this motion requires two speakers in favour and two against. Who would like to speak in favour? *(Rome and Persia raise their placards.)* We recognise the honourable Delegates of Rome and Persia. Who would like to speak against? *(Athens and Dalmatian raise their placards.)* The honourable Delegates of Athens and Dalmatian. Honourable Delegate of Rome, we grant you the floor for 15 seconds.

Rome: Thank you, distinguished Chair. Fellow Delegates, by dividing out operative clause number three and putting it into an annex, we may highlight the most essential part of this resolution. Therefore, honourable Delegates, please vote yes and yes. Thank you, fellow Excellencies.

Chair: Thank you, honourable Delegate. Distinguished Delegate of Athens, the floor is yours for 15 seconds.

Athens: Thank you. Most distinguished Excellencies, we beg you not to tear this resolution into pieces by dividing out clause number three. This resolution will be hollow if we do so. Thank you, distinguished Chair.

Chair: Thank you, honourable Delegate. Distinguished Delegate of Persia, we grant you the floor for 15 seconds.

Persia: Thank you, honourable Chair. Fellow Excellencies, the imperialist contents of this operative clause in particular have to be erased out of the resolution... *(Persia is interrupted by the chair.)*

Chair: Delegate, this is out of order! This is a procedural matter and we strongly request you to show more respect for this high body by sticking to its rules.

Persia: We apologise, distinguished Chair. May we make a new start?

Chair: Distinguished Delegate, we will grant you a second try.

Persia: Thank you, honourable Chair. Fellow Excellencies, operative clause number three is alien to the rest of the resolution and should therefore be erased. Therefore, please vote in favour of dividing it out, but do not vote in favour of putting it into the annex. Thank you, most distinguished Excellencies.

Chair: Thank you, distinguished Delegate. We will now vote upon the division of clause number three. All those in favour, please raise your placards now. *(Four placards are raised.)* All those against. *(One delegate raises his placard.)* With four votes in favour and one against, clause number three is divided out of this draft resolution. Now we will vote upon clause number three substantively and decide if it should be put into the annex or be erased completely. *(Persia raises her placard.)* Honourable Delegate of Persia, to what point do you rise?

Persia: Persia moves for a roll call vote.

Chair: Thank you, honourable Delegate. This motion is in order at this time. We will now vote upon clause number three by roll call. When the name of your country is called, please say yes, no, abstain, or pass. Voting "yes" means to vote for putting clause number three into an annex: this clause will survive even if the whole resolution fails. If you vote no, you vote to discard clause number three completely. Distinguished Rapporteur, please conduct the roll call vote. *(Rapporteur calls the countries, they vote.)* Thank you, Delegates. With one vote in favour, two against and two abstentions, clause number three is no longer part of this draft resolution. Please strike it out on your papers. We will now proceed with clause number five. Is there any opposition to the division of clause number five? Seeing opposition, we will have to vote. This motion requires two speakers in favour and two against. Who would like to speak in favour? *(Again, speakers are recognised, but this time only one on each side, as there was only one against dividing out clause number five.)* Thank you, Delegates. We will now vote upon the division of clause number five. *(The dais conducts the vote, first asking who is in favour and then who is against.)* With four votes in favour and one against, clause number five is divided out of the resolution. Now we will vote upon clause number five substantively. *(The dais conducts the vote, first asking who is in favour, then who is against, and finally who abstains.)* All those in favour of clause number five becoming an annex, please raise your placard

now. All those against? Any abstentions? Thank you. With four votes in favour and one abstention, clause number five becomes an annex. We move on to the motion to divide out clauses number two and number four as a block. Is there any opposition to this motion? Seeing opposition, we will have to vote. This motion requires two speakers in favour and two against. Who wants to speak in favour? *(As above, four speakers are recognised, each speaking procedurally for 15 seconds.)* Thank you, Delegates. We will now vote upon the division of clauses number two and four. *(The dais conducts the vote, first asking who is in favour and then who is against.)* With one in favour and four against, the motion to divide out clause number two and four as a block, fails.

Adopt by Acclamation

A resolution may be adopted by acclamation without actually voting on it. This signifies that the committee is in consensus about the contents of a draft. There is neither debate nor vote upon this motion; however, objection by a single delegate is enough for it to fail.

Delegates who intend to vote in favour of a draft or abstain should generally be in favour of this motion. Those delegates intending to vote against a resolution should be opposed to adoption by acclamation. Nevertheless, if there seems to be consensus, it is a quite useful way to shorten the voting procedure.

Rome: The Empire of Rome moves to adopt this resolution by acclamation.

Chair: Thank you, Delegate. This motion is in order at this time. Is there any opposition to this motion? *(Several placards are raised.)* Seeing opposition, the motion to adopt this resolution by acclamation fails.

Roll Call Vote

A roll call vote may be requested in voting procedure at any time on substantive votes only and passes without a vote. This means that the following vote will be conducted by roll call without first voting on whether to go into roll call or not. The delegates may answer during roll call vote only with “yes”, “yes, with rights”, “no”, “no, with rights”, “abstain”, or “pass”. If a delegate says “pass”, the roll call will be continued with the next delegate. After all delegates have been asked, the delegates who answered “pass” in the first round will be asked again. This time, they are not allowed to use “pass” again OR to abstain and have to vote “yes”, “yes, with rights”, “no” or “no, with rights”. If a delegate answers “yes, with rights”, or “no, with rights”, the delegate has the opportunity to hold a speech of 30 seconds after the roll call vote has been concluded and after the dais announce the final result. In this speech the delegate is supposed to explain its voting decision to the committee.

However, be aware that it is the decision of the dais if voting “yes, with rights” or “no, with rights” is possible during a roll call vote.

A roll call vote is of interest for delegations who wish to either emphasise their own vote on an issue or make it public to the whole committee, or for delegations that wish to know how certain other delegations vote on a topic. Especially “pass” is quite useful to get an overview about the vote in total, before you have to give your vote. And you should not use a roll call vote too often; it is quite a time-

consuming procedure, especially in larger committees. You can of course introduce a motion for a roll call vote anytime. However, in larger committees roll call votes may only apply to votes upon a resolution as a whole.

Rapporteur: The Empire of Persia?

Persia: Pass.

Rapporteur: The Empire of Rome?

Rome: Yes.

Rapporteur: The Kingdom of Babylon?

Babylon: Yes.

Rapporteur: The Kingdom of Dalmatian?

Dalmatian: No, with rights.

Rapporteur: The Polis of Athens?

Athens: Yes.

Rapporteur: The Empire of Persia?

Persia: Abstain.

Rapporteur: Honourable Delegate, you may not abstain when passed once.

Persia: We apologise and vote no.

Rapporteur: Thank you, this concludes the roll call.

Chair: With three votes in favour and two against, the draft resolution becomes resolution 1/1. *(Delegates clap.)* Honourable Delegate of Dalmatian, since you voted “no, with rights”, you now have 30 seconds to explain your vote to the committee.

Dalmatian: Thank you, honourable Chair. *(The Delegate then explains his voting decision to the committee).*

Clause by Clause

A delegate may move for voting on a resolution clause by clause. Before voting on resolution as a whole, each operative clause will first be voted upon separately. This motion passes without a vote or debate and a simple majority is required for each clause. If a vote on a clause passes, the clause will remain part of the resolution; if a vote on a clause fails, it will be erased from the resolution.

Note: You may not vote upon clauses which have been divided out by division of the question.

This motion is useful if delegations want to erase certain operative clauses from a draft in order to be able to vote in favour of a resolution. While it might be more time consuming than divisions of the question, it is more accurate and does not include the risk that clauses you intend to erase become part of an inerasable and highlighted annex. Please note that preamble clauses can neither be changed by amendments, nor can they be divided out or voted upon clause by clause! They will always remain, unless of course the whole resolution fails.

Chair: Are there any points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Honourable Chair, the Empire of Rome moves to vote clause by clause.

Chair: Thank you Delegate, this motion is in order at this time. Since this motion passes automatically without a vote, draft resolution 1/2 will be voted upon clause by clause. We start with clause number one. All those in favour of clause number one remaining part of this draft resolution, please raise your placards now. (*The dais conducts the vote.*) With one vote in favour and four abstentions, clause number one remains part of this draft resolution. We proceed with clause number two. All those in favour of clause number two remaining part of this draft resolution, please raise your placards now. (*The dais conducts the vote.*) With four votes in favour and one abstention, clause number two remains part of this draft resolution. We proceed with clause number four. All those in favour of clause number four remaining part of this draft resolution please raise your placards now. (*The dais conducts the vote.*) With no one in favour, four against and one abstention, clause number four is no longer part of this resolution. Please strike it out.

Chair: Are there any points or motions on the floor? Seeing none, we will now vote upon draft resolution 1/2 as a whole. It now consists of the preamble clauses and of the operative clauses number one and number one. Clause number five has become part of an annex; it will survive even if this draft resolution does not. All those in favour of draft resolution ½, please raise your placards now. (*The dais conducts the vote.*) Thank you, Delegates. With three votes in favour, one against and one abstention, the resolution is adopted and becomes resolution 1/2 of the General Assembly. (*Delegates applaud.*)

Chair: After conclusion of the voting procedure in respect to topic I, we will now directly move to topic III on the agenda. Are there any points or motions on the floor? Honourable Delegate of Athens, please rise and state your point.

Athens: The Polis of Athens moves for an adjournment of the meeting.

Chair: Thank you, honourable Delegate of Athens. Your motion is very well taken. Is there any opposition to this motion? Seeing none, the meeting is adjourned. We will reconvene next year. (*Session ends.*)

About Resolution Writing

The aim of each conference is to write resolutions. A resolution is the condensed opinion of the delegations which participated in the conference and normally consists of a variety of options, ranging from general remarks to concrete suggestions to complete, for example, plans of action. They have a preamble and an operative section. The preamble section normally contains the spirit of a topic or issue under discussion and under which perspective possible solutions should be considered. Very often resolutions and important documents written in past conferences on the same topic are also mentioned here. Specific ideas and plans for action resulting from the debates in conference will be listed in the operative section. Preamble and operative clauses have specific phrases with which they begin. A list of these wordings can be found in the annex – this is of course only a selection; in reality there are many more options.

However, we do ask you to draw your introductory phrases from this list unless you can prove that other phrases in respect of the topic under discussion have been used as well, in which case you may of course also use them.

Resolutions start as working papers written by the delegates. Normally, such papers are written during caucus so you will need to move for caucus frequently if you want to have time to finish a paper. After they have been written they need a specific number of sponsors and signatories. Sponsors are normally the delegations which have played a major role in writing the paper and who are advocating the ideas presented. Signatories are normally delegates, who have not significantly contributed to the content but support the general idea behind the paper or are willing to discuss proposals therein. Sometimes, for strategic reasons, countries are asked to sponsor a specific paper, without having contributed to it or others, which have worked intensively on the respective paper, are only named as signatories. The biggest difference between sponsors and signatories can be seen when delegates who did originally not take part in the writing process approach the authors of a resolution and want to amend their paper. In that case ALL of the sponsors (but not the signatories!) have to agree on the amendment – if they do, it becomes a “friendly amendment” and will be included in the draft resolution immediately. If not every sponsor or none of them agree with it, the amendment becomes an “unfriendly amendment” – it then has to be handed in to the dais prior to the voting procedure and the committee will vote upon its inclusion in the respective resolution.

Normally, the combined number of sponsors and signatories has to amount to about 15 to 20% of the number of delegates of the entire committee (if 20% of the committee are sponsors, no signatories are needed). The chair will decide and announce how many sponsors and signatories are actually needed. Please bear in mind that a sponsor is automatically a signatory – meaning that all of the supporters of a resolution could be sponsors, you do not have to search for extra signatories if your number of sponsors is already reaching the necessary fraction of the committee. This might especially be the case within smaller committees, where you might need only a few sponsors and signatories.

Before becoming a resolution, working papers have to be handed in to the dais, in order for the paper to be corrected. As detailed questions have to be clarified, this will take a while in most cases and it is not unusual that the dais recommends revising a paper several times. The dais will usually not interfere with the actual substance of the paper but will merely correct language mistakes as well as wrongly cited organizations or treaties. Moreover, the dais will draw the attention of the sponsors to logical errors in the paper, for example if an operative clause interferes with another clause. Apart from such formal errors, the proposals made by the dais are not mandatory. After the delegates have corrected their paper, the dais will accept the working paper and it becomes a draft resolution, which

will be distributed to every delegate. If the committee approves the draft resolution during voting procedure, the draft will finally become a resolution.

The universal rules regarding plagiarism are of course as relevant at this MUN as at all others. It is not acceptable to re-use resolutions and speeches formulated by other people or bodies. Also, pre-written resolutions will not be accepted at the MainMUN since they harm the dynamics of the negotiations.

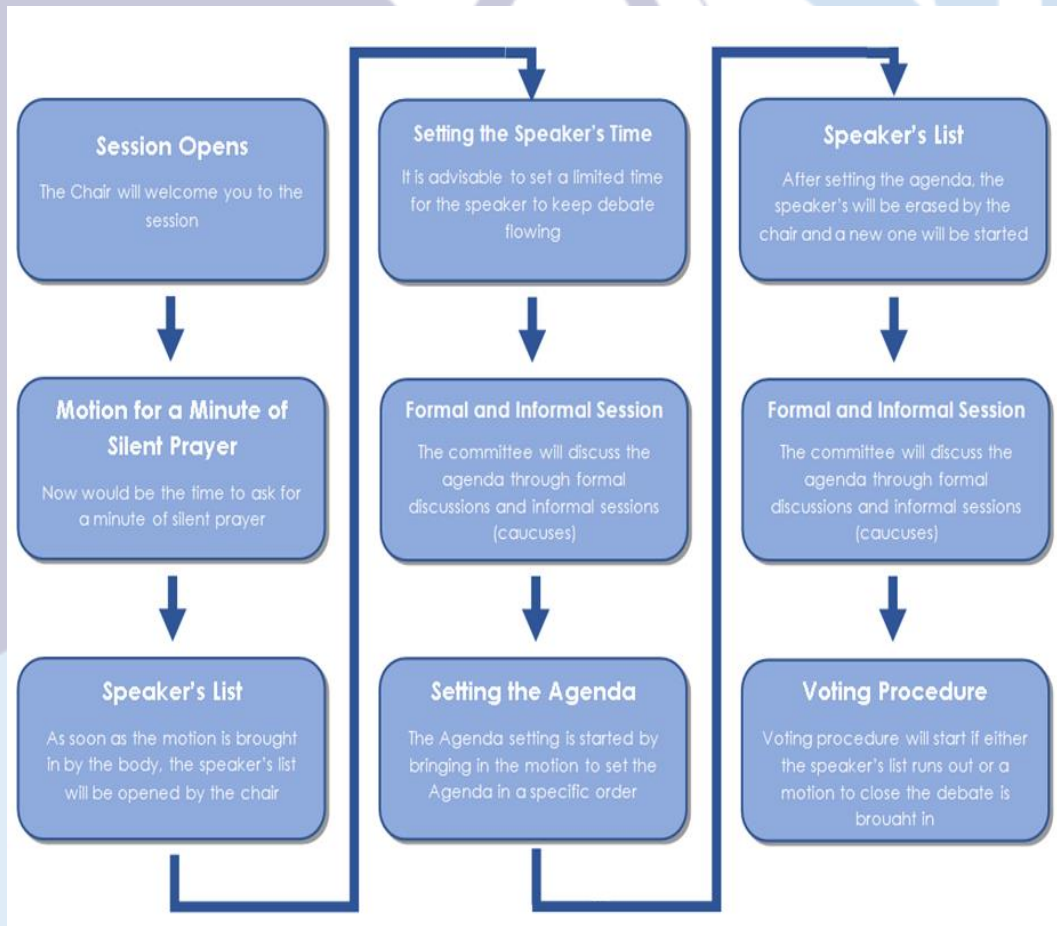
Guidelines for further Research

In preparing to represent your country your approach should be twofold. First, you should search for general information about your country, for example, how large is the population? What cultural background does it have? What regional aspects are important? The internet links below provide different perspectives and give you a more textured picture of your country – be aware that you ARE actually representing this country. For example, if you would represent a country which is cloaking its oppressive policy with the mantle of fighting terrorism, you will have to take this position during the conference, even if you personally totally disagree with it. Secondly, you should find out which relevant treaties your country has signed or ratified.

It is very helpful to study the speeches of your country's representatives, which can be easily accessed through the UN Bibliographic Information System. This way you can identify typical phrases you may use when holding speeches. It is also the best way to find out how your country frames problems and what matters most to your country.

Annex

Flow of the Session



Preambular and Operative Clauses

Preambular Clauses

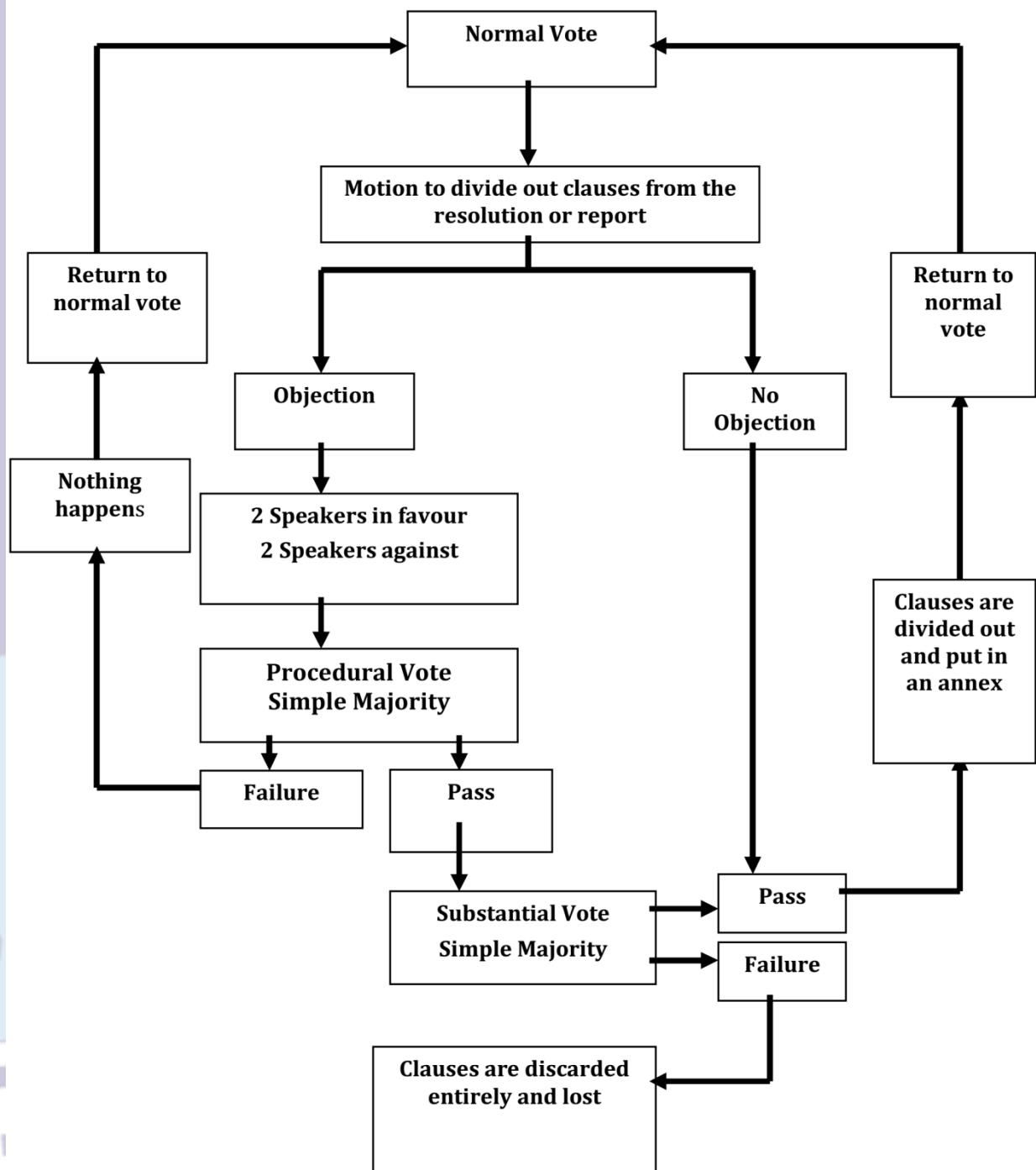
Affirming	Deeply disturbed	Having adopted	Noting with satisfaction
Alarmed by	Deeply regretting	Having considered	Observing
Aware of	Desiring	Having considered further	Realizing
Bearing in mind	Emphasizing	Having devoted attention	Recalling
Believing	Expecting	Having examined	Recognizing
Confident	Fulfilling	Having heard	Referring
Contemplating	Fully alarmed	Having received	Seeking
Convinced	Fully aware	Having studied	Taking note
Declaring	Fully believing	Keeping in mind	Welcoming
Deeply concerned	Further deploring	Noting further	
Deeply conscious	Further recalling	Noting with deep concern	
Deeply convinced	Guided by	Noting with regret	

Operative Clauses

Accepts	Declares accordingly	Further recommends	Reminds
Affirms	Deplores	Further reminds	Requests
Approves	Designates	Further requests	Resolves
Authorizes	Draws attention	Further resolves	Solemnly affirms
Calls	Emphasizes	Have resolved	Supports
Calls upon	Encourages	Notes	Takes note of
Condemns	Endorses	Proclaims	Urges
Confirms	Expresses its hope	Reaffirms	
Considers	Further invites	Recommends	
Decides	Further proclaims	Regrets	

(The Security Council may use “decides”, since it establishes international law. All other committees may use “Decides to remain seized of the matter.” as the last operative clause of a resolution.)

Division of the Question



Rules Index

To introduce a point or motion, the following phrases may help you after you've been recognized:

- "The delegation of Germany moves for [name of the motion]"
- "France would like to introduce a motion to [name of the motion]"
- "Point of [name of the point]"

Please **do not say** "The United States motions for [name of the motion]" or "Point of Motion" (It is either a point or a motion, it can never be both)

Points				
Points always take precedence and are entertained immediately	Point	Debate	Vote	Purpose
	Point of information to the chair / permission to approach the dais	None	None	Ask the chair about the rules of procedure
	Point of order	None	None	Correct a procedural error or a disregard of diplomatic conduct
	Point of information to the speaker	None	None	Pose questions to the current speaker when the speaker's time has not yet elapsed
	Right of reply	None	None	To reply to an insult or wrong statement made by another delegate
Motions				
Order	Motion	Debate	Vote	Purpose
Level I (Entertained first)	Suspension of the meeting	None	Simple majority	Suspends the meeting, usually for the purpose of an unmoderated or a moderated caucus. In both cases the time and for a moderated caucus additionally the individual speaker's time, the topic and a moderator must be stated
Level II	Adjournment of the meeting	None	Simple majority	End the meeting immediately
Level III	Adjournment of debate	2 pro / 2 con	Simple majority	End debate without vote
	Amendment of the agenda	None	Simple majority	Add a new agenda item to the primary agenda
	Closure of debate	2 con	Two-thirds majority	Move to substantive voting Immediately
	Declare a topic an important question (restricted to the General Assembly)	2 pro / 2 con	Simple majority	Recommendations about the maintenance of international peace and security

Motions (continued)				
Order	Motion	Debate	Vote	Purpose
Level III	Decision of competence	None	Simple majority	Declare the committee incompetent to deal with a particular issue
	Reconsideration of a topic	2 con	Two-thirds majority	Resume negotiations about a topic which has already been concluded
Level IV	Adoption of the agenda	None	Simple majority	Approval of a specific order of the agenda. Exact order with all topics needs to be stated
	Close/re-open the speakers list	None	Simple majority	No further speakers can be added to the speakers list
	Exclude the Public	None	Simple majority	Excludes all members of the public (visitors, press, NGOs) from the committee for a certain amount of time
	Have an expert speech	None	Simple majority	Invites an expert to the committee to give a speech; Speaker and topic must be stated
	Set the speaker's time	2 pro / 2 con	Simple majority	Set or change the speaker's time limit
Immediately	Appeal the decision of the chair	None	Simple majority	Challenge a decision of the Dais; A point of order must precede.
	Declare a vote substantive (restricted to the Security Council	None	None	Must be brought in directly after a motion and declares the vote on it substantive with all its consequences; After this motion has been brought in, a vote is conducted whether to redeclare the vote procedurally. This vote is substantive.
Motions during Voting Procedure				
Phase	Motion	Debate	Vote	Purpose
All phases	Roll call vote	None	None	Vote by roll call on substantive matters
Phase 2	Division of the question (first vote)	2 pro / 2 con	Simple majority	Vote on specific operative clauses separately
Phase 3	Adopt by acclamation	None	None	Adopt a resolution/amendment without voting upon it. This motion fails through objection to it
	Voting clause by clause	None	None	Vote upon each clause of a draft resolution separately