

## Rules of Procedure

There are several rules and aspects that are covered in the whole procedure of MUN. Read below to gain in depth information regarding the same.

- Quorum

The quorum is basically the minimum number of Member States who are needed to be present for the PGA (President of the General Assembly)/Chair while opening a meeting and it is also necessary for the GA (General Assembly) to take decisions. The quorum determined for commencement of a GA meeting is one-third of the Member States in the Plenary and one-fourth of the Member States in the Main Committees. However, the quorum for the adoption of decisions/resolutions and also elections is simply the majority of Member States.

- Points of order

Points of order are one of the most important aspects in the whole procedure and it can be raised by Member States at any time and at any point in the meeting. Point of order is pivotal as it can challenge Chairman also and if a delegate feels that the Chairman is not following the Rules of Procedure or is not being sufficiently active in ensuring that others are doing so, he/she has the right to raise a point of order. The Rules of Procedure also suggest that the Chairman can interrupt in proceedings to hear the point of order and he has to rule immediately on it.

The Rules also suggest that if any delegate believes in the fact that the Chairman's is ruling incorrectly, he/she can appeal against the ruling. It is because the ultimate power in a Committee rests with the delegates. The Rules further also provide that if the appeal is successful, than the Chairman must immediately move according to the appeal.

Further if the Chairman's ruling on a particular point of order is appealed, than the question is put before the Committee, whether the Chairman's ruling should be accepted or rejected. To show their consent or rejection, delegate vote 'Yes' or 'No'.

There is a widely-used convention which is used for signalling the Chairman the reason you are asking for the floor is not to simply seek to add your name in the speaker's list but it is to raise a point of order. The delegate makes a sign of 'T' with their hand and nameplate.

- Suspension of a meeting

Meeting suspension can be done for a limited amount of time. This is done upon the request from a Member State or by the PGA. It is also the fact that a suspended meeting is often resumed on the same day of suspension.

- Adjournment of a meeting

By Adjournment of meeting it means calling for closing of meeting. A meeting can be adjourned upon the request by a Member State or by the PGA. If there is any continued consideration of an item, it will take place at another meeting which is usually on another day.

- Adjournment of debate

Adjournment of debate when done ends parts and all of the consideration of the agenda items that were concerned. This means ending the debate, blocking an action on a specific draft resolution/decision or also ending the consideration of the item as a whole (i.e., closing the item for the remainder of the session). When Member States request adjournment of debate they specify which part of the consideration needs to be ended. The motion that suggests adjourning debate is put to an immediate vote that is from then carried by a simple majority and after a maximum of two delegations have spoken in favour and two in against. The term “no-action motion” is in action when a motion for adjournment of debate is used to block action on a specific draft resolution or decision.

- Seek the floor and address the Chair

The most universal rules that are associated with debate are:

No one except the Chairman can intervene in the debate till he/she have been given the floor from the Chairman.

When anyone other than the Chairman intervenes in the debate, they must address their words and remarks to the Chairman

The first rule also states that if a delegate wants to exert himself to be given the floor, he/ she can do that in two ways, which are:

Either asking the Chairman or the secretary to add his/her name in the list of speakers or by signalling from the floor that he/she wants to express and for doing so the widely-used convention is that the delegate raises his/her nameplate up in the air.

There is also a Speakers list that the Chairman or the secretary keeps at all times to register all the delegations who are wishing to address the conference.

- Rules to be followed when taking action on draft resolutions

Voting on Resolutions

It is further assumed that all tabled draft resolutions/decisions will be adopted and taken without a vote (i.e., by consensus) and if this not the case with resolution, then the PGA/Chair is usually informed beforehand so that a vote will be requested.

Voting on Amendments

Amendments to a tabled draft resolution/decision are both submitted formally and issued as L-documents a day prior to the scheduled action, or they are proposed orally from the floor, if there is no objection from Member State. If several amendments are proposed, the PGA/Chair then decides on the sequence of consideration.

Voting on paragraphs

A Member State can request a separate vote on parts of a draft resolution before the whole text is adopted. This can pertain to either parts of a paragraph, an entire paragraph or several paragraphs.

If challenged, the request for a paragraph vote is put to an immediate vote which is carried by a simple majority, after a maximum of two delegations who have spoken in favour of and two in against the request.

#### Explanation of vote

Member states have the right that before and after action is taken on a draft resolution/decision, they can explain their vote or if it's the case of an adoption by consensus then their position. The main sponsor and the co-sponsors of a draft resolution have no right for making explanations of vote.

#### The spoken word

There are other rules of debate that are not spelt out in the written Rules of Procedure but are enshrined within the tradition 'culture' of each conference. They are the spoken words.

- Informal Meetings

MUN simulations are referred to informal consultations and are divided as moderated and unmoderated caucuses. Although such meetings occur at the UN, but this terminology is not used. Delegates at the UN engage in some informal consultations. A moderated caucus at the UN has the right to correspond to an informal consultation where the Chair has remained to preside over the meeting but the rules of procedure have been suspended. This type of meeting at the UN is referred as a formal informal. The Chair, however, is not always available at a formal informal meeting and these can also be led by a facilitator who is appointed by the Bureau.

At other times, delegates can meet in the corner of a conference room or in some another location for discussing a draft resolution. Such meeting is known as an informal and is similar to unmoderated caucus in MUN simulations.