

# **RULES OF PARLIAMENTARY PROCEDURE**

## **CHAPTER 1 GENERAL RULES**

### **【RULE 1】 SCOPE**

The rules contained in this handbook will be the official rules for the conference and will be considered adopted in advance of the session. No other rules of procedure are applicable, unless otherwise specifically stated by the Chair.

### **【RULE 2】 RULE CHANGES**

The Chair reserves the right to make any changes to these rules necessary to ensure the smooth functioning of the conference, and may present them to the delegates at any time.

### **【RULE 3】 LANGUAGE**

English will be the official and working language of the conference.

### **【RULE 4】 LAPTOP POLICY**

The use of laptops in the committee is not prohibited. However, online gaming of any kind is not in order. The chair reserves the right to suspend laptop usage.

### **【RULE 5】 NOTE PASSING**

Notes must be in proper language and the contents must be relevant to the conference. Note passing is not allowed during opening speeches or voting. The Chair reserves the right to suspend note passing.

### **【RULE 6】 DELEGATIONS**

The delegation of each member state will consist of no more than two delegates in each committee. Regardless of the number of delegates, each delegation has only one vote in each committee.

### **【RULE 7】 NON-MEMBERS**

Observers will have the same rights as those of full members, except that they may not submit, vote or sign on draft resolutions or amendments.

### **【RULE 8】 COURTESY**

Delegates will show courtesy and respect to all staff and delegates. Delegates will be attentive to those who hold the floor and will maintain decorum during all sessions of the conference. The Co-Chair will immediately call to order all delegates who fail to comply with this rule.

### **【RULE 9】 STATEMENTS OF THE SECRETARIAT**

The Chair may make, at any time, either oral or written statements to the committee.

### **【RULE 10】 DUTIES AND POWERS OF THE CHAIR**

The Chair will open and close each session, rule on points of order and may limit speaking time, limit the Speakers list, and decide the propriety of any procedural

motion. The Chair, subject to these rules, will have complete control of the proceedings at any meeting.

#### **【RULE 11】 DUTIES AND POWERS OF THE CO-CHAIR**

The Co-Chair will direct discussions, accord the right to speak, put questions, announce decisions, ensure and enforce the observance of these rules, and may propose the adoption of any procedural motion to which there is no significant objection.

#### **【RULE 12】 QUORUM**

The Chair may declare the Committee open when at least one-quarter of the Members are present. The presence of a majority of the members will be required for the vote on any substantive motion.

#### **【RULE 13】 ROLL CALL**

All Committee meetings will begin with a roll call. The Co-Chair will read an alphabetized list of the countries in the committee, and those delegates present will respond, "Present."

#### **【RULE 14】 ABSENCE**

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated.

### **CHAPTER 2 RULES GOVERNING DEBATE AND SPEECHES**

#### **【RULE 15】 DEBATE**

During debate, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed for all debate on the Topic, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic being considered and may address any draft resolution currently on the floor.

#### **【Rule 16】 GENERAL SPEAKERS' LIST**

The Committee will have an open Speakers List for the Topic being discussed. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to the Speakers List by raising his/her placard, provided that country is not already on the Speakers List. If no motions are on the floor, debate automatically returns to the Speakers List.

#### **【RULE 17】 OPENING SPEECH**

Opening speeches are made at the beginning of the conference. Delegates may speak on their country's policy, involvement, or proposal regarding the topic. It may not exceed one minute. Yielding is not in order. The Chair will recognize questions after a certain number of delegates have delivered their speeches. The number of questions is subject to the Chair's decision and follow-up questions are not allowed.

## **【RULE 18】 MOTION**

When the floor is open, delegates can raise motion for moderated caucus, motion for un-moderated caucus, motion for closure of debate, and motion for adjournment of meeting.

## **【RULE 19】 WITHDRAWING A MOTION**

If the sponsor of a motion wishes to withdraw his motion, he may simply rise and notify the Chair of the withdrawal.

## **【RULE 20】 MODERATED CAUCUS**

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The Co-Chair will temporarily depart from the Speakers List and call on delegates to speak at his/her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed thirty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members present required for passage. During a Moderated Caucus, the chair may invite delegates to raise Points of Information to speakers when s/he thinks it helpful to discussion. Also, a delegate may speak for a second time during a Moderated Caucus provided the chair decides to invite more speakers when the first round of speakers finish and it is still within the preset time of the Moderated Caucus. A delegate, however, will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only once after the caucus has ended. The extended time may not exceed thirty minutes. There is no yielding of time in moderated caucuses.

## **【RULE 21】 UN-MODERATED CAUCUS**

A motion for un-moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed thirty minutes. The motion will immediately be put to a vote. A simple majority of members present is required for passage. The Chair may rule the motion out of order and his/her decision is subject to appeal. Un-moderated caucus may be extended only once and is not to exceed thirty minutes. The chair may end an un-moderated caucus prematurely if he or she feels that the delegates are not being productive.

## **【RULE 22】 SUSPENSION OF MEETING**

Delegates can raise this motion to suspend the floor. This motion is usually used at the end of each session.

## **【RULE 23】 CLOSURE OF DEBATE**

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Closure of debate requires the support of two-thirds of the members present and voting. If the Committee is in favor of closure, the closure of the debate will be declared, and all resolutions or amendments on the floor

will be brought to an immediate vote.

#### **【RULE 24】 ADJOURNMENT OF THE MEETING**

Whenever the floor is open, a delegate may move for the adjournment of the meeting which would draw a close to the conference altogether. The Chair may rule such a motion out of order. When in order, such will not be debatable but will be immediately put to the vote and will require a simple majority to pass.

#### **【RULE 25】 SPEECHES AND TIME LIMITS**

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or are offensive to committee members and staff. Delegates are required to make all speeches from the 3rd person perspective. The Chair may limit the time allotted to each speaker. When a delegate exceeds the allotted time, the Co-Chair may call the speaker to order. Delegates may motion to adjust the speaking time. The motion is not debatable and requires a simple majority to pass.

#### **【RULE 26】 YIELDS**

A delegate who has been granted the right to speak on a substantive issue (a Topic or amendment) may yield the remainder of his time to another delegate, to questions, or to the Chair. When yielding to another delegate, a delegate who is yielded to may speak for the remaining time, but may not make any yields. When yielding to questions, delegates who wish to ask questions of the speaker will raise their placards, and the Co-Chair will select questioners. Chair reserves the right to limit the number of questions. When yielding to the chair, the speaker's time will simply end. Delegates speaking on procedural matters may not yield.

#### **【RULE 27】 POINTS OF PERSONAL PRIVILEGE**

Whenever a delegate experiences personal discomfort which impairs his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may not interrupt a speaker, (except for those concerning audibility).

#### **【RULE 28】 POINTS OF ORDER**

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Chair, in accordance with the rules of procedure, will immediately decide the Point of Order. The Chair may rule out of order those points, which are dilatory or improper; such a decision is subject to appeal. Points of Order should not be related to the topic discussed. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

#### **【RULE 29】 POINTS OF PARLIAMENTARY INQUIRY**

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairs a question regarding the rules of procedure or the matter on the floor. A Point of Parliamentary Inquiry may never interrupt a speaker.

## **CHAPTER 3 DOCUMENTS**

A resolution may be identified by various terms contingent upon how close the resolution is to completion and adoption:

- A Working Paper is a proposal intended to aid the Committee in its discussions and formulation of resolutions and need to be written in resolution format.
- A Draft Resolution is a working paper that has been submitted to the dais and has received approval from the chair.
- A Resolution is a Draft Resolution that has been passed by a majority of the committee.

### **【RULE 30】 WORKING PAPERS**

Delegates may propose working papers for committee consideration. After working papers are submitted to the chairs, it will be edited and if approved, eligible to be introduced to the committee as a draft resolution.

### **【RULE 31】 INTRODUCING DRAFT RESOLUTIONS**

For a Draft Resolution to be considered on the floor, it must have a minimum of one-third of the delegations in attendance listed as signatories. Signing a draft resolution does not indicate support of the resolution, and the signatory has no further obligations. Once a resolution has been submitted to and approved by the chair and the approval panel, and once copies of the draft resolution have been made and distributed, a delegate may raise a motion to introduce the draft resolution. The main submitter, time permitting, may read out the operative clauses. Alternatively, the chair may also set time for all delegates to read through the draft resolution in preparation for discussion. The main submitter of the draft resolution will then deliver a 5-minute main-submitting speech. When the main submitter finishes the speech, he or she will be open to questions. After questions having been answered, the main-submitter may yield to another delegate or yield back to the Chair. The debate will then continue. Until a resolution is passed, delegates must always refer to it as Draft Resolution.

### **【RULE 32】 DRAFT RESOLUTIONS**

More than one draft resolution may be on the floor at any one time and will be discussed separately, and more than one draft resolution may be passed. Debate on draft resolutions will proceed according to the General Speakers List. Draft resolutions require a simple majority to pass.

### **【RULE 33】 AMENDMENTS**

An amendment may add to, delete from, or modify any resolution that has been introduced. However, amendments can only apply to operative clauses; preambulatory clauses may not be amended.

- Friendly Amendment

An amendment that affect only spelling, grammar, typographical errors, or other editorial considerations is defined as friendly and may be automatically included into the resolution by a simple announcement by the chair. An amendment that has the

support (by signing prior to submitting to the Chair) of all the sponsors of the respective draft resolution is also considered a friendly one. Such an amendment automatically becomes part of a resolution upon receipt by the Chair, who shall announce its acceptance as soon as the opportunity arises.

- **Unfriendly Amendment**

An amendment that changes the substance of an operative clause in a draft resolution is defined as an unfriendly amendment. For an unfriendly amendment to qualify for discussion, it needs signatures of one-fifth of the members of the Committee before it is submitted to the Chair. Upon receipt of an unfriendly amendment with the necessary signatures, a co-chair may send a note to the submitter to prompt him/her to raise a Motion to Introduce an Amendment. The Chair will then read the amendment aloud. General debate will be suspended, and a Secondary Speakers List will be established to allow delegates to speak for and against the amendment. A motion to close debate may be in order after the Committee has heard all speakers that wish to and are admitted by the chair to speak for or against the amendment. When no more speaker wishes to speak on the amendment, debate is closed on the amendment. The Committee will then move to an immediate vote. Amendments need a simple majority to pass. After the vote, the conference will resume according to the General Speakers List.

## **CHAPTER 4 RULES GOVERNING VOTING**

### **【RULE 34】 VOTING**

Only delegates who have recorded as present in the latest roll call may vote. Each delegation in each committee gets one vote. Each may vote “For” or “Against” on procedural matters, and “For”, “Against”, or “Abstain” on a substantive matter. All matters will be voted on with placards.

- **Simple Majority**

A motion that requires a “simple majority” passes only if the number of delegates voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails.

- **Two-Thirds Majority**

A motion that requires a “two-thirds majority” passes only if the number of delegates voting in favor of the motion equals or exceeds twice the number voting against.

The number of abstentions will not be considered in determining the results of the vote. Members may vote on both procedural and substantive issues; while Observers may vote only on procedural issues. After the Chair has announced the beginning of voting, no Member will interrupt the voting except on a point of order in connection with the actual conduct of voting or on a point of parliamentary inquiry. During a vote, representatives should maintain proper decorum; no caucusing should take place, no notes should be passed, and no delegates should enter or leave the room.

### **【RULE 35】 VOTE BY ACCLAMATION**

Before entering into any substantive voting procedure, delegates can raise

motion to vote by acclamation. The chair will ask for any objection. If there is no objection, the draft resolution or amendment will be passed automatically. A single objection moves the committee back to normal voting procedure.

**【RULE 36】 ROLL CALL VOTE**

For substantive vote, the chair can move to a roll call vote at his/her discretion. If a delegate raises a motion for a roll call vote, it will require a simple majority to pass. Once the motion passes, the Chair will call delegates in alphabetical order. Delegates can vote “For”, “Against”, “Pass” or “Abstain”. If there are delegates who vote “Pass”, the voting procedure will enter the second round. Delegates must vote “For” or “Against” in the second round.

**【RULE 37】 MOTION FOR A RECESS**

If the chair or a delegate feels a break is needed and a short rest will allow delegates to refresh, rethink their strategies, and then refocus on the discussions better, a motion for a recess is in order.