



MUNI MUN: Rules of Procedure

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The Debate

- Remember that debate is a very formal means of discussion; always be polite and formal during a debating session.
- The decisions of the Chair are final and only the Chair, a member of the house recognized by the Chair for a point or the speaker holding the floor has the right to speech during a Moderated Caucus.
- All speakers at the podium must stand when speaking and address the Chair first.
- The Chair may, if circumstances require
 - Extend or reduce debate or speaking times
 - Limit the number of points of information
- There will be no suspension of the rules or changes in the order of debate, unless indicated by the Chair.
- Always use the correct form of address by speaking to the Chair at all times and never directly to another delegate.

Phrases for All Speakers

- It is advisable to begin all speeches with: "Honourable Chair, fellow delegates..."
- All references to other speakers should be in the third person. For example:
 - "Is the delegate aware that...?"
 - "The delegate would like to..."
- Refrain from using personal pronouns and addressing other delegates by name. For instance:
 - "Do **you** think...?"
 - "[Name], **you** said..."
 - Instead, use "As the (honourable) delegate of [country] stated..."
 - Personal pronouns include:
 - I, we, us, they, he, she, it, me, etc.
- During moderated caucus, a formal register should be utilized at all times.



General Rules of Procedure

Quorum

A session may be declared open by a Chair once one-third of the forum is present. To make any kind of decision, a majority of the total forum must be present.

Roll Call

A roll call should be taken once in the morning and once in the afternoon. Roll call is not necessary after short recesses between resolutions.

Debate Time and Debate Mode

- Debates on resolutions and amendments will always be structured in For and Against speeches.
 - There will be one speech by the main submitter, explaining what the resolution calls for and why it should be adopted.
 - Note that this speech will not be counted as a For speech but as an explanation.
 - Three For speeches other than the main submitter.
 - Three Against speeches.
- The order of the speeches will be decided by the order of placards raised, as seen by the Chair / SG.
- This totals to four speeches arguably "in favor" (although the main submitter's speech is not a For speech, it can be considered biased or "in favor") of the resolution and three against speeches. This is purposeful. Please refrain from arguing this point.
 - If you are to argue this point, you will be referred to this document, which you will have been shared with prior to the conference. The purpose of this clause is to tell you either
 - "You should've read the rules of procedure." OR:
 - "The Secretary General, Deputy Secretary General, and Chair have told you so."
- The number of points of inquiry per speech will be subject to chair approval, with a maximum of two follow-ups per point of inquiry.
- If time begins to run out, debate may become limited or expanded either by the choice



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of the Chair/Secretary General or through a motion from delegates.

General Speakers List (GSL)

- In case of a lack of efficiency in debate during moderated caucus, chairs are allowed to establish the 'General Speakers List', whereby:
 - Chairs will establish a time limit that each speaker should adhere to, and countries can then ask to be added to the list, taking turns speaking in the order the chairs have provided.
 - Within the GSL, a delegate can aim to move the debate in a direction they would like to see. This is your moment to look for people who would vote for you if you were to raise the motion for a moderated caucus.
 - Others might disagree and are able to answer you within their time frame on the GSL.
 - To join the GSL, you wait for the chair to ask who wants to be added to the list, at which point you should raise your placard until they acknowledge you.
 - If you finish your speech before your allotted time is over, the Chair may open the remainder of the time for other delegates to ask you a question, which you are then able to answer. You may let your time seize, or you may give your time to another delegates.
 - The chairs may also Open the Floor to delegates for Points and Motions, during this period.

Tour de Table

- The committee usually makes decisions by allowing discussions to continue until a consensus is reached. The committee may make use of a tour de table. tour de Table shall be conducted at the discretion of the Chairs. The Chairs request each delegate to give a short summary of their thinking on the matter under discussion, thus ensuring that every member state is able to outline their position and allowing the Chairs to determine whether a compromise is possible. time per speaker shall not exceed two (2) minutes.
- This maybe recommended as forms form of moderated caucus as a means to further enhance debate, can be called by a delegate via a "Motion to call upon a Tour de Table session for a period of 30 minutes."
- Can also be called upon discretion of the chairs in accordance with RoP.

Yielding the Floor to Other Delegations

- The floor may be yielded by one delegation to another only **once** consecutively.



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- Where delegations consist of more than one member, delegates from the same delegation **may not** yield the floor to each other.
- Points of Inquiries are in order, even after yielding the floor to another delegation, the new delegation must be open to points of information if the yielding delegate was open to points of Inquiries .
- Points of Inquiries can be yielded to another delegation. But once it is answered, the floor **must** go back to the yielding delegation. A delegation can only yield the floor for a point of Inquire **once**.

Points

General Reminders About Points

- Only a Point of Personal Privilege due to audibility can interrupt a speaker
- Chairs will entertain all other points when there is a pause in debate, although they do have the right to raise their placard and notify the Chair or SG of their motion, which will be dealt with at a pause in debate.
 - An example of an appropriate pause will be when a speaker has yielded the floor back to the Chair and no one is speaking at the podium.
 - Chairs must use their own discretion to entertain points in other situations.
- When delegates have a point to make, they must proceed with their point only AFTER a Chair recognizes them.
- In an ideal situation, a delegate will raise their placard, say a point, eg. "Point of Order" the Chair will say "Please rise and state your point," and then he or she will proceed with what they have to say. Since delegates often use points incorrectly or use them to disrupt the flow of debate, it is important that Chairs know them extremely well.
- When a point is deemed to be out of order, the Chair must state so immediately to regain authority and composure over the forum.
- When a point is called out, the Chair should repeat it since many delegates may be unable to hear it. This will prevent unnecessary confusion.
- Unmentioned points can, at the discretion of the Chair, be entertained.

Point of Personal Privilege

- Must refer to the comfort and well-being of the delegate (Air conditioning, Audibility, Internet/Document access, etc.)



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- The **only point** that can interrupt a speaker if due to audibility
- Must not refer to the content of the speech or the resolution
- Example: "Could the Chair please ask the delegate to speak up?"

Point of Order

- Must refer to procedural matters only. If a Chair makes an error and a delegate wishes to fix this, a point of order can be used.
- The Chair must explain their decisions clearly so that they are acceptable to delegates.
- Must refer to an action that just occurred. If it is not a direct referral, it will be deemed out of order. If a point of order on a decision that has already been made is raised the Chair maintains the right to decide what to do.
- Delegates using this point to cause disorder will be spoken to by the Chair or Advisors.
- Point of orders cannot interrupt speakers.

Point of Information to the Speaker / Inquiry

- Must be formatted as a question directed to the speaker.
- Only one question is allowed initially. If they wish to ask another question, they must ask for a follow-up. There is a maximum of two follow-ups per question.
- No dialogue must happen between the speaker and the delegate asking the question
- Interrupting a speaker is not allowed at any circumstances.

Point of Information to the Chair

- Must be a question to the Chair.
- Any questions for the Chair that are not covered by Point of Parliamentary Enquiry, Point of Order, or Point of Personal Privilege are considered Points of Information to the Chair.

Point of Parliamentary Enquiry

- This is a point of information to the Chair concerning rules of procedures only.
- This is different from a Point of Order, for this, see the "Point of Order:" section.
- These may be followed up with a Point of Order.
- These are best asked during pauses in debates.



Motions

General Reminders About Motions

- Motions will be recited by the Chair to the house after they have been cited to avoid confusion.
- Motions should be recited calmly, shouting is discouraged but will not necessarily mean they will be ruled out of order.
- Unmentioned motions can, at the discretion of the Chair, be entertained.

Motion to Move Directly into Voting Procedures

- Asks for the closure of debate and a vote to be taken on the resolution or amendment
- The Chair may overrule this if the time given to the resolution or amendment is not enough
- Requires a second and the Chair may not entertain this motion if any objections are present

Motion to Reconsider a Resolution

- This motion calls for a re-debate and a re-vote of a resolution that has already been discussed
 - The Chair or Secretary General can decide to overrule this if deemed necessary
- A resolution to be reconsidered through the success of this motion will be discussed after all other items on the agenda have been completed.
- Needs a 2/3 majority to pass (abstentions are not in order)
- Debate is not allowed when introducing this motion, nor are speeches.

Motion to Withdraw a Resolution

- Can be done at any time before voting has commenced if all submitters and co-submitters agree on withdrawal
- The resolution will not be reconsidered after withdrawal.

Motion to Extend Debate Time

- Is to be done at the Chair's' discretion and is not debatable
- It needs a second, if proposed from the floor
- It needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)



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- Usually the chairs are encouraged to stick to the Schedule as laid out by the SG.

Motion to Table Debate on a Topic

- A Delegate may move to Table Debate in order to end debate on a substantive issue without voting any Draft Resolutions that may be on the floor.
- If the Presidency rules the Motion in order, one (1) Delegate shall speak in favor and one (1) Delegate shall speak against before proceeding to a vote. A two-thirds (2/3) majority is needed in order to table the debate.

Motion for Question and Answer Period

- Any delegate may, once the floor has been opened for Motions, raise a Motion for a Question and Answer Period for the purpose of questioning any delegate on an issue relevant to the debate.
- Any Delegate may pose questions to the Delegate under questioning. It is at the discretion of the Delegate under questioning how many questions they are prepared to answer.
- They may refuse to answer any question. Not more than five (5) questions shall be posed to the Delegate under questioning in a single Question and Answer Period. The time allotted to answering each question shall be equal to the default speaking time.

Motion to Split the House

- Before the Committee starts voting on a Draft Resolution or Amendment, any delegate may move to split the house. This motion requires seconds and a two-thirds majority to pass. If such motion passes, abstentions will no longer be permitted in the substantive vote on the Draft Resolution or Amendment

Motion Precedence

- If there is more than one motion on the floor, the Presidency shall abide by the following rules of Precedence
 - : 1. Unmoderated Caucus takes precedence over Moderated Caucus,
 - 2. Question and Answer Period takes precedence over both aforementioned modes of debate,
 - 3. If the motions are of the same type, the motion with a longer proposed length takes precedence,
 - 4. If the motions are of the same type and proposed length, the motion with a longer time per speaker takes precedence,



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- 5. If the motions are of the same type and same length and have the same time per speaker, the one proposed first takes precedence over the others

UNSC Rules

- **Ground Rules**

- Seeing as the UNSC comprises of Permanent Members (P5), Consisting of The People's Republic of China, French Republic, Russian Federation, United States of America and the United Kingdom of Great Britain and Northern Ireland as permanent members that, have the right to veto on any substantive matter.

- **Consultations of the Permanent Members**

- Permanent Members may perform private consultations in order to avoid a potential veto vote. Any Permanent Member may request such consultations. The duration shall not exceed 10 minutes and council proceedings shall be suspended during that time. At least one member of the Presidency shall be present while consultations take place.

- **Presidential Statements**

- If the members of the Council cannot reach consensus on the topic under discussion, the Council may adopt presidential statements. They are not legally binding and do not distinguish between preambulatory and operative clauses. Presidential statements shall be adopted by consensus
- **Other Committees may also adopt presidential statements if they cannot reach a consensus on the topic.

- **Observer States/Representatives**

- If a dispute on the agenda is pertinent to their nation, representatives of any Member State that is not elected to the Security Council may be requested to participate in the Council under Article 31 of the UN Charter.
- The Secretariat will invite these individuals (henceforth referred to as "Observers") ahead of the conference. They won't be able to vote on important issues, but they will still have the same rights as regular Representatives. It is possible for observers to stay in the committee room throughout the voting process.

Resolutions

- Please see the established "[Resolution Template](#)" document for guidance. If you need help either finding or have any queries regarding this document, please email one of your Chairs or one of the Secretaries General.



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- For a resolution to be considered in committee there must be at least one co-submitter and four signatories.
- The maximum number of Co-submitters for a resolution is three.
- A minimum of four preambulatory clauses is required for a resolution to be considered.
- A minimum of five operative clauses is required for a resolution to be considered.
 - There are no limits to sub-clauses.
 - Sub-sub-sub-clauses and other such phenomena will not be permitted.
- Line counts are not to be included.
- All resolutions are required to be submitted in Times New Roman fonts.

Amendments

- Firstly the definition of "agreeability" is whether the Main Submitter will accept this amendment. If "agreeable / friendly" it will automatically be included, if it is not agreeable it is "hostile" to the Main Submitter and will be debated before being added.
- During the debate, all amendments to the resolution must be submitted through comment on the document or if the internet is dysfunctional, through note form to the Chair/Secretary General detailing:
 - For which resolution this amendment is requested
 - Whether or not the amendment is agreeable or hostile to the Main Submitter of the resolution
 - Where the amendment aims to amend
 - The content of the amendment
- For commenting an amendment, the delegates may simply highlight the section that they wish to change, write the requested change in the comment, its status of agreeability or hostility to the Main Submitter in parentheses, and the Delegation submitting the amendment.
- If the amendment is a grammatical error, it must be submitted in "Suggestion" format and will automatically be checked by the chairs.
- If an amendment is found to be agreeable to the Main Submitter it will be automatically added without debate to save time.
- If a comment is posted it is assumed to be an amendment ready for debate (if debate is necessary).
- Any comment that is NOT an amendment or formatted properly, (including the agreeability) will be removed.



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- Amendments must be ready prior to the beginning of the time allocated to review amendments. The Chair or Secretary General will review the amendments in order of clause.
- Short (1 min max) “For” and “Against” speeches will be allowed for the hostile amendments. There will be no speeches for agreeable amendments as they are passed automatically.
- After these speeches (2 for each or less depending on whether or not there have been motions to limit speeches or debate) normal voting procedures will follow.
- When a hostile amendment fails in voting procedures, the resubmission of the same amendment will not be reviewed. Although, procedures for re-voting can be requested. Amendments to previously amended clauses are in order only if it refers to a part of the clause that was not previously discussed.
- If there are some aspects of the amendment that are agreeable and some that are hostile, the Main Submitter must still deem the amendment, as a whole, agreeable or hostile. The advised solution to this is that the Main Submitter deem it hostile and follow up by submitting a revised version of the amendment that only includes the agreeable aspects of the amendment.

Voting

- Only member states can vote on amendments or resolutions.
- Delegates can vote for, against or abstain only on amendments or resolutions. For procedural matters delegates must vote either for or against.
- During voting rule all points are out of order, except for the points of order that refer to the voting itself
- The pass or fail of a resolution is determined by the votes for or against. Abstentions do not play a part in passing or failing a resolution. Still, the abstentions must be counted.
- Voting will be conducted in silence.
- A resolution passes if the number of votes for surpasses that of votes against. A tied vote fails. A simple majority (>50%) is all that is required to pass resolutions or amendments, while for changes in procedure (such as motions to extend debate time or move directly into another procedure) that are not enacted by the Chairs must reach a super majority (>66.67%).
 - A Chair or Secretary General maintains the right to change minor procedure without calling on votes, although this is highly discouraged.



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- Delegates might request a re-vote or a roll-call vote if the vote is unclear. The Chair or SG must use his/her discretion and decide whether or not these motions will be entertained. But chances are there will be little time to entertain such motions.
- The Chair must at all times remain neutral and refrain from making any comments that may sway votes or be deemed as biased.
- After an amendment or resolution fails the submitter may not retain the floor.

Duties of Each Delegate

- Delegates must address each other in the third person. Throughout debate, kindly remind delegates that they must do so if there are many delegates speaking in the first person.
- Delegates must stand when proposing motions or asking points. After asking points of information the delegate must remain standing until the question has been answered completely.
- Delegates must yield the floor back to the Chair or SG if asked to do so by Chairs or SGs.
- Position papers are to be sent out to chairs by **5 th April 2024**
 - Late position papers will be accepted, but delegations who have done so will not be eligible for the Best Delegate Award within Committees.
 - Should a delegation fail to submit a position paper altogether, privileges may be withdrawn at the discretion of the Chairs and Secretary Generals.
 - Delegates must also prepare opening statements limited to approximately 45 seconds.
 - Chairs will call delegates to present their opening statements at the beginning of the committee sessions.

Note-Passing

- Delegates may pass notes to other delegates within the same forum only.
 - This will be done through a 'pass along' format
 - During this format, other delegates MAY NOT read through notes that are not addressed to them.
- All messages must be written in English



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- Chairs may suspend notes if necessary
 - The Chair determines necessity.
 - Chairs also have the right to read/view notes if they deem necessary.
- Administrators will screen obviously irrelevant notes and ask the delegate to refrain from doing so. Any inappropriate notes will be brought to the Chair or SG, who have the option to suspend note passing for single delegations including delegations who aid the passing of notes to and from suspended delegations.
- Chairs may send notes to officers in other forums.
 - Please refrain from doing so because these situations will be rare and administrative members are busy, Chair should prioritize communication with each other by means of the Chair group chat.

Funding

- No resolution should mention specific amounts of money.
- Delegates are working under the assumption that organizations that are mentioned in the resolution have the ability to fund these projects.

Awards

- The awards that will be given are:
 - Best Delegate for each committee
 - This recognizes the delegate in each committee that has stood as exceptional in all factors of MUN and has engaged actively in debate.
 - This award is to be decided by each committee's respective chairs, followed by feedback given by the Secretary-General.
 - Honorable Mentions for each committee
 - This recognises two delegates who performed as one of the best on the committee and have engaged actively in debate.
 - This award is to be decided by each committee's respective chairs, followed by feedback given by the Secretary-General.
 - Best Committee team
 - This recognizes the best committee led by chairs, that displayed great teamwork, effectiveness, leadership, and ability to lead a session.
 - This award is to be decided by the Secretary-General and Project Coordinator.



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- Best Written Resolution
 - This recognizes the resolution that is written best and presents ideas concisely, clearly, and cogently.
 - The Secretariat will decide on this award, followed by feedback from respective chairs.
- ****Note: To keep interest and motivation high for MUNI MUN, we have decided that award recipients will also win a special trip to the UN in Vienna!!**

Miscellaneous

- Mobile phones are not to be used unless for the purposes of the conference. Limited to:
 - Accessing resolutions
 - Submitting amendments
 - Relevant internet use
 - Relevance is defined as anything pertaining to the conference topics or the nature of the UN.
- Delegates may not wear attire that advertises their delegation
- Any disruptive actions such as singing, inappropriate jokes, shouting, ripping paper etc. are out of order and must be reported to the Secretary-General or Project Coordinator.
- Excessive repetition of out-of-order actions, if done maliciously as determined by the Chairs, action is to be taken by Project heads.
- Delegates cannot eat or drink during debates. Water is the only exception.
- The Security Council holds the right to adopt its own rules of procedure, although the rules in this document are suggested as the basis. These rules will be explained to Delegates by chairs in the workshops.

Contact Information

Any concerns may arise regarding the Rules of Procedure, please contact the Secretariat, Basil Novotny Aziz azizbasil04@gmail.com or masarykmun@gmail.com