

Winthrop University Model United Nations Rules of Procedure

Revised Fall 2010

IT IS IMPERATIVE THAT EACH DELEGATE AT THE WINTHROP UNIVERSITY MODEL UN CONFERENCE HAVE A THOROUGH KNOWLEDGE OF THE RULES OF PROCEDURE. DELEGATES SHOULD BE ADEPT IN USING THESE IMPORTANT PROCEDURAL RULES FOR THE FOLLOWING REASONS:

- A.** General Assembly and committee meetings will run smoothly and be able to focus on substantive matters;
- B.** Delegates will have a better understanding of the conference and its proceedings; and,
- C.** Knowledge and appropriate use of the Rules of Procedure is one criterion used in judging a delegate's overall performance.

ALSO, THE CHAIRS OF EACH RESPECTIVE COMMITTEE WILL HAVE FINAL SAY IN ANY AND ALL DISPUTES OVER THE INTERPRETATION AND IMPLEMENTATION OF THESE RULES.

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1. Officers

All officers are appointed their posts by the Secretariat for the duration of the conference.

2. Powers of the Chair:

In addition to powers enumerated herein, the Chair has authority to:

- A. Declare sessions open and closed;
- B. Direct all discussions of the body;
- C. Call delegates to order if they exceed time constraints or make remarks irrelevant to the current discussion;
- D. Set time constraints on speeches and debates at discretion;
- E. Interpret these rules and rule on all points of order;
- F. Retain the right to speak, put forth questions, and announce decisions; and,
- G. Exercise control over all proceedings of the body to ensure the smooth functioning of the body.

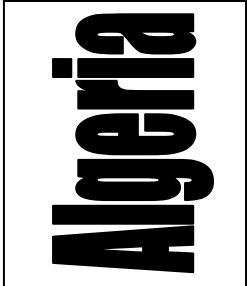

3. Credentials:

All credentials of Member-States and observers have been received by the Credentials Committee. No action may be taken with regards to credentials without a specific mandate from the Credentials Committee.

4. Limit of Debate:

Unless specifically determined otherwise by the Chair, the limit of debate on one resolution is set at two hours. At the end of this limit, debate will cease, any amendments on the floor will be voted on, and the body will move into an immediate vote on the resolution at hand.

5. Procedural v. Substantive Votes

Procedural	Substantive
These are votes on motions or activities of the body. For procedural matters <i>all</i> delegates must vote; the body will be asked to vote again if not all members vote.	These are votes on resolutions or amendments. A majority must be present for a substantive vote to occur.
Delegates must vote FOR or AGAINST, no one can ABSTAIN.	Delegates may vote FOR or AGAINST, or they may ABSTAIN.
Procedural votes are to be conducted with delegates holding their placards high and vertically.	Substantive votes are to be conducted with delegates holding their placard high and horizontally.
	

6. Roll Call

Roll Call will be conducted at the beginning of each session. Countries may either declare themselves *Present* or *Present and Voting*. Countries which are *Present* may ABSTAIN when voting. Countries who are *Present and Voting* must vote FOR or AGAINST on resolutions and amendments. You may speak in any position (FOR, AGAINST, or TO) regardless of how you are declared on the roll call. If you enter committee after the roll call has been conducted, send a note to the Chair with your country's name and whether you are *Present* or *Present and Voting*. If you are departing a session early, send a note to the Chair requesting to be removed from the roll.

Following each roll call, the Chair will inform the body what the quorum for the body is, what constitutes a majority of the body, and what constitutes a 2/3 majority of the body. Chairs will update the body on any changes to these numbers and prior to any voting session.

7. Quorum

One-third of the Member-States constitutes quorum for debate in plenary and committee sessions. No body may come to a vote unless it has a majority of Member-States present.

8. Establishing and Changing the Agenda

A. Committee Agendas:

After roll call, the Chair will conduct a straw poll vote to decide the first resolution to be discussed. This vote is procedural. After said resolution has been disposed of by the body, a second straw poll vote will be held to decide the second resolution to be discussed. This process is to be followed for the duration of the conference.

B. Plenary Agenda:

At the beginning of the second plenary session, the establishment of an agenda will proceed as in committee sessions. The resolutions that are available to be discussed will be those passed in previous committee sessions, as amended, and any resolution deemed by the Secretariat to be of major importance.

9. Important Question

A resolution may be deemed an important question by a majority vote of the body. This motion is in order only from the time the Chair finishes reading a resolution until the time the Speaker's List is formed. The decision to make a resolution an important question will be debated by two speaking FOR and two AGAINST. If the motion passes, the resolution will require a two-thirds vote to pass, as put forth in Article 18 of the Charter of the United Nations.

Only those resolutions debated in Plenary Session can be deemed an important question.

10. Speaker's List

Delegates may speak FOR, AGAINST, or TO a resolution or amendment. The Speaker's List recorded by the Chair is the **official** Speaker's List by which the order of speakers will be determined. The Rapporteur of each Committee will also record a Speaker's List, but this list is solely for the convenience of the body and may not be as accurate as that of the Chairs.

Any Member-State wishing to be added to, removed from, or moved on from one column to another on the Speaker's List must make such a request to the Chair in writing. This request

should include the name of your country, where you currently are on the Speaker's List or if you are not on the Speaker's List, and where you would like to be placed. These notes should be written as clear and legible as possible.

Changing your stance on the Speaker's List will result in you being placed at the bottom of your new column.

11. Setting the Speaker's Time

The Chair will set the initial speaker's time for all matters which are debated. Delegates wishing to change the speaker's time may motion for the Chair raise or lower the speaker's time. The decision on whether to change the speaker's time will be at the discretion of the Chair.

12. Caucus

Any Member-State may, when recognized by the Chair, ask for a caucus. Unless otherwise stated by the Chair in a committee or plenary session, all caucuses will be *unmoderated*. When making this motion, delegates will be asked to specify the duration of the caucus; however it is the right of the Chair to grant time limits that are shorter or longer than initially suggested. Entertainment of this motion is at the discretion of the Chair.

13. Yielding Speaker's Time

A delegate who completes a speech before his or her time has expired has the option to yield the remaining time to another delegate or the Chair. Should they yield time to another delegate in the same column of the Speaker's List as the yielding delegate; the delegate to whom time is yielded forfeits his or her position on the Speaker's List. The delegate to whom time is yielded cannot yield to a third delegate, only to the Chair. Whenever time is yielded, the two delegates will be regarded as one speaker for the purposes of procedural matters (ie. points of information and meeting the required number of speakers for the initiation of a motion).

If a delegate yields his or her time to the Chair, the Chair will then acknowledge points of information directed at the speaker.

Yielding speaker's time is in order **only** for speeches on resolutions and amendments.

14. Tabling and Recall

Any Member-State may move to table a resolution during Plenary and Committee Sessions. The motion for tabling is in order only when no one has the floor. Tabling may be either until a specific time or indefinitely. This motion is in order until such time as the Chair closes debate on the resolution or amendment. Resolutions and amendments that are not tabled indefinitely may be recalled by the Member-State that made the motion to table.

Both the motion to table and the motion to recall will be debated by two speakers FOR and two speakers AGAINST the motion and will be decided by a majority vote. A motion to table or recall that fails to win a majority vote cannot be entertained again until after another two speakers have spoken FOR and two speakers have spoken AGAINST the subject at hand.

15. Amendments

- A. Unfriendly Amendments:** Any Member-State may propose an amendment to a resolution on the floor. The amendment must have been received by the Chair in writing before the amendment can be debated. At the Chair's discretion, the sponsor of the amendment may be given first right to speak FOR the amendment. **No amendments may be amended once they have been introduced.**

Plenary Sessions: In plenary sessions, amendments require five co-sponsors, though delegates are encouraged to acquire as many sponsors as they can. Furthermore, the resolution can only be amended three times by the body. In plenary sessions, any amendment must be submitted in writing and received by the Chair at the beginning of debate, before the first speaker on the resolution.

Committee Sessions: In committee sessions, amendments require only three co-sponsors, though delegates are encouraged to acquire as many sponsors as they can. In committee, amendments can be submitted to the Chair at any time before a successful cloture of debate has been made on the resolution. Furthermore, a resolution may be amended unlimited times until a motion for cloture of debate has passed; at which point, the Chair will no longer accept any amendments.

- B. Friendly Amendments:** Friendly amendments are **only** in order in committee sessions; they are never in order during plenary session. A friendly amendment requires the original sponsor of the resolution on the floor to retain sponsorship or co-sponsorship of the amendment. Friendly amendments will become part of the resolution without debate or vote, provided the resolution is still in its original form and has not been previously amended by other means.

16. Cloture of Debate

A. Resolutions:

A motion for cloture is in order after three speakers have spoken FOR a resolution and three have spoken AGAINST.

B. Amendments:

Cloture of debate on an amendment is not in order until after two speakers have spoken FOR the amendment and two speakers have spoken AGAINST it.

C. General:

The motion for cloture will be debated by one speaker FOR and one speaker AGAINST cloture. To pass, the motion must receive an affirmative vote by two-thirds of the body. If the motion fails, it will not be in order again until after two more speakers have spoken FOR and two more speakers have spoken AGAINST the amendment or resolution being discussed.

17. Votes

Voting will be executed using either placard or roll call votes. The mode of voting is at the Chair's discretion, but roll-call votes may be motioned for by any Member-State.

18. Majority and Two-Thirds Votes Explained

For a matter requiring a majority vote, more than fifty percent of Member-States voting must vote FOR the matter at hand. Matters requiring a two-thirds vote require the consent at least sixty-six and two-thirds percent of the Member-States voting in order to be approved.

19. Division

The motion to divide a resolution must be received by the Chair in writing, and is in order only after debate has been closed and before voting begins. The Chair will notify the body that they have received a request for a division of the resolution at this time. The motion will then be debated by one speaker FOR and one AGAINST, and requires a two-thirds vote in favor in order to pass.

If the body consents to division, each operative clause of the resolution will be voted on separately. Finally, after all operative clauses have been voted on, the approved clauses will be voted on as a whole, separate resolution.

20. Roll Call Vote

A roll call vote consists of the votes of each Member-State being recorded. This will be done in alphabetical order. Member-States wishing to explain their vote may vote “with rights.” This must be indicated to the Chair at the time of that delegation’s vote. For example, “Algeria votes FOR with rights.” Delegates voting with rights will be asked to form a line at the podium until all votes are recorded, at which time they will be given time to explain their reason for voting the way they did. Roll call votes are **only** in order during substantive votes.

21. Changes of Vote

Member-States may change their vote **only** in the case of roll-call votes. Votes may only be changed from the time the delegate announces their vote or the last speaker has explained their vote (whichever occurs last) until the time the Chair announces the results of the vote. Member-States may only change their vote once per voting procedure.

22. Point of Order

A point of order is in order at any time when the Rules of Procedure have been violated and will be ruled on immediately by the Chair.

23. Point of Information

Setting the Points of Information Per Speaker: It is the job of the Chair to determine the number of points of information which will be allowed per speaker. Delegates desiring more or less points of information per speaker must motion for the number of points of information be increased or decreased. Decisions on this matter are at the discretion of the Chair.

General: A point of information is in order only when no one has the floor, and takes the form of a question directed at the Chair or another delegate who has just spoken before the body. When a point of information is directed at a delegate, the delegate has the option to either yield or not yield to the point. Furthermore, all dialogue must go through the Chair. There is to be no dialogue between delegates during a point of information.

However, delegates are not allowed an infinite number of questions. If they fail to yield to all of their allotted points of information, they will not be given additional points of information. For example, if delegates are allotted two points of information and a delegate chooses not to yield to either, he will have exhausted his points of information and will be asked to return to his seat.

24. Right of Reply

At the Chair's discretion, any Member-State may be granted the right of reply in order to address any serious insults or injuries that would tarnish the dignity of the delegate or the Member-State which that delegate represents. The right of reply must be made immediately after the delegate has finished speaking. Delegates wishing to obtain a right of reply must be able to repeat the exact insult or injury which was leveled against them. Rights of reply are in order **only** when no one has the floor and are at the discretion of the Chair. Rights of reply may not be insulting in nature.

25. Appeals

Any decision of the Chair may be appealed, with the exception of decisions which are at the Chair's discretion. The delegate asking for and making the appeal will speak **FOR** the appeal, while the Chair or the Chair's appointed representative will speak **AGAINST** it. To overturn the Chair's decision, two-thirds of the body must vote in favor of the appeal.

26. Recess and Adjournment

The motion for recess or adjournment is in order at any time and is not debated. A majority vote is necessary for the motion to pass; however, entertainment of this motion is at the discretion of the Chair.

27. Suspension of Rules

This motion is only in order after a request for such a motion is made by the Chair. It is not debated and requires a two-thirds vote to pass.

28. Point of Personal Privilege

A point of personal privilege is in order at any time, but this right should only be invoked under genuinely intolerable situations.

29. Dress Code

Delegates and pages should dress in western professional business attire. So-called "national costumes" are not appropriate in this forum and will not be tolerated. National pins are also not allowed, but delegates may wear United Nations pins.

30. Precedence

Precedence of motions and debate is as follows:

- A. Point of Order
- B. Point of Personal Privilege
- C. Motion to Recess or Adjourn
- D. Motion to Appeal the Chair
- E. Motion to Table
- F. Cloture of Debate

- G. Debate of Amendment
- H. Debate of Resolution
- I. Withdrawal or Reintroduction of Resolution
- J. Division
- K. Important Question
- L. Point of Information
- M. Motion for Caucus
- N. Explanation of Vote
- O. Suspension of Rules

31. Priority of Rules

The priority of rules are as follows:

- A. Winthrop University Model United Nations Rule of Procedure;
- B. The Charter of the United Nations; and,
- C. Any subsequent rulings by the Secretary General and Student Coordinators.

The Winthrop University Model United Nations understands that students may attend other programs with different rules or procedures, and may wish to incorporate those rules whilst at Winthrop. However, in order to be fair to all delegates present, the Winthrop Model United Nations asks that delegates adhere to the rules and procedures outlined in this packet, and will not recognize Rules of Procedure from other conferences.

Appendix of Common Terms and Phrases

1. **Cloture-** This is simply moving into voting procedures on an amendment or resolution.
2. **Decorum-** This is the professional state and behavior of the body. When a Chair calls the body to decorum, delegates who do not have the floor should cease talking, be seated, and be paying attention to the debate.
3. **Dilatory-** This is when a motion has been made and is in order, but the Chair choosing not to recognize it due to extenuating circumstances such as, but not limited to, constraints on time or the fact that a motion has been made several time and failed. This is **not** the same as a motion being out of order.
4. **“Discretion of the Chair”-** This phrase refers to the power of the Chair to rule on an issue at hand. Motions which are at the discretion of the Chair do not need the approval of the body. See the Rules of Procedure to determine which motions are at the discretion of the Chair.
5. **“Has the Floor”-** This refers to a person, whether it is the Chair, a delegate, or other body present. To have the floor is to simply have the permission of the Chair to speak at a particular time. Delegates may give up the floor simply by yielding to another delegate or the Chair.
6. **Motion-** This is a proposal made by delegates to the Chair.
7. **Move-** This is the act involved with making a motion. For example, delegates do not **“motion** to change the speaker’s time to one minute,” delegates **“move** to change the speaker’s time to one minute.”
8. **“On the Floor”-** This refers to an amendment or resolution. To be on the floor simply means that a resolution or amendment has been opened for debate by the body and has yet to achieve cloture and be voted on.
9. **Out of Order-** A motion will be deemed out of order when it is made in such a manner or at such a time that is not in line with the Rules of Procedure. If a motion is ruled out of order, delegates should consult their rule book to determine why it is out of order and when that motion can be made. This also may refer to when a delegate who speaks and does not have the floor.
10. **Procedural-** This refers to matters dealing with the functions of the body such as motions and points. Speeches and votes on motions such as whether the body should move into a vote would be considered procedural. Any speeches and votes that are not procedural would be substantive.
11. **Quorum-** This is the number of delegates which must be present for a committee session or plenary session to hold a vote.

12. Recess and Adjournment- These words are interchangeable and mean to halt debate for a period of time, such as for lunch or a formal break in the committee or plenary sessions. A call for recess is always accompanied by a time limit of the Chair's discretion.

13. Speaker's List: This is the official order of speakers on a particular topic. Both the Chair and Rapporteur manage a Speaker's List, but only the Chair's is official. An example of a Speaker's List is as follows:

For	Against	To
Algeria	United States	Canada
Lebanon	Israel	Argentina
Cuba	Australia	Japan
Egypt	Italy	The Netherlands

In this list, the speaking order would be Algeria, United States, Canada, Lebanon, and so on. Delegates can yield time to another delegate lower in the list as long as they are in the same column. For example, Canada may yield time to The Netherlands, but not to Australia.

14. Substantive- This refers to speeches and votes on the text and language of actual amendments and resolutions. It is in substantive speeches and votes that your country makes clear its actual position on the topic at hand.