



SAIMUN

RULES OF PROCEDURE



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GENERAL RULES

Includes rules that govern who is entitled to participate in committees, how delegates will interact with the staff of the conference, and under what circumstances and in what ways committee sessions may be held.



1 SCOPE

The rules included in this guide are applicable to all committees of the General Assembly, the Economic and Social Councils and Regional Bodies, and the Security Council. The Rules of Procedure for Crisis and Historical Committees are entirely at the discretion of the committee chair.

If a situation arises that has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on what procedure to follow. At the discretion of the Chair or Secretariat, these rules can be modified to better facilitate healthy debate, and any modification of the rules will be announced clearly to the entirety of the committee, and will take precedence over any rules written in this document.

2 LANGUAGE

English will be the official and working language of the conference. If a delegate wishes to present any document or part therein written in a language other than English, the chair may at their discretion permit the introduction of the document alongside a full English translation of the document to be distributed to the entirety of the committee.

Delegates may not carry out any activities relevant to their committees in any language other than English, which includes discussing committee topics in unmoderated caucus or outside of committee. This is to prevent the creation of language-based blocs that may exclude non-speakers of a language.

3 REPRESENTATION

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one or two delegates and will have one vote on each Committee. If two delegates represent a Member State of a Committee, the delegates can present speeches together without formally yielding as long as only one delegate speaks at any given time.

4 CREDENTIALS

The credentials of all delegations have been accepted upon registration. No credentials paper shall be required from the delegates. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the SecretaryGeneral. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

5 PARTICIPATION OF NON-MEMBERS

The credentials of all delegations have been accepted upon registration. No credentials paper shall be required from the delegates. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the SecretaryGeneral. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

6

PARTICIPATION OF NON-GOVERNMENTAL ORGANIZATIONS

Representatives of Non-Governmental Organizations (“NGOs”) reserve the same rights as a full member of the committee, with the exception of the right to vote on substantive matters. NGOs may be signatories on draft resolutions. At the discretion of the committee Chair, delegates of NGOs hold certain unique procedural rights stated below:

- ▶ **Introductory Statements to Committee:** If desired, an NGO holds the right to submit a written introduction to the Committee Chair that elaborates on the position and powers of the NGO. The Chair reserves the right to postpone the introduction of the NGO if necessary.
- ▶ **Written or oral announcements:** An NGO is allowed to address the committee in oral or written form, stating its stance on the topic being discussed and the possible contributions it can make. This announcement will also be made at the discretion of the Committee Chair.

7

STATEMENTS BY THE SECRETARIAT

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time. Delegates should expect to receive an address from the relevant Under-Secretary-General for their committee, either of the General Assembly, Economic and Social Council and Regional Bodies, or Crisis and Historical Committees, at least once per day for committee feedback and announcements. The Secretary General and Secretariat may expel or discipline a delegate and Dias member for misconduct.

8

GENERAL POWERS OF THE COMMITTEE STAFF

The Committee Dais Staff consists of the Committee Chair and several Assistant Committee Secretary. Each Committee session will be announced open and closed by the Committee Chair, who may also propose the adoption of any procedural motion to which there is no significant objection.

The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules.

The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Dais staff. Committee Dais staff members may also advise delegations on the possible course of debate. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chair. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary-General.

9

QUORUM

Quorum denotes the minimum number of delegates who need to be present in order to open debate. When at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present, quorum is met, and the Chair declares a Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is required to determine the presence of a quorum.

In order to vote on any substantive motion, the Committee must establish the presence of a simple majority of members. For double delegation committees, at least one delegate from each pair must be present in the room at all times.

10 COURTESY

Every delegate will be courteous and respectful to the Committee staff and to other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Secretariat, who will then take the appropriate action.

11 ELECTRONIC AIDS AND TECHNOLOGY

Delegates are not permitted to use any type of electronic device, including laptops, phones, etc., in the committee room when the committee is in session. All phone use must occur outside of the committee room unless otherwise specified by the Chair. The Chair may grant the use of electronics at his or her discretion, such as during an unmoderated caucus.

12 DELEGATE CONDUCT

Delegates are warned that SAIMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature.

Those delegates who believe that their countries' policies merit such conduct are advised to consult the Chair before taking any action. This rule shall not be misconstrued to prohibit robust and vigorous substantive debate over disagreements between delegates' national policies, so long as such debate is conducted with courtesy and respect.

13 ABSENCES

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. Delegates are required to attend all sessions.



RULES GOVERNING DEBATE

Includes rules that establish how formal debate runs, how the agenda is set, how debate is closed, and how caucuses work.



14 AGENDA

The Agenda decides the order in which the topics will be discussed in committee. Therefore the first matter the Committee decides on will be setting the agenda. The only motion in order at this time will be in the form of "I move that Topic Area X be placed first on the Agenda."

- ▶ A motion shall be made to put a Topic Area first on the agenda. This motion requires a second.
- ▶ Delegates may only propose those Topic Areas listed in the preparation materials. The Chair holds the right to modify these Topic Areas at his or her discretion.
- ▶ A Committee in which only one Topic Area may be proposed for the agenda will be considered to have automatically adopted that Topic Area without debate.
- ▶ A Speakers List will be established 'for' and 'against' the motion; speakers 'for' will speak in support of the Topic Area suggested, speakers 'against' will speak in favor of the other Topic Area.
- ▶ Debate over the Agenda can only be closed by a motion after the Committee has heard from two speakers for the motion and from two against, or all the speakers on one side and at least two on the opposite side. As stated in Rule 16, the Chair will recognize two speakers against the motion to close debate.
- ▶ A vote of two-thirds is required for closure of debate on the agenda.
- ▶ In the situation where the Speakers List on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.
- ▶ Once debate is closed, the Committee will move to an immediate vote on the motion, which will require a simple majority to pass. If the motion fails, the other Topic Area will automatically be placed first on the agenda. thirds of the members present and voting to pass.

- ▶ A motion to proceed to the second Topic Area is in order only after the Committee has adopted or rejected a resolution on the first Topic Area. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds of the members present and voting to pass.
- ▶ In the event of a simulated international crisis or emergency, the Secretary-General, members of the Secretariat or the members of the Committee Staff may call upon a the delegates of a certain Committee to set aside or table debate on the current Topic Area so that the more pressing issue may be attended to immediately. After a draft resolution has been passed on the crisis topic, the Committee will return to debate on the tabled topic. If a draft resolution on the crisis topic fails, the Committee may return to debate on the tabled Topic Area only at the discretion of the Committee Staff.
- ▶ Comments are not in order during debate on the agenda, since deciding the Agenda is a procedural question. All motions for caucus shall be ruled dilatory during the consideration of the agenda. Also, delegates will not be allowed to yield their time (see Rule 22).

15 DEBATE

Opening statement (delegates may read their position papers) from each delegate is required before setting the Agenda, which is then followed by the opening of a continuous General Speakers List, which is used to conduct general debate. The General Speakers List will decide the order of speakers and the speakers may speak generally on the Topic Area being considered and may address any working paper or draft resolution currently on the floor.

Once a draft resolution has been introduced, the General Speaker List is temporarily closed until voting has been concluded and it is opened at the Chairs discretion or through a motion to open the General Speakers List by the delegates.

16

UN-MODERATED CAUCUS

A delegate may motion for an unmoderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions by order of Precedence and the Committee members will vote accordingly.

The Chair may rule the motion dilatory, and his or her decision is not subject to appeal. An unmoderated caucus may be extended only once, and the combined length of an unmoderated caucus and its extension may not exceed forty five minutes.

17

CONSULTATION OF THE WHOLE

At the discretion of the Chair, delegates may motion for a Consultation of the Whole in which the rules of parliamentary procedure are suspended, and an informal discussion is carried out in the committee room. Speaking times as well as the order of speakers are determined on an ad-hoc basis at the informal discretion of the delegates and ultimately the chair.

The delegate making the motion must specify a time limit and a topic of discussion for the consultation of the whole, not to exceed ten minutes. The motion will be put to a vote and will pass given a simple majority. During the execution of this motion, delegates not speaking will be expected to remain in their seats and be respectful of speakers at all times. The Chair may rule the motion dilatory or end the Consultation of the Whole at any point for any reason, and his or her decision is not subject to appeal. Like unmoderated caucuses, a Consultation of the Whole may only be extended once for half the time.

18 MODERATED CAUCUS

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers List and call on delegates to speak at his or 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 twenty minutes, and a time limit for the individual speeches.

The Chair may rule such a motion dilatory, and his or her decision is not subject to appeal. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of precedence.

- ▶ Moderated caucuses of the same length will be ranked in descending order of number of speakers or Speakers Time.
- ▶ Moderated caucuses that differ only in topic will be ranked in the same order that they were proposed.
- ▶ No motions are in order between speeches during a moderated caucus. A delegate who has been recognized to speak during a moderated caucus can and 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, but only after the caucus has ended, and the combined length of a moderated caucus and its extension may not exceed 20 minutes.

Delegates cannot yield their remaining speaking time to another delegate during moderated caucuses.

19 CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, subject to appeal, rule such a motion dilatory.

- ▶ When closure of debate is moved, the Chair may recognize up to two speakers' against the motion.
- ▶ No speaker in favor of the motion will be recognized.
- ▶ Closure of debate requires the support of two-thirds of the members present and voting.
- ▶ If there are no speakers' against the closing debate, the Committee Chair will ask the delegates if there are any objections to voting by acclamation (Please see Rule 35 for details on procedure).
- ▶ If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure

20

SUSPENSION OR ADJOURNMENT OF THE MEETING

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting.

- ▶ The Chair may rule such motions out of order; these decisions shall not be subject to appeal.
- ▶ When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass.
- ▶ A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.

In the case of a real emergency as declared by the Secretary General, members of the Secretariat or the Committee Staff, debate will automatically be suspended without any exceptions.

21

MOTION TO POSTPONE AND RESUMPTION : TAKE FROM THE TABLE

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as “motion to table a draft resolution or topic etc,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed.

No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed.

- ▶ A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favor and one opposed.
- ▶ Resumption of debate will cancel the effects of postponement of debate.

23 APPEAL

An appeal can only be made to procedural matters, but not substantive ones (Rules 35, 36). A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the rules of procedure. The delegate can only appeal a ruling immediately after it has been pronounced.

- ▶ The delegate will be given thirty seconds in order to explain the reasoning behind the appeal.
- ▶ The Chair may speak briefly in defense of the ruling.
- ▶ The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by two-thirds of those members present and voting. The Chair's decision not to debate a draft resolution or amendment or extend time is never appealable.

A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling.

The following rules may never be appealed by a delegate:

1. Chair's approval of a draft resolution or amendment,
2. Chair's decision to rule a moderated or unmoderated caucus out of order or dilatory,
3. Moderator's decision to end an unmoderated caucus early or refuse to extend debate,
4. Moderator's decision to rule a motion for suspension or adjournment out of order,
5. Dais's decision to refuse a right of reply,
6. The action of calling a delegate out of order,
7. Expelling the delegate out of the committee room and also taking the floor away from the delegate and asking asking the delegate to sit down if they are disrespectful.

FLOW OF DEBATE IN A COMMITTEE

This section serves as an overview of the typical flow of a resolution committee at SAIMUN. As will be explained in a later section, the continual crisis committees of the Specialized Agencies do not follow this procedure.

This section is only meant to give you a broad picture of what to expect as committee progresses; the Rules of Procedure can provide the full details as to how each step is executed.

1. OPENING STATEMENT.

Delegates have to make an opening statement regarding the committee topic. Delegates can choose to read their position papers.

2. SETTING THE AGENDA

Once a committee convenes, its first action item must be to vote on which topic area should be debated first. This is called "Setting the Agenda." the committee enters voting procedure to set the agenda. The topic area that the committee votes on will then become the committee's primary agenda item for that session For single topic committees, the procedure of setting the agenda will be at the discretion of the director. Some debate may still occur on the order of discussing subtopics within a single topic area, or committee may simply procede immediately to substantive debate.

3. DEBATE

After the agenda has been determined, the committee will fluctuate between three forms of debate: General Speaker's List, Moderated Caucus, and Unmoderated Caucus. The first two forms of debate are also known as Formal Debate, while the third is known as Informal Debate.

▶ *General Speaker's List*

Once the agenda is set, the Chair will request for volunteers to be added to the Speaker's List. This is a list of delegations wishing to speak broadly on the topic area at hand, for a pre-determined amount of time (typically one and a half minute). Delegates may also request to be added to the Speaker's List by passing a note to the dais after the Speaker's List has been opened. The moderator will call upon delegations upon the Speaker's List to speak in sequential order

▶ *Moderated Caucus*

A majority of formal debate will be held in the form of moderated caucuses. *Moderated caucuses are raised by a motion, which must include the total time for the caucus, the amount of time allotted per speech, and the topic of the moderated caucus. By raising a motion for a moderated caucus, delegates have the opportunity to set the topic of discussion; as such, delegates typically raise motions on topics closely related to their country's interest, topics that they have researched extensively, or topics that would smoothly supplement what has been discussed in committee thus far. Yield to questions or comments are not permitted following speeches in a moderated caucus.*

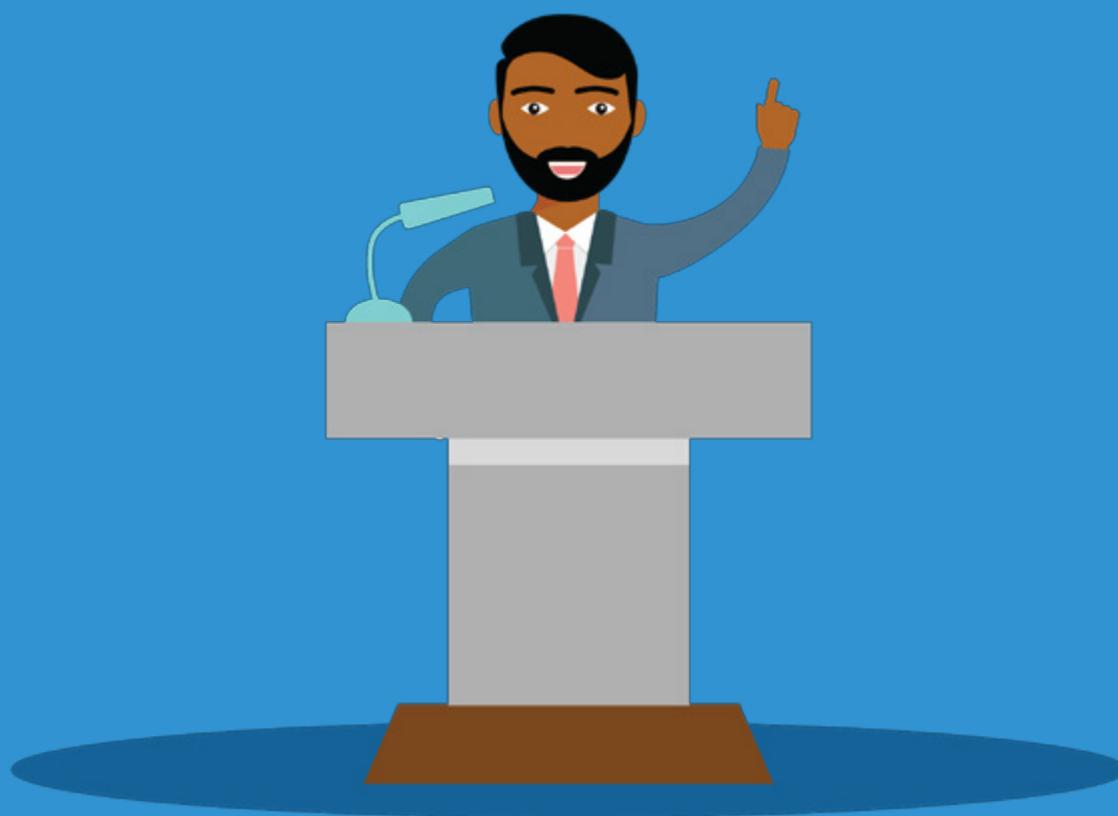
▶ *Unmoderated Caucus*

Unmoderated caucuses constitute informal debate, in which all delegates may collaborate and voice their ideas unrestricted by parliamentary procedure. *Motions for unmoderated caucuses may be made whenever the floor is open, and should stipulate the length of the caucus. Once the motion is passed, delegates have permission to move and speak freely in the committee room. Depending on the stage of debate, the primary focus of an unmoderated caucus can differ. During the first and second sessions, delegates typically use unmoderated caucuses to discuss their preliminary ideas, find like minded delegations, and form "blocs" of delegations looking to cooperate. Later, unmoderated caucuses are used as opportunities to collaborate on documents, gain signatories, and informally discuss substantive points in debate. Unmoderated caucuses are also an opportunity to take a short break from committee activities.*



RULES GOVERNING SPEECHES

Includes rules on the speakers' list, speeches, yields, comments, and rights of reply



24

GENERAL SPEAKERS LIST

The Committee shall at all times have an open General Speakers' List for the Topic Area being discussed in the committee. The Chair will either set default speaking time to 90 seconds or entertain motions to set a speaking time. A member may add its name to the Speakers' List by submitting a request in writing to the Chair, provided that member is not already on the Speakers' List, and may remove its name from the Speakers' List by submitting a request in writing to the Chair. At any time the Chair may call for members that wish to be added to the General Speakers' List. The names of the next several members to speak will always be posted for the convenience of the Committee.

The General Speakers' List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speakers' List. A motion to close any Speakers' List is never in order.

25

TIME LIMIT ON SPEECHES

The Chair may limit the time allotted to each speaker. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay. However, the Chair may exercise his or her discretion to allow a delegate to finish his or her thought before calling the delegate to order. This rule is intended to account for the varying fluency in English among conference attendees.

26

YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. A delegate *must* declare any yield at the conclusion of his or her speech.

- ▶ **YIELD TO ANOTHER DELEGATE.** His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. To yield the floor over to a co-delegate of the same member state e.g Uganda yields to Uganda in a double delegation is not considered a yield and it is in order. The second delegate speaking may not yield back to the original delegate.
- ▶ **YIELD TO QUESTIONS.** Questioners will be selected by the Chair and limited to one question each. Followup questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading and/or not designed to elicit information. There shall be no two way communication between delegates.
- ▶ **YIELD TO THE CHAIR.** Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker. Only one yield is allowed per speech (i.e. no yields on yielded time).

There are no yields allowed if the delegate is speaking on a procedural matter. A delegate must declare any yield by the conclusion of his/her speech. *Even if a delegate's time has elapsed, he/she must still yield.*

27 RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable and cannot interrupt speeches or any delegate speaking/motions/voting.

A delegate granted a Right of Reply will not address the Committee except at the discretion of the Chair. A Right of Reply to a Right of Reply is out of order.



RULES GOVERNING POINTS

Describes the points that can be made during committee session



28 PURPOSE OF POINTS

Points are used exclusively to facilitate procedure and may never be used to make substantive remarks of any kind. Points of Information to the chair maybe used to approach the dias and Points of Parliamentary Inquiry maybe used to obtain clarification of Rules of Procedure.

29 POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort, which impairs his or 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 only interrupt a speaker if the delegate speaking is inaudible.*

30 POINTS OF ORDER

At any point when a committee is in session, a delegate may rise to a Point of Order to indicate their belief that the rules of procedure are not being properly followed. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. *A Point of Order may never interrupt a speaker.*

31

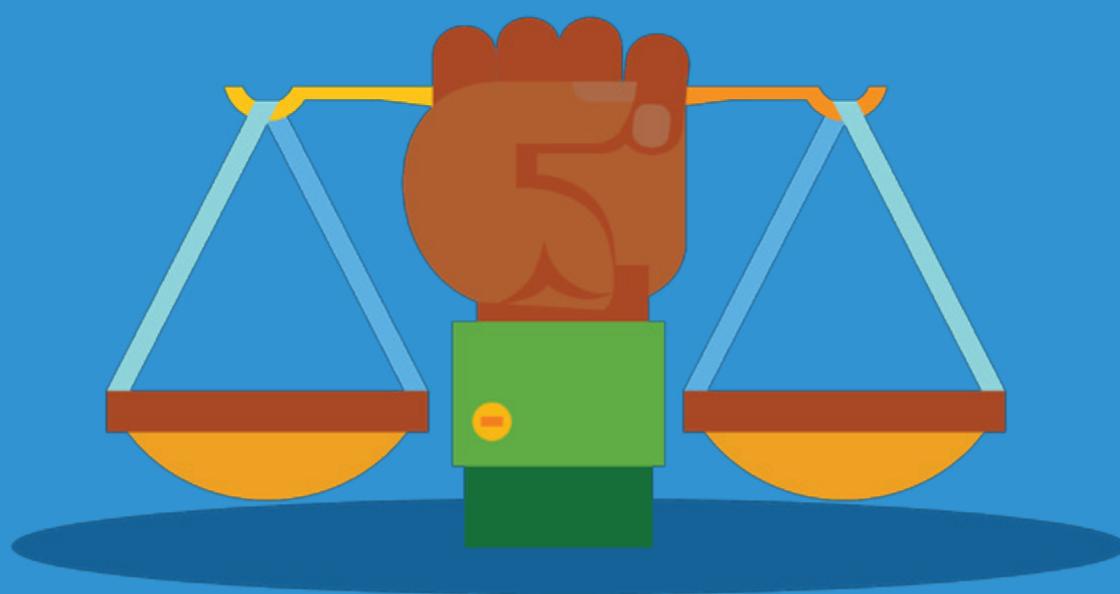
POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A *Point of Parliamentary Inquiry may never interrupt a speaker.* Delegates with general questions should not approach the Committee staff during caucus or send a note to the dais.



RULES GOVERNING THE PATH TO A RESOLUTION

Includes rules on working papers, resolutions, and amendments



32 WORKING PAPERS

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format.

Working papers are not official documents and may be presented in any format approved by the Chair, but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval.

33 INTRODUCTION OF: DRAFT RESOLUTIONS

A draft resolution may be introduced when it receives the approval of the Chair. A draft resolution requires a simple majority of members present to pass. *Only one draft resolution may be passed per Topic Area.*

After a draft resolution is passed, voting procedure will end and the Committee will move directly into the second Topic Area (following the rules governing the setting of the agenda)

34 AMENDMENTS

Once a draft resolution has been approved by the chairs as stipulated above and has been distributed, a delegate(s) may move to introduce the draft resolution. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a Resolution on that Topic Area has been passed.

Debate on draft resolutions proceeds according to the order of debate e.g.

- ▶ Reading,
- ▶ Seconding,
- ▶ Time For,
- ▶ Time Against,
- ▶ Amendments
- ▶ Voting.

No delegate may refer to a draft resolution until it is formally introduced.



AMENDMENTS AND VOTING ON AMENDMENTS

Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of it.

An amendment must have the approval of all the Sponsors for it to be friendly and immediately added to the draft resolution. If they do not unanimously agree to the amendment, it becomes an unfriendly amendment and it is debated for by the proposer of the amendment and against by the Main Sponsor of the Draft Resolution and thereafter the committee votes. Simple Majority is required to pass the amendment. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended.

If a the submitted amendment contains a typological error, the corrected version should be submitted to the Chair only and does not need to be circulated to the entire committee. The Chair, at his or her discretion will announce the corrections made in the latter version.

Preambulatory phrases may not be amended. The final vote on the amendment is substantive; NGOs and Observer Nations will not be allowed to vote on amendments.



RULES GOVERNING VOTING

Describes how procedural votes will be taken and how voting procedure will be conducted



36 SUBSTANTIVE VOTING

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers door are sealed by protocol, and no interruptions will be allowed. The only motions that will be in order are:

- ▶ Motion to Divide the Question
- ▶ Motion to Vote by Acclamation, and
- ▶ Motion for a Roll Call Vote.

If there are no such motions, the Committee will vote on all draft resolutions in the order in which they were introduced. For substantive voting, each member will have one vote. Each vote may be a 'Yes/ Yes with rights to explain vote,' 'No/ No with rights to explain votes,' or 'Abstain.' Abstaining members are considered to be voting against.

All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. A simple majority requires more "Yes" votes than "No" votes. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area. NGOs, Observer Nations, and Third Party Actors will not be able to vote on draft resolutions and/or amendments.

Veto does not apply in any other committee other than security council. In the Security Council, the five permanent members have the power to veto any substantive vote. A "No" vote by one of the five permanent members in the Security Council is considered a veto, and the draft resolution will not pass if it receives a veto.

37 PROCEDURAL VOTING

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including representatives of Accredited Observers and NGOs present in the room must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes.

38 DIVISION OF THE QUESTION

After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately. Preambulatory clauses and suboperative clauses may not be altered by division of the question.

The motion can be debated to the extent of two speakers’ for and two against, to be followed by an immediate procedural vote on that motion. If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe. The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact.

Once a division has been passed, requiring a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole. Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

39 ROLL CALL VOTING

A delegate has the right to request a roll call vote after debate on a draft resolution is closed or the chair can use their discretion and use the roll call vote method. In a roll call vote, the Chair will call members in alphabetical order.

In the first sequence, delegates may vote

- ▶ "Yes,"
- ▶ "Yes with Rights",
- ▶ "No,"
- ▶ "No with Rights",
- ▶ "Abstain," or
- ▶ "Pass."

Delegates who vote either "Yes with Rights" or "No with Rights" reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.

A delegate who voted "Pass" during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed ninety seconds. The Chair will then announce the outcome of the vote.



VOTING BY ACCLAMATION

Before the beginning the vote on a particular draft resolution or amendment, the Committee Chair has the right to ask his or her members if there are any objections to a vote by acclamation for voting that require simple majority vote. If no committee member expresses an objection, then the motion will automatically be adopted without the committee going into voting procedure. Any objection to voting by acclamation will mean that the committee will go into normal voting procedure. *No voting by acclimation for motions that require two thirds majority vote.*

PRECEDENCE OF MOTIONS

Motions will be considered in the following order of preference

1. Point of Personal Privilege (Rule 29)
2. Point of Order (Rule 30)
3. Point of Parliamentary Inquiry
4. Adjournment of the Meeting
5. Suspension of the Meeting
6. Unmoderated Caucusing (Rule 16)
7. Moderated Caucusing (Rule 18)
8. Introduction of Draft Resolution
9. Introduction of an Amendment (Rule 34)
10. Motion to Postpone Indefinitely
11. Motion to Lay on Table
12. Motion to take from the table

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege (Rule 29)
2. Point of Order (Rule 30)
3. Point of Parliamentary Inquiry (Rule 31)
4. Division of the Question (Rule 39)
5. Motion for a Roll Call Vote (Rule 40)

SAMPLE POSITION PAPER

Delegation: The Russian Federation Committee: Disarmament and International Security

Committee Topic A: Separatism

The Russian Federation considers separatism to be one of the gravest dangers facing the world today. Separatist groups threaten peace and security around the world. From developing countries like the Philippines to developed countries like Spain, the stability of both the internal structure of states and of the international world order is under attack. The danger of separatism has grown even greater in recent years, as separatist groups in many countries have become increasingly linked both with religious extremism and with international terrorist networks.

Though separatism once could be considered an internal affair, it now must be seen within the context of international security. An attack on one country by a separatist group is frequently an attack on the international system itself, as separatist groups increasingly use terrorist tactics designed to destabilize an entire region. Thus, it is essential that the Disarmament and International Security Committee consider ways to address the destabilizing impact of separatism.

In particular, Russia believes that the committee, while reiterating the UN's condemnation of separatism in general, must work to provide aid to states victimized by separatist groups and must facilitate the means by which the international connections of separatist groups can be analyzed. As a country particularly victimized by separatist movements, Russia strongly opposes any attempt to give legitimacy to any group that uses terrorist tactics and any move by the UN to recognize a so-called "right to secession."

Therefore, Russia believes that while it is possible for the UN to establish a framework for dealing with separatist groups, it must also work to determine the legitimacy of those groups, the legitimacy of their demands, and any links between those groups and international terrorism; furthermore, it must remember that, from a political rather than military perspective, separatism is an internal issue, and must be treated as such.



POINTS AND MOTIONS CHART

#	MOTION/POINT	REMARKS	VOTES
1	Adjourn Meeting	Adjourning the meeting ends the committee session until the next session. The motion is most commonly made to end a committee session for the purpose of lunch or dinner. It requires an immediate vote. Can be ruled as out of order by the Chair	Two-thirds majority
2	Lay on table	Delegates can lay on table a draft resolution after reading and seconding. Before going to a vote, two delegates must speak in favor of tabling debate and two speak against it.	Two-thirds majority
3	Appeal the Chair's Decision	This motion is made when a delegate feels that the chairperson has made an incorrect decision. The appeal must first be made in writing.	Two-thirds majority
4	Postpone Indefinitely	After reading and seconding. Before going to a vote, two delegates must speak in favor of tabling debate and two speak against it.	Two-thirds majority

WHAT TO SAY WHEN RAISING A MOTION OR POINT

#	DESCRIPTION	WHAT DO YOU SAY?
1	The delegate has a question regarding the rules of procedure.	Honorable Chair, (Country Name) has a point of Inquiry.
2	Delegate wishes to adjourn the meeting until next session. Usually used to adjourn for lunch or dinner.	Honorable Chair, (Country Name) moves to suspend debate for the purpose of lunch.
3	Delegate wishes to yield time to points of information or questions from other delegates about the speech.	Honorable Chair, (Country Name) yields to points of information OR Honorable Chair, (Country Name) is open to questions
4	Delegate wishes to tell the chair about of a physical discomfort the delegate is experience (the inability to hear another delegate's speech, that the room is too hot, etc.).	Honorable Chair, (Country Name) has a point of personal privilege, we cannot hear the speaker, the room is too hot, etc...
5	Delegate wishes to order for a moderated or un-moderated caucus. The purpose and the length of the suspension need to be stated.	Honorable Chair, (Country Name) moves for a moderated/ caucus to discuss landmines for 30 minutes, with a 3 minute speaking time. OR Honorable Chair, (Country Name) moves for an un-moderated caucus for 20 minutes.

MODEL UN YOUTUBE VIDEOS

The following YouTube videos are useful in showing students how a Model UN conference is run. It is important to keep in mind that these videos only show mock conferences, and that in fact the real conferences tend to be much more lively and fun!

- ▶ Full simulation: https://www.youtube.com/watch?v=aBh_RaX0gvs
- ▶ Animated simulation: <https://www.youtube.com/watch?v=268ROc-mJjLU>
- ▶ Model UN Do's and Don'ts: <https://www.youtube.com/watch?v=i9R-whwL2iU>



THANK YOU



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