



# RULE OF PROCEDURE CIMUN

### Distinguished Delegates

The CIMUN Team is truly glad that you have not just shown interest in the conference, but you have come this far with the registration process.

CIMUN, as you know, is a simulation of the United Nations, open to individuals across all levels, fields and disciplines. Through participation, delegates at CIMUN are afforded an opportunity to experience first-hand the challenges of negotiation by assuming the roles of United Nations representatives and members of other decision-making bodies.

This document contains the rules of procedure guiding this conference. It is important that you familiarize yourself with the contents of this document prior to the conference in order to ensure that you have the best MUN experience possible.

This 2<sup>nd</sup> session will consist of six UN committees. Each delegate or delegation attending the conference has been assigned one or more countries, and each country is represented by at least two delegates in different committees. During the conference, each committee will have official sessions, lunch breaks, and delegate meetings, where delegations will meet several times a day. In most committees, the session time is divided between formal debate, caucuses, and the resolution writing process- subject to the discretion of the dais.

Although some aspects of the United Nations may not be imitated, CIMUN will be perfectly tailored to our capabilities. This means that even throughout the conference, we will remain as close to the spirit and actual practice of the UN as practicable. Consequently the official Rules of Procedure (RoP) of the UN will be applied unless considered not feasible at CIMUN.

This guide consists of six main sections. In the first and the second of these, the rules and guidelines, which apply at all times and in all committees, will be introduced. In the third section, there is a short overview of writing resolutions and reports. Sample papers will be available on the conference website and in the Delegates' guide prior to the conference. The fourth section contains more detailed information about where to find information about the country you are representing and is suited for further, more detailed research. The fifth and sixth sections are examples of a fictional session in an arbitrary committee in which all procedures commonly used occur: This idealised session will be reported. For every rule applied, there will be explanatory comments. The first half will explain formal and

informal sessions, while the second half is an account of a voting procedure.

Please do not hesitate to contact the CIMUN Secretariat at [secretariat@cimunafrika.org](mailto:secretariat@cimunafrika.org) or visit [www.cimunafrika.org](http://www.cimunafrika.org) if you have any questions concerning specific rules and how the general rules are applied in the respective committees. Students who are new to MUNs are strongly recommended to take active part in the preparatory workshops taking place prior to the opening ceremony in order to ensure a smooth conference.

**The rules are not subject to any major changes and shall be considered adopted prior to the beginning of the conference.**

Once again, thank you for giving us a chance to share this amazing experience with you!

Warm regards,

CIMUN Secretariat

## RULES OF PROCEDURE General Rules

**1. Scope:** The rules of procedure as outlined in this document apply to all committees of the United Nations represented at CIMUN. In any case where a committee is faced with an issue not addressed by this document, the Committee Chair will be the final authority.

**2. Language:** English will be the official and working language of the conference. Should any delegate wish to present a document written in a language other than English, a translator will be made available. Alternatively, the delegate will be required to provide an English translation of the document to the officials to be distributed to all other delegates.

**3. Delegations:** Each member state will be represented by one or more delegates and shall have one vote on each committee. Representatives of accredited observers will have the same rights as those of full member states, except that they may not sign or vote on resolutions or amendments. A list of member states and accredited observers for each committee will be provided by the Secretary-General to the committee Director. In a case where a Member State is represented by two delegates in a committee, the delegates are allowed to present speeches together without formally yielding as long as only one delegate

speaks at any given time. Each member state of a committee will be represented by one delegate and will be granted one vote in the committee. Members of committees shall be permanent representatives to the United Nations, heads of state, ministers of foreign affairs or others of comparable rank or relevance to the issues at hand.

**4. Participation of Non-Members:** Guest speakers, expert witnesses, or representative of entities that are neither members of the committee nor accredited observers may address a committee only with the prior approval of the Director.

**5. Credentials:** The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials.

**6. The Conference Secretariat:** The Secretary General will provide and direct the staff required by all the committees. He/she will have the ultimate authority over all such committees and may at any time delegate authority to a member of the Secretariat. Furthermore, the Secretary General or a member of the Secretariat may at any time make written or oral statements to the committees.

The Secretary-General or any member of the Secretariat whom he or she designates may

make either written or oral statements to the committee at any time.

## **7. General Powers of the Committee**

### **Staff:**

The chairpersons/presidents and the rapporteur shall constitute the committee bureau. A chairperson shall declare the opening and closure of each meeting of the committee, shall direct its discussions, and ensure compliance with the Rules of Procedure. He/she shall compose the speaker's list, accord the right to speak, propose the limitation of time for debate, and announce decisions. Furthermore, he/she shall have the right to advise delegates on the possible course of debate. The chairperson may also close or suspend the meeting and may temporarily transfer his/her duties to another member of the bureau. In exercise of these functions, the chairperson shall at all times follow the Rules of Procedure and report to the Secretary General. Bureau decisions may be overruled with a two-thirds majority.

The Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Director will have complete control of the proceedings at any meeting. The Moderator will direct discussions, accord the

right to speak, put out questions, announce decisions, rule on points of order, and ensure and enforce the observance of the rules provided in this document. The Moderator may temporarily transfer his duties to another member of the committee staff or other designees of the Director. Committee staff members may also advise delegations on the course of debate. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.

**8. Appeal:** Any decision of the Moderator, with the exception of those matters for which the CIMUN Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Moderator may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Moderator will stand unless overruled by a two-thirds majority. The Director has ultimate discretion on any ruling, whether or not it is appealed successfully.

**9. Quorum:** The Director may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. A member of the committee is considered present if at least one delegate representing that member is in the committee chamber. The presence of a majority

of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

**10. Courtesy:** Delegates will show courtesy and respect to the committee staff and to other delegates. The Moderator will immediately call to order any delegate who fails to comply with this rule.

Each committee will be chaired by a president and his or her assistants. The president is normally called “chair”, while the assistants are called “rapporteurs”. They are responsible for conducting the session and voting procedures of the committee and will ensure that all delegates act according to the RoP. Together they are called the “dais” and normally decide how the rules are interpreted, applied and who is recognized to speak. Although this sounds as if the chair has ultimate authority in regard of the rules, it is possible to challenge these decisions. Whereas the chairs at CIMUN are experienced at UN models and at interpreting rules, they are not infallible. If a delegate thinks that the dais has made a mistake, they should rise for a point of order or even appeal the decision of the chair.

Contrary to the rules of the real UN, the chair at CIMUN will not be elected from or by the committee. In the UN as well as the NMUN all delegates are prepared to fulfil the role of the chair and therefore have extensive knowledge of the rules and their interpretation. At CIMUN the members of the dais will be provided by the organising team.

**11. Decorum:** Decorum is one of the most important rules at the conferences. It simply means being quiet and attentive during formal session and voting procedure. While this might sound trivial, a room full of people talking or whispering to each other will make it impossible to listen to speeches or to recognize statements made by the chair. Please stay in decorum at all times during formal session. Apart from the fact that the dais will not tolerate any aberration from this, it is easy to make yourself unpopular with your fellow delegates if you are disturbing speakers and those listening to speeches.

This also means not moving around during speeches. If you have entered the room too late after a break and a delegate is holding a speech, please wait at the door until the speech is finished before taking your seat. There is a small time frame between each speech as every delegate has to rise and move to the front of the committee to deliver their speech: You can use

this time to pass notes, find your seat or leave the room if necessary or to introduce points or motions. Moreover, decorum means not to applaud after speeches or to show disappointment, discontent or disapproval with a speaker after the deliverance of their speech. Furthermore, using notebooks during formal session is as well considered very impolite.

Diplomats always treat each other with dignity and respect. Even in circumstances which normally might provoke displays of indignation, diplomatic personnel adhere to diplomatic conduct – which means remaining polite. Even small breaches of diplomatic conduct are remembered for a long time and such grievances may grow over time, especially if they occur repeatedly and therefore might impede future negotiations.

Exceptions to this rule are delegates of some countries which are noted for this kind of behaviour. They do indeed push the limits in order to emphasize their position. Their comments, however, are of political nature and not personal or personally abusive. We are confident that the representatives of these nations at CIMUN will know who they are and, having done their research properly, know how far they can realistically go!

Part of polite behaviour is the use of the correct forms of address. You should always refer to

your fellow delegates as “distinguished delegate”, “honorable delegate” or similar expressions. Even more polite would be to also mention the country name, i.e. “as the honorable delegate of France is surely aware...”

**12. Electronic Devices:** No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time or in the committee room during unmoderated caucus at the discretion of the Director.

**13. Attendance:** Delegates of all committees are required to attend all scheduled committee meetings. Meetings and Dates of Convening Each committee shall meet at the time and place designated by the Secretariat under the recommendation of the Secretary General. In the case of a delegate leaving the room during session under any circumstances, said delegate shall place their placard in such way that the country name is facing down. This is in order to signal absence from any vote. Should a delegate be absent for more than two half-day sessions and/or during the distribution of certificates, the delegate may be denied the right to receive the conference certificate. Attendance will be

sampled at the beginning of every session by calling upon the member states, followed by the observers, in alphabetical order. When their country is called out, delegates shall declare themselves “present”, whereas accredited observers shall declare themselves “present and observing.” Members arriving late shall pass a written note to the chairperson stating that they are “present”, whereas accredited observers arriving late shall pass a written note stating that they are “present and observing”.

### **On Debate**

**14. Agenda:** This refers to the first order of business for a committee, if the committee has more than one topic area to discuss, the topics will be the consideration of the agenda. If the committee has just one topic area, the agenda is automatically adopted.

To set the agenda:

- A motion should be made to set the agenda to one of the committee’s topic areas as stated by the Director in the committee background guide.
- Two speakers’ lists will be established: one in favor of the motion, and one opposed to the motion and in favor of the other topic. The committee will hear alternating speakers from these lists. No motions for moderated or

unmoderated caucuses are permitted during this time.

- A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against, or when one of the speakers’ lists is exhausted. In accordance with the normal procedure, the Moderator will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate on the agenda.
- When debate is closed, the committee will proceed to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other Topic Area will automatically be placed before the committee.
- When voting procedure is complete on the first topic area, the second topic area is automatically placed before the committee.
- In the event of an international crisis or emergency, the Secretary-General or his or her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate

on the tabled topic. Until a resolution has passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or his or her representative.

**15. Debate:** After the agenda has been determined, one continuously open speakers' list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.

**16. Unmoderated Caucus:** An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated 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 the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Moderator may rule the motion dilatory and his or her

decision is not subject to appeal. The Moderator may prematurely end an unmoderated caucus if the Moderator feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

**17. Moderated Caucus:** The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. 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 specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. The Moderator may rule the motion dilatory and his or her decision is not subject to appeal. If the motion passes, the Moderator will call on delegates to speak at his or her discretion for the stipulated time. Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The moderator may also decide, subject to appeal, to suspend the caucus early.

**18. Closure of Debate:** When the floor is open, a delegate may move to close debate on

the substantive or procedural matter under discussion. The Moderator may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is favors the closure, the Moderator will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers' list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.

**19. Suspension or Adjournment of the Meeting:** Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next meeting, or for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Moderator may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

**20. Postponement and Resumption of Debate:** Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debated by two speakers in favor and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate.

### On Speeches

**21. Speakers' List:** The committee will have an open speakers' list for the topic area being discussed. Separate speakers' lists will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers' list by submitting a request in writing to the dais, provided that delegation is not

already on the speakers' list, and may similarly remove their name from the list by a similar request in writing. At his or her discretion (usually only when a new speakers' list is opened) the Moderator may solicit nations to be added to the speakers' list by raising their placard. The speakers' list for the second Topic Area will not be open until the committee has proceeded to that topic.

**22. Speeches:** No delegate may address a session without having previously obtained the permission of the Moderator. The Moderator may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.

**23. Speaking Time:** When any speakers' list is opened, the speaking time is automatically set to one minute. Delegates may move a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.

**24. Yields:** A delegate granted the right to speak from a speakers' list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.

- Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a co-delegate is not considered a yield.

- Yield to questions: Questioners will be selected by the Moderator and limited to one question each. Follow-up questions will be allowed only at the discretion of the Moderator. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

- Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish his or her speech to be subject to comments. The Moderator will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.

- Yields are in order only on substantive speeches and not during moderated caucus.

**25. Comments:** If a substantive speech is followed by no yields, the Moderator may recognize two delegations, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Delegates who make comments may not yield. No comments will be in order

during debate on procedural motions, moderated caucus, or debate on amendments.

**26. Right of Reply:** A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Moderator's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Moderator.

**27. Amendment of the Agenda:** If you have a strong interest in discussing a topic which is not part of the agenda, you can try to amend it. To do so, you must hand in a corresponding note to the dais. If the chair considers the request reasonable they will ask you to explain your reasons to amend the agenda in a speech to the committee or to read out your note. There will then be a vote on the amendment without pro/con speeches; a simple majority is needed. Amending the agenda could for example be necessary if an urgent situation or a crisis arises and delegates think the situation needs to be addressed by the committee.

Since the delegates have prepared themselves comprehensively for previously announced topics, amendments of the agenda are usually uncommon. However, if a crisis of utmost

importance has taken place the committee has the capacity to address this crisis. After the crisis has been dealt with and a resolution has been voted upon the committee resumes the debate on the previous topic.

### On points

**28. Point 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. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

**29. Point of Order:** During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Moderator in accordance with these Rules of Procedure. The Moderator may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a point of order may not speak on the substance of the matter under discussion. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

**30. Point of Parliamentary Inquiry:** When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Moderator a question regarding the Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the committee staff at an appropriate time.

### **On Substantive Matters**

**31. Working Papers:** Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Director to be copied and distributed. Working papers do not have signatories.

**32. Resolutions:** A resolution may be introduced when it receives the approval of the Director and is signed by twenty five members in General Assembly committees, eight members in the Economic and Social Council committees and Regional Bodies, and five members in the Security Council and Historical Security Council. Signing a resolution need not

indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. The Director's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in specific committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per topic area.

**33. Introducing Resolutions:** Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the Moderator and does not require a substantive vote. The dais staff, time permitting, may choose to read the operative clauses of the resolution. Immediately after a draft resolution has been introduced and distributed, the Moderator may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that topic area has been passed.

**34. Amendments:** Delegates may amend any resolution that has been introduced. An amendment must have the approval of the

Director and the signatures of 12 members in the General Assembly, 4 members in the Economic and Social Council & Regional Bodies, and 3 members in the Security Council and Historical Security Council. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended.

There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon:

- An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one for and one against the amendment. Debate will alternate between each list.
- A motion to close debate will be in order after the committee has heard two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Rule 16, the Moderator will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
- When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes.

After the vote, debate will return to the general speakers' list.

### On Voting

**35. Division of the Question:** After debate on a topic area or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the question means that a specified set of operative clauses may be voted on separately from the rest. Perambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against. This motion requires a simple majority to pass.

- If the motion passes, the Moderator will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Moderator will arrange them from most severe to least, and each will be voted on, in that order. If no division passes, the resolution or amendment remains intact.
- If any proposal passes, all other proposals are discarded and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each

part. After all divided parts have been voted on; those that were voted to be included are recombined into the final draft resolution, which must then be voted upon under regular Rules of Procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

**Reordering Resolutions:** The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Moderator will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded and resolutions will be voted on in that order.

**36. Voting:** Once committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has

been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” All matters will be voted upon by placards, except in the case of a roll call vote. After the Moderator has announced the beginning of voting, no delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either “Yes” or “No” on the question.

**37. Roll Call Voting:** After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Moderator’s decision whether to accept the motion for a roll call vote may not be appealed. Such a motion may be made from the floor and must be seconded by twenty-five members in General Assembly committees and eight members in Economic and Social Council & Regional Bodies committees. All substantive

votes are roll call votes in the Security Council and Historical Security Council. Voting will be at the discretion of the Director in all other committees.

- In a roll call vote, the Moderator will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.

- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights.”

- A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.

- A delegate may only request the right of explanation if his or her vote appears to constitute a divergence from his or her country’s policy and if he or she votes “Yes with rights” or “No with rights” in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.

- The Moderator will then announce the outcome of the vote.

### **On precedence of Motions**

**35. Precedence:** Motions will be considered in the following order of preference. If a point or motion is on the floor, points or motions lower on this list are out of order.

#### 1. Parliamentary Points

a. Points that may interrupt a speaker:

i. Points of Personal Privilege

ii. Points of Order

b. Points in order only when the floor is open, i.e. Points of Parliamentary Inquiry

#### 2. Procedural motions that are not debatable:

a. Adjournment of the Meeting

b. Suspension of the Meeting

c. Unmoderated Caucus

d. Moderated Caucus

e. Motion to change the speaking time

f. Introduction of a draft resolution

g. Introduction of an amendment

#### 3. Procedural motions applicable to a resolution or amendment under consideration:

a. Closure of Debate

b. Postponement of Debate

- c. Reordering Resolutions
- d. Division of the Question
- 4. Substantive motions:
  - a. Amendments
  - b. Resolution
- 5. Other procedural motions, e.g. Resumption of Debate

### **On drafting the Resolution**

Every good resolution should be: comprehensive, collaborative, and conceivable. Virtually all the problems that the UN tackles are quite complex; for a resolution to be a good solution to a problem of global importance it must be comprehensive. If the resolution is to gain enough support to be passed by the committee, then it must also be collaborative. Finally, if the resolution is to gain the approval of the Director, then it must be conceivable. The realistic resolution takes into account UN limitations and the current international balance of power so as to make the most effective use of diplomacy.

### **On finalizing the Resolution**

Before the final version of a resolution is typed up, it should be reviewed with an Assistant Director (AD). After hearing the Assistant

Director's feedback and making the necessary changes, it should be shown to the Director, and, after getting his/her advice, the final necessary changes should be made.

In typing out a resolution, it is important to carefully check over grammar, syntax, style, etc. Not only is a well-written resolution easier to comprehend, it is more impressive to delegates and hence more likely to gain their support. Improperly formatted resolutions will be returned to delegates for revision.

Also, the required number of delegate signatures must be gotten. When attempting to get signatures, it is important to remind delegates hesitant to sign that their signature is in no way binding to any future support, much rather it only implies a desire to see the resolution out on the committee floor. Finally, the resolution should be presented to the Director for his/her signature so that the resolution can be taken to the appropriate team to be prepared and photocopied.

### **On the Amendment Process**

Since there are no sponsors of resolutions, there is no such thing as a "friendly" or "unfriendly" amendment. The resolution is considered the property of the entire committee and it requires a majority of the committee to

incorporate an amendment. Amendments require a certain number of delegate signatures and the signature of the Director before they can be introduced.

Amendments to a resolution, assuming they do not radically alter the intention of the resolution, are beneficial in that they validate the legitimacy of the resolution as no one would try to amend a resolution that they thought would never pass. It is important to recognize, however, that an excessive number of amendments, especially poorly written ones, will slow the pace of the committee. In such

situations, it is important to find out the most popularly requested amendments, and then draft a comprehensive amendment that incorporates those changes that are acceptable to the coalition.

### **On voting on the Resolution**

Once debate is closed, the committee immediately moves to a vote on the resolution (or amendment). At this point, however, delegates may decide to Divide the Question, Reorder the Resolutions or have a Roll Call Vote to their advantage.