

ST. GALLEN MODEL UNITED NATIONS

*University of St. Gallen, Switzerland, September 2026*

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# Rules of Procedure

*Edition 3.0, September 2026*



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# **1. General Conduct and Applicability**

## **1.1 Rules of Procedure**

The provisions laid out in the following chapters shall serve as the official Rules of Procedure for the St. Gallen Model United Nations Club at the University of St. Gallen (hereafter “the Club”). They shall govern regular Club debates, organised by the Club, unless explicitly stated otherwise.

## **1.2 Scope and Applicability**

Unless otherwise specified, Chapter 1 shall apply to all participants during activities directly connected to a Club debate, while Chapters 2 to 9 of these Rules of Procedure shall apply during formal debating sessions. The organisers of a debate may establish committee-specific Rules of Procedure. Where such rules conflict with these present Rules of Procedure, the committee-specific rules shall prevail for the respective committee. If a situation arises that has not been addressed in these Rules of Procedure, the Chair shall have the final authority over which rule is to be applied and which course of action is to be taken.

## **1.3 General Conduct**

Participants shall treat fellow participants with respect and shall abstain from discriminatory, threatening, harassing, insulting or otherwise deliberately offensive behaviour. Discrimination based on characteristics including, but not limited to, race, ethnicity, nationality, religion, sex, gender or sexual orientation shall not be tolerated. It shall be of no relevance whether such behaviour occurs during a formal session or another activity directly connected to a Club debate. Serious or repeated misconduct may result in removal from the debate at the discretion of the Chair or further disciplinary measures by the Executive Board of the Club.

## **1.4 Language**

The official working language of Club debates shall be English. Participants shall be required to speak English during debating sessions. Any written work drafted in a debate shall be written in English, unless the Chair has explicitly announced otherwise for a training format.

## **1.5 Etiquette**

Participants shall be required to act in a diplomatic fashion and to show due respect and courtesy to fellow participants. Participants shall appear punctually at the announced start of formal sessions. The Chair may issue warnings or take other proportionate measures in response to conduct that disrupts the orderly flow of debate.

## **1.6 Use of Electronic and Other Technological Devices**

Participants may use portable computers, tablets, mobile phones and similar devices for research, note-taking, drafting and other purposes directly related to the debate. Such devices shall not be used for unrelated entertainment or communication that disrupts the session. The Chair may restrict the use of electronic devices where necessary to ensure an orderly debate. During voting procedure, electronic communication between delegates shall be prohibited and the Chair may require devices to be put away or turned off.

### **1.7 Use of Artificial Intelligence**

The use of generative artificial intelligence during formal debate to generate speeches, questions, motions or written proposals shall not be permitted. Artificial intelligence tools may be used for research before and during the debate unless otherwise specified by the Chair. The Chair may treat a breach of this rule as disruptive or inappropriate behaviour and issue a warning pursuant to these Rules of Procedure.

## 2. Definitions

### 2.1 Delegates

A delegate is a participant in a committee, representing a party, usually a sovereign state recognised by the United Nations. Other delegate parties may be non-governmental organisations, corporations, institutions or individuals. Delegates are only permitted to participate in formal debate if their presence has previously been recognised by the Chair in a roll call procedure. Delegates have the speaking and voting rights on all matters discussed in their respective committees, unless otherwise provided.

### 2.2 Chairpersons

Chairpersons moderate formal debating sessions. They shall be the primary interpreters of these Rules of Procedure and shall be responsible for opening and closing each meeting. The Chairpersons shall act objectively, assume complete control of the proceedings in the committee, and shall be responsible for the maintenance of order during committee sessions. No competencies of the Chairpersons may be questioned by delegates outside the procedures set out in Chapter 7 of these Rules of Procedure. Additionally, the Chairpersons may advise the Delegates on substantive and procedural matters to ensure that the committee functions productively.

At their discretion, and where permitted by these Rules of Procedure, they may rule motions or points out of order, determine the competence of written proposals and take reasonable measures necessary to maintain order. When the Chair uses this discretion to make a decision, delegates may not vote on it. Chairpersons shall only exercise their discretion in the interest of a smooth functioning of the debate and in full accordance with the present Rules of Procedure. Furthermore, they shall be responsible for managing the debate and operating any software used for this purpose. Chairpersons shall be bound by these present Rules of Procedure.

### 2.3 Observer States

#### § 1. General

In comparison to member states, observer states present in a committee shall only have procedural voting rights. They shall be allowed to participate in the committee's debating sessions due to their expertise or relevance regarding the topic at hand.

#### § 2. The Rights of Observer States

Observer states may, within the committee:

- a) State that they are “present”;
- b) Give opening statements;
- c) Speak on the General Speakers' List;
- d) Put forward motions as defined and available in their respective committee;
- e) Participate in procedural votes;
- f) Draft and sign resolutions and amendments.

Observer states shall not, within the committee:

- a) State that they are “present and voting”;
- b) Participate in substantive votes;
- c) Be a sponsor of a resolution or an amendment;
- d) Be counted as one of the minimum signatories required to introduce a Draft Resolution or amendment.

## **2.4 Quorum**

Committee sessions shall only formally begin if a minimum number of delegates is present. This quorum shall be reached when at least half of the registered members of the committee plus one are present. A simple majority of the registered voting members must be present in order to conduct substantive votes. In training formats or recurring Club debates, the Chair may adapt the quorum where necessary, provided that this is announced to the committee at the start of the respective committee session.

## **2.5 Formal Session**

This term shall relate to the official debating sessions of the committee as moderated by the Chair. The start of a formal session shall be marked by the roll call procedure and it shall end with the suspension of the meeting or the adjournment of the meeting.

## **2.6 Formal Debate**

### **§ 1. General Definition**

The United Nations and Model United Nations clubs use a specific, standardised form of debate in which delegates speak to the entire committee in a fashion determined by these present Rules of Procedure. Delegates shall speak in an order determined by the Chair or by the General Speakers' List. Speeches shall be held in formal and diplomatic language.

### **§ 2. Order of Debate**

During formal debate, delegates shall be required to deliver their speeches in a standing position and to otherwise remain seated, except when specified otherwise by these present Rules of Procedure. Adaptations of these principles and the granting of exceptional treatment, notably through a Point of Personal Privilege, shall lie at the discretion of the Chair.

### **§ 3. Communication between Delegates**

Direct communication between delegates during formal debate shall be prohibited unless recognised by the Chair. Silent communication related to matters of the agenda with other delegates shall be permitted through written notes or an electronic debate platform approved by the Chair. The Chair may restrict such communication where it disrupts the orderly flow of debate.

### **§ 4. Disruptive and Inappropriate Behaviour**

Should a delegate contravene these rules or otherwise disrupt the orderly flow of debate, it shall lie at the discretion of the Chair to issue a warning to the delegate concerned. The consequences of such warnings are set out in Chapter 4.7 § 2 of these Rules of Procedure.

## **2.7 Motions**

### **§ 1. General**

Motions are proposals raised by delegates demanding specific procedural actions. Motions shall be out of order unless the Chair has explicitly opened the floor to motions. It shall lie at the discretion of the Chair to entertain or reject motions in accordance with these Rules of Procedure. Except if stated otherwise, motions shall require a simple majority to pass.

## **§ 2. Seconds and Objections**

Except if stated otherwise, a motion shall only be voted upon if there are both seconds and objections to it. Seconds express support for the motion being considered; objections signify the wish to see the motion rejected. Motions lacking seconds shall fail automatically. Seconded motions lacking objections shall automatically pass. Where these Rules of Procedure expressly provide for debate on a motion, the Chair may call upon speakers in favour and against.

## **§ 3. Motions regarding the General Flow of Debate**

The flow of debate may solely be interrupted by valid motions, raised when called for and declared in order by the Chair. Motions modifying the general flow of debate shall be limited to the following:

- a) Motion for a Moment of Silence;
- b) Adjournment of the Meeting;
- c) Suspension of the Meeting;
- d) Closure of Debate on the Topic;
- e) Closure of the General Speakers' List on the Topic;
- f) Adjournment of Debate on the Topic;
- g) Resumption of Debate on the Topic;
- h) Suspension of a Delegate;
- i) Setting and Changing the Speaker's Time.

## **§ 4. Motions regarding Caucusing**

The flow of debate may be interrupted to allow caucusing through motions, raised when called for and declared in order by the Chair. Motions introducing a caucus or related format shall be limited to the following:

- a) Moderated Caucus;
- b) Consultation of the Whole;
- c) Tour de Table;
- d) Unmoderated Caucus;
- e) Invitation of a Representative;
- f) Extension of a Current Caucus.

## **§ 5. Motions regarding Written Proposals**

The flow of debate may be interrupted by valid motions regarding written proposals, raised when called for and declared in order by the Chair. Such motions shall be limited to the following:

- a) Introducing a Working Paper;
- b) Introducing a Draft Resolution;
- c) Panel of Authors;
- d) Introducing an Amendment.

## **§ 6. Motions regarding Voting Procedure**

Voting procedure may be interrupted by motions modifying the default procedure, raised when called for and declared in order by the Chair. Such motions shall be limited to the following:

- a) Reorder Draft Resolutions;

- b) Division of the Question;
- c) Roll Call Vote;
- d) Adoption by Acclamation;
- e) Division of the House.

### **§ 7. Numerus Clausus**

Motions shall be strictly limited to the catalogue contained in Chapter 2.7 and the Appendix of these Rules of Procedure. Further motions not contained in these Rules of Procedure or in applicable committee-specific rules shall be considered out of order and may not be entertained.

## **2.8 Votes**

### **§ 1. General**

Votes allow each delegate to shape the course of action of the debate. Votes shall most notably be required to accept or reject motions, amendments and Draft Resolutions. Votes shall normally be submitted, when called for by the Chair, by the raising of placards unless these Rules of Procedure provide otherwise.

### **§ 2. Substantive Votes**

Substantive votes are related to the topic discussed by the committee. This includes voting on Draft Resolutions and amendments. Delegates may abstain in substantive votes unless they stated “present and voting” during the roll call. Observer states shall not participate in substantive votes but can remain in the room unless committee-specific rules explicitly provide otherwise.

### **§ 3. Procedural Votes**

Procedural votes are related to the flow of debate. Any vote that is not considered substantive shall be considered a procedural vote. Abstentions shall not be permitted during procedural votes. Observer states may participate in procedural votes.

## **3. Rules Governing the Opening of the Session**

### **3.1 Roll Call**

#### **§ 1. General Definition**

At the beginning of each session, the Chair shall conduct a roll call. Delegates shall answer “present”, indicating that the delegate will participate in the debate, or “present and voting”, indicating that the delegate will participate in the debate and renounces the possibility of abstaining during substantive voting procedures. Observers may only answer “present” (cf. Chapter 2.3 § 2).

#### **§ 2. Late Arrival**

Delegates arriving after the roll call shall be considered absent from the debate unless and until they indicate their presence to the Chair, preferably through a written note or other means designated by the Chair.

### **3.2 Moment of Silence**

Following the roll call, but preceding the setting of the agenda, delegates may motion for a Moment of Silence. This motion shall automatically pass if accepted by the Chair. During a Moment of Silence, all individuals present in the room shall stand in silence for thirty seconds.

### **3.3 Setting the Agenda**

Where more than one topic is available, the committee shall consider the agenda after the roll call. Delegates may motion to set the agenda by specifying the topic to be debated first. The motion shall require a simple majority to pass. If no motion is raised, or if all proposed motions fail, the Chair shall set the agenda. Where the debate has only one topic, this rule shall not apply.

### **3.4 Setting and Changing the Speaker's Time**

#### **§ 1. Setting the Speaker's Time**

Prior to the opening of the General Speakers' List, delegates may motion to set the speaking time. Should this motion not arise, the default speaking time shall be one minute. Motions for a speaking time exceeding two minutes or falling below thirty seconds shall be considered out of order and shall not be entertained.

#### **§ 2. Changing the Speaker's Time**

When the floor is open for motions, delegates may motion to change the current speaking time of the General Speakers' List. Should the motion pass, the changed time shall apply until modified by a new motion. Motions for a speaking time exceeding two minutes or falling below thirty seconds shall be considered out of order and shall not be entertained.

### **3.5 Opening Statements**

At the beginning of a debate, the Chair may entertain opening statements from all delegations. If opening statements are held, they shall be delivered in alphabetical order of countries and organisations present. The allotted speaking time shall be determined pursuant to Chapter 3.4 and is set to a default of sixty seconds. The only points in order during opening statements shall be the Point of Order and the Point of Personal Privilege. Yielding time shall not be permitted during opening statements.

## **4. Rules Governing Formal Debate**

### **4.1 General Speakers' List**

#### **§ 1. General**

Upon beginning debate on a topic, the Chair shall introduce a General Speakers' List, establishing a speaking order. Delegates shall deliver their speeches in the order established by this list. Should the General Speakers' List elapse, the committee shall directly move into voting procedure on the valid Draft Resolutions introduced prior to the elapsing of the General Speakers' List. If no valid Draft Resolution lies on the floor, the debate shall be automatically closed.

#### **§ 2. Addition to and Removal from the General Speakers' List**

The Chair shall periodically ask delegates whether they wish to be added to the list. A public request for addition by a delegate shall be out of order unless requests for addition are explicitly invited by the Chair. Delegates shall manifest their speaking wish by placing their placards upright without being called upon and may also request to be placed on the General Speakers' List through a written note or an approved electronic debate platform. No delegate may appear on the list twice at the same time. The Chair may add delegates to the list in order to ensure a balanced debate.

A delegate may request to be removed from the General Speakers' List at any time through a written note or an approved electronic platform to the Chair.

#### **§ 3. Speaking Time**

The allotted speaking time shall be determined pursuant to Chapter 3.4.

### **4.2 Yields**

#### **§ 1. General Definition**

Should delegates complete their address with more than ten seconds of their time left, they may yield the remaining time in one of three ways, as laid out in the following paragraphs.

#### **§ 2. Yielding to Another Delegate**

Delegates may yield their remaining speaking time to another delegate. The Chair shall ask the delegate in question whether they are willing to accept the yield. If the delegate in question accepts the yield, they may speak for the remaining time; if they decline, the delegate originally speaking must yield the time to the Chair.

#### **§ 3. Yielding to Questions**

Delegates may yield their remaining speaking time to questions from other delegates. The Chair shall select delegates wishing to ask a question. The time allotted to each question shall be fifteen seconds. Only the answering delegate's speaking time shall be subtracted from the remaining time. If the delegate has less than thirty seconds left, they may ask the Chair for an additional thirty seconds. The maximum of questions allowed is two and no follow ups are in order. The delegate in question may refuse the questions posed.

#### **§ 4. Yielding to the Chair**

Delegates may yield their time back to the Chair, forfeiting their remaining speaking time.

#### **4.3 Closure of Debate on the Topic**

When the floor is open, a delegate may motion to close debate on a topic, thereby ending discussion on the topic and moving into voting procedure. Should the productivity of this motion not be guaranteed, it shall lie at the discretion of the Chair to rule it out of order. This motion shall require a two-thirds majority to pass.

#### **4.4 Closure of the General Speakers' List on the Topic**

When the floor is open, a delegate may motion to close the General Speakers' List, thereby freezing the list. Should this motion pass, no further delegate may be added to the General Speakers' List. When the list elapses, the committee shall move into voting procedure if a valid Draft Resolution lies on the floor. The General Speakers' List may not be reopened once it has been closed. This motion shall require a simple majority to pass.

#### **4.5 Adjournment of Debate on the Topic**

When the floor is open, a delegate may motion to adjourn debate on a topic, thereby tabling all written proposals on the topic and proceeding to the next topic on the agenda. Should the productivity of this motion not be guaranteed, it shall lie at the discretion of the Chair to rule it out of order. This motion shall require a two-thirds majority to pass.

#### **4.6 Resumption of Debate on the Topic**

When the floor is open, a delegate may motion to resume debate on a topic that was previously adjourned. Should the productivity of this motion not be guaranteed, it shall lie at the discretion of the Chair to rule it out of order. This motion shall require a two-thirds majority to pass.

#### **4.7 Suspension of a Delegate**

##### **§ 1. Through a Motion**

When the floor is open, delegates may motion to suspend a fellow delegate from the committee. The delegate raising the motion shall be given thirty seconds to justify the motion. The affected delegate shall be granted one minute to respond. The motion shall require a two-thirds majority to pass and may be ruled out of order by the Chair if it is frivolous, abusive or disproportionate. A suspension imposed through this motion shall not exceed fifteen minutes. The Chair may lift the suspension earlier.

##### **§ 2. Through Warnings**

Should a delegate disrupt the orderly flow of debate or otherwise breach these Rules of Procedure, the Chair may issue a warning to the delegate concerned. An accumulation of three warnings may lead to a suspension of up to fifteen minutes. In cases of serious or repeated misconduct, the Chair may refer the matter to a member of the Executive Board of the Club, who may decide on further participation in the Club activity.

#### **4.8 Suspension of the Meeting**

When the floor is open, a delegate may motion to suspend the meeting, meaning the temporary stopping of the formal session. This motion may be used to propose short breaks or, in recurring Club formats, the interval until the next scheduled session. The Chair may rule the motion out of order if it would unduly disrupt the debate. The motion shall require a simple majority to pass.

#### **4.9 Adjournment of the Meeting**

Adjournment of the meeting shall end formal debate and conclude the committee's work for the current debate or debate series. The Chair shall not entertain this motion until the final planned session of the committee. This motion shall require a simple majority to pass.

## **5. Rules Regarding Motions and Caucusing**

### **5.1 General**

The flow of debate may be interrupted to allow caucusing or related formats through motions raised when the floor is open and declared in order by the Chair. Such motions shall be limited to the following:

- a) Moderated Caucus;
- b) Consultation of the Whole;
- c) Tour de Table;
- d) Unmoderated Caucus;
- e) Invitation of a Representative;
- f) Extension of a Current Caucus.

These motions are further described in the following sections.

### **5.2 Moderated Caucus**

#### **§ 1. Definition and Flow of the Caucus**

When the floor is open for motions, a delegate may motion for a Moderated Caucus. Such a caucus, moderated by the Chair, shall consist of debate around a specific topic. The speaking time for each delegate shall be limited. Delegates wishing to speak shall raise their placards at the request of the Chair, who shall choose speakers at their discretion. This procedure shall be repeated until the caucus elapses.

#### **§ 2. Requirements of a Motion**

The motion shall specify the topic of discussion, the time per speech and the total time of the caucus. Motions for Moderated Caucuses exceeding fifteen minutes shall be considered out of order and shall not be entertained, the individual speaking time is to be set between thirty and ninety seconds. The delegate proposing the Moderated Caucus shall be entitled to the first or last speech of the caucus, depending on their preference.

#### **§ 3. Order of Debate**

The only points in order during a Moderated Caucus shall be the Point of Order, the Point of Parliamentary Inquiry and the Point of Personal Privilege. Yielding time shall not be permitted during a Moderated Caucus.

### **5.3 Consultation of the Whole**

#### **§ 1. Definition and Flow of the Consultation**

When the floor is open, a delegate may motion for a Consultation of the Whole. Such a consultation shall consist of a temporary disruption of formal debate without lifting the general standards of diplomatic conduct. Delegates shall have the opportunity to deliver an informal speech and, upon concluding, select the next willing speaker. This process shall be repeated until the consultation elapses.

#### **§ 2. Requirements of a Motion**

The motion shall specify the topic of the consultation and its total time. Motions for Consultations of the Whole exceeding fifteen minutes shall be considered out of order and shall not be entertained.

### **§ 3. Order of Debate**

To signal their desire to speak, delegates may raise their placards once the incumbent speaker has concluded their address. It shall lie at the discretion of the Chair to intervene if the floor is not being shared fairly or if a delegate is taking excessive advantage of the absence of a fixed speaking time. Speeches shall normally be delivered in a standing position; however, the Chair may allow a seated debate. The only points in order during a Consultation of the Whole shall be the Point of Parliamentary Inquiry, the Point of Order and the Point of Personal Privilege.

## **5.4 Tour de Table**

### **§ 1. Definition and Flow of Debate**

When the floor is open, a delegate may motion for a Tour de Table. The delegate requesting the motion shall indicate a specific topic and an individual speaking time. In alphabetical order, every delegation shall then be given the opportunity to state its position on the specified topic. Once every delegation has had the opportunity to speak, the motion shall elapse.

### **§ 2. Requirements of a Motion**

The motion shall specify the topic of the Tour de Table and the individual speaking time. Motions proposing an individual speaking time exceeding ninety seconds shall be considered out of order and shall not be entertained.

### **§ 3. Order of Debate**

The only points in order during a Tour de Table shall be the Point of Order, the Point of Parliamentary Inquiry and the Point of Personal Privilege. Yielding time shall not be permitted during a Tour de Table.

## **5.5 Unmoderated Caucus**

### **§ 1. Definition and Flow of the Caucus**

When the floor is open, delegates may motion for an Unmoderated Caucus. Such a caucus shall consist of a temporary disruption of formal debate. Delegates shall be permitted to leave their seats, move around freely, speak informally and work with their fellow delegates, while remaining bound by the standards of conduct contained in Chapter 1.

### **§ 2. Requirements of a Motion**

The motion shall specify the total time of the caucus. Motions for Unmoderated Caucuses exceeding twenty minutes shall be considered out of order and shall not be entertained.

### **§ 3. Order of Debate**

Points and motions of any kind shall not be entertained during an Unmoderated Caucus.

## **5.6 Invitation of a Representative**

### **§ 1. Definition and Flow of Debate**

When the floor is open, delegates may, after prior notifying and obtaining the permission of the Chair, motion to invite a representative. A representative may, for example, be an expert on technical matters related to the topic at hand, a representative of an international organisation, a representative of a government not represented in the committee, an alumnus or another participant invited for their

expertise. The representative may briefly present their perspective and thereafter answer questions from the committee.

## **§ 2. Requirements of a Motion**

The motion shall specify the representative or institution to be invited, the topic to be discussed, a list of questions from the delegates and the total time allocation. Motions for invitations exceeding fifteen minutes shall be considered out of order and shall not be entertained. For practical purposes, the Chair may decline the motion at any time or may invite a representative on their own initiative.

## **§ 3. Order of Debate**

The representative shall be briefly introduced by the Chair. The representative may then present their perspective before opening themselves to questions. The only points in order during this format shall be the Point of Order, the Point of Parliamentary Inquiry and the Point of Personal Privilege.

## **5.7 Extension of a Current Caucus**

Once a caucus, consultation, Tour de Table or invitation has elapsed, delegates may motion to extend it. A maximum of one extension per caucus or related format shall be in order. The extension may not exceed half of the original length. In a Moderated Caucus, the delegate proposing the extension shall be entitled to the first or last speech, subject to their preference. In a Consultation of the Whole, the delegate proposing the extension shall have the right to give the next informal address. It shall lie at the discretion of the Chair to rule an extension out of order.

## 6. Rules Governing Written Proposals

### 6.1 General Definitions

#### § 1. Written Proposals

Written proposals shall form a central objective of debate. They shall be constructed with the aim of developing concrete solutions to the topic under discussion.

#### § 2. Working Papers

Working papers are drafted proposals written by one or several delegates. For them to be referred to in debate, they need to be formally introduced by the Chair. They need not satisfy formal criteria until and unless they are introduced as Draft Resolutions.

#### § 3. Draft Resolutions

To become Draft Resolutions, working papers need to fulfill the formal requirements. Draft Resolutions shall require sponsors and signatories and shall contain pre-ambulatory and operative clauses in accordance with established Model United Nations practice.

#### § 4. Formal Requirements

In order to be recognised, a Draft Resolution shall require at least twenty percent of the registered voting members of the committee as sponsors, rounded up to the next whole number. Additionally, a Draft Resolution shall require at least ten percent of the registered voting members as signatories, rounded up to the next whole number. Pre-ambulatory clauses shall begin with a present participle verb in italics (e.g. Reaffirming) and end with a comma “,”. Operative clauses shall begin with a present tense verb in italics (e.g. Urges) and end with a semicolon “;”. Subclauses shall end with a comma “,”, while the last subclause of an operative clause shall end with a semicolon “;”. The last operative clause of a Draft Resolution shall end with a period “.”. The Chair may decline or suspend the introduction of a Draft Resolution until these standards are met.

#### § 5. Sponsors

A sponsor is a delegate who authored or helped author a Draft Resolution or amendment. The role of sponsor shall indicate full support of the respective Draft Resolution or amendment. Sponsors shall be required to vote in favour of the Draft Resolution they sponsor unless the adoption of an unfriendly amendment has significantly changed its content. In such a case, the sponsor shall explain the significance of the change to the Chair before being permitted to vote against the Draft Resolution. Sponsors shall be required to vote in favour of amendments they sponsor.

#### § 6. Signatories

The role of a signatory shall not indicate support of a Draft Resolution or amendment, but only that the delegate wishes to see it debated and to follow its development.

#### § 7. Amendments

An amendment is a formal piece of text that adds, changes or deletes an operative clause of a Draft Resolution. Pre-ambulatory clauses may not be amended. The formatting of an amendment shall be subject to the same formal requirements as operative clauses of a Draft Resolution. In order to be recognised, an amendment shall require one sponsor and at least ten percent of the registered voting members of the committee as signatories, rounded up to the next whole number. Amendments may be considered friendly or unfriendly by the sponsors of the Draft Resolution. Sponsors and signatories may introduce amendments to their own Draft Resolution.

- a) Friendly amendments shall be supported by all sponsors of the Draft Resolution and shall be adopted without a vote;
- b) Unfriendly amendments are amendments earning the dissent of at least one sponsor of the Draft Resolution.

## **6.2 Motions and Written Proposals**

The flow of debate may be interrupted by valid motions regarding written proposals, raised when called for and declared in order by the Chair. Such motions shall be limited to the following:

- a) Introducing a Working Paper;
- b) Introducing a Draft Resolution;
- c) Panel of Authors;
- d) Introducing an Amendment.

## **6.3 Introducing a Working Paper**

When the floor is open, delegates may motion to introduce a Working Paper. No formal requirements shall be demanded for such a motion. This motion shall require no vote.

## **6.4 Introducing a Draft Resolution**

When the floor is open, a delegate may motion to introduce a Draft Resolution. The Draft Resolution shall be submitted to the Chair for review prior to its introduction. The Chair shall determine whether the document satisfies the formal criteria set out in Chapter 6.1 §§ 3 - 4. Should these standards not be met, the Chair shall not grant the introduction of the Draft Resolution and may suspend the motion until the document has been corrected. If the criteria are satisfied, the document shall become an official Draft Resolution upon introduction. Reading the operative clauses aloud shall not be required unless the Chair considers it useful for the committee.

## **6.5 Panel of Authors**

### **§ 1. Definition and Flow of Debate**

Immediately after the successful introduction of a Draft Resolution, a delegate may motion for a Panel of Authors. The main sponsors shall be given the opportunity to briefly present the Draft Resolution and shall thereafter answer questions from other delegates in order to clarify clauses and proposals contained in the document.

### **§ 2. Requirements of a Motion**

The motion shall specify the total time of the panel. Motions for Panels of Authors exceeding ten minutes shall be considered out of order and shall not be entertained. This motion shall require no vote.

## **6.6 Introducing an Amendment**

### **§ 1. General Definition**

When the floor is open, a delegate may motion to introduce an amendment to a Draft Resolution after both the Draft Resolution, and the amendment have been approved by the Chair. Motions introducing amendments may be entertained until the expiration of a deadline fixed by the Chair, after which such motions shall be considered out of order. The Chair shall ensure that the amendment follows the

formal criteria set out in Chapter 6.1 § 7. No vote shall be required for the motion to introduce an amendment.

## **§ 2. Voting on Amendments**

Once an amendment has been introduced, the Chair shall ask the sponsors of the relevant Draft Resolution whether they consider the amendment friendly or unfriendly.

- a) If the amendment is considered friendly by all sponsors, it shall automatically be adopted and the text of the Draft Resolution shall be amended accordingly. No vote shall be required;
- b) If the amendment is considered unfriendly by at least one sponsor, it shall be tabled and voted upon during the voting procedure preceding the overall vote on the Draft Resolution.

## **7. Points, Appeal to the Chair and Right of Reply**

### **7.1 General**

#### **§ 1. Definition**

Points are requests raised by a delegate and directed towards the Chair. They may concern personal or procedural matters and are signaled by the raising of the delegate's placard. Delegates are encouraged to raise points while the floor is open; however, with regard to urgency, the Chair may also grant points despite a closed floor. Except if stated otherwise, points shall require no vote.

#### **§ 2. Numerus Clausus**

The points and related procedural rights that may be raised shall be exclusively limited to the following:

- a) Point of Information;
- b) Point of Parliamentary Inquiry;
- c) Point of Order;
- d) Point of Personal Privilege;
- e) Appeal to the Chair;
- f) Right of Reply.

### **7.2 Point of Information**

#### **§ 1. Definition**

Should a delegate wish to ask a question to a fellow delegate concerning the latter's speech, a Point of Information may be granted by the Chair, if it immediately follows said speech. The number of Points of Information entertained after a speech shall not exceed two. A Point of Information may not be raised while another delegate is speaking and can be raised after every speech on the General Speakers' List, no matter how much time of that respective speech is left.

#### **§ 2. Flow of Debate**

A delegate subject to a Point of Information may choose to refuse it. However, if they choose to accept a first Point of Information, they may not refuse to entertain a second Point of Information. Should the formal debate be interrupted by a Point of Information, the time allotted to the questioning delegate shall be limited to fifteen seconds and the time for an answer to thirty seconds. Both delegates shall rise during the proceedings. Should the question be vague, unsatisfactory or treat a matter not addressed in the speech in question, it shall lie at the discretion of the Chair to rebuke the delegate and dismiss their point.

### **7.3 Point of Parliamentary Inquiry**

Should a delegate be unsure about the competencies and tasks of the committee or matters pertaining to the procedure of debate as laid out in these Rules of Procedure, they may direct a question to the Chair using a Point of Parliamentary Inquiry. Points of Parliamentary Inquiry shall not be raised while another delegate is speaking.

## **7.4 Point of Order**

### **§ 1. General Definition**

Should a delegate believe that the Chair or a fellow delegate has contravened or misunderstood these Rules of Procedure, they may raise a Point of Order. Points of Order shall not consist of a question directed to the Chair but shall be formulated as a concise statement identifying the alleged procedural error. Points of Order shall not be raised while another delegate is speaking.

### **§ 2. Flow of Debate**

The Chair shall acknowledge or reject the Point of Order. In case of acknowledgement, the Chair shall correct the procedural error. Should the point be rejected, an Appeal to the Chair as laid out in Chapter 7.6 may be considered.

## **7.5 Point of Personal Privilege**

Should a delegate need to leave the committee room, be noticeably impeded in their work within the committee or suffer discomfort of a considerable kind, they may raise a Point of Personal Privilege. As far as reasonably possible, the Chair shall grant the request. Points of Personal Privilege may not be raised while another delegate is speaking, except where the impediment is due to an emergency or to issues pertaining to acoustics.

## **7.6 Appeal to the Chair**

Should a delegate disagree with a procedural decision of the Chair, they may appeal the decision unless these Rules of Procedure explicitly provide that the decision is final. The committee shall then immediately vote on overturning the decision. An appeal shall require the approval of two thirds of the delegates present and voting in the procedural vote. Should the appeal pass, the Chair shall be bound by the committee's decision.

## **7.7 Right of Reply**

Should a delegate believe that the sovereignty or honour of their country or the integrity of their person has been severely questioned or attacked by a fellow delegate, they may request a Right of Reply. The request shall briefly state the grounds for the reply and identify the statement concerned. If granted, the requesting delegate shall receive up to thirty seconds to respond. The delegate concerned may, at the discretion of the Chair, receive up to fifteen seconds to reply. A Right of Reply shall not be granted during opening statements or an Unmoderated Caucus. A further Right of Reply to a Right of Reply shall not be in order.

## **8. Rules Governing Voting Procedure**

### **8.1 Voting Procedure**

#### **§ 1. General**

To cast substantive votes, the committee must move into voting procedure. This shall be achieved either by successfully motioning for Closure of Debate or by allowing the General Speakers' List to elapse. Moving into voting procedure shall only be possible when one or several valid Draft Resolutions lie on the floor, unless committee-specific rules provide otherwise. Voting procedure shall constitute a distinct phase of the formal session.

#### **§ 2. Order of the Committee**

Once the committee has moved into voting procedure, the doors shall be closed and no entry or exit shall be permitted except in an emergency. Electronic devices shall not be used unless required for the voting process. Any form of communication between delegates shall be prohibited.

#### **§ 3. Motions**

Voting procedure may be interrupted by valid motions regarding the procedure, raised when called for and declared in order by the Chair. Such motions shall be limited to the following:

- a) Reorder Draft Resolutions;
- b) Division of the Question;
- c) Roll Call Vote;
- d) Adoption by Acclamation;
- e) Division of the House.

These motions shall be subject to procedural votes except where stated otherwise.

#### **§ 4. Points**

Voting procedure may be interrupted at the discretion of the Chair by the following points:

- a) Point of Parliamentary Inquiry;
- b) Point of Order;
- c) Appeal to the Chair.

A Point of Personal Privilege may only be raised during voting procedure in an emergency and at the discretion of the Chair.

### **8.2 General or Default Voting Procedure**

#### **§ 1. General**

Except if validly motioned otherwise, substantive votes shall be cast by show of placards. Draft Resolutions shall be voted upon in the order in which they were introduced unless a Motion to Reorder Draft Resolutions has passed.

#### **§ 2. Voting on Unfriendly Amendments**

Previously tabled unfriendly amendments shall be voted upon in the order in which they were introduced. The amendment shall be read or displayed to the committee. The Chair may entertain up to two speakers in favour and two speakers against the amendment for thirty seconds each, or waive

such speeches if the matter has already been sufficiently debated. Unfriendly amendments shall require a simple majority to pass.

### **§ 3. Final Vote on a Draft Resolution**

After all unfriendly amendments have been considered and if no motion to divide the question or otherwise modify the voting procedure has been raised, the committee shall vote on the Draft Resolution as a whole. Each voting member shall have one vote unless the committee-specific rules provide otherwise. A simple majority shall be required for the Draft Resolution to be adopted unless committee-specific rules provide otherwise.

### **§ 4. Abstentions**

Delegates may abstain in substantive votes only if they stated “present” during the roll call. Delegates who stated “present and voting” may not abstain. Abstentions shall not be counted when calculating the required majority.

### **§ 5. Numerus Clausus**

Only one Draft Resolution shall normally be adopted for each topic of the committee. If a Draft Resolution is adopted, all other Draft Resolutions remaining on the floor shall be discarded unless committee-specific rules provide otherwise.

### **§ 6. Ending**

After a Draft Resolution has been adopted, or after all Draft Resolutions have been rejected or discarded, the Chair may entertain a motion to Adjourn the Meeting where appropriate. The adoption of a resolution does not by itself end the formal session.

## **8.3 Reorder Draft Resolutions**

If two or more Draft Resolutions are on the floor, a delegate may motion to reorder them. This motion shall only be raised before any substantive vote on a Draft Resolution has been cast. The motion shall specify the preferred order of voting and shall require a simple majority to pass.

## **8.4 Division of the Question**

### **§ 1. General**

Delegates may motion to divide the question by grouping the operative clauses of a Draft Resolution into two or more sections. This motion shall be subject to a procedural vote and shall require a simple majority to pass. It may only be raised after all amendments have been considered. The Chair may rule the motion out of order where the proposed division is procedurally incoherent or would render the text unintelligible; an appeal shall not be possible in such a situation.

### **§ 2. Procedure**

The divided sections shall each be voted upon separately in consecutive substantive votes. The sections adopted by the committee shall be collected and a final substantive vote shall be cast on the resulting document as a whole. Should all sections be rejected, the Draft Resolution shall be considered rejected.

### **§ 3. Vote Clause by Clause**

Delegates may motion to vote on each operative clause of a Draft Resolution separately. This shall be considered the most radical form of Division of the Question and shall have the same consequences as described above.

#### **§ 4. Order of Precedence**

Should multiple motions to divide the question be on the floor, the most radical division shall be considered first. It shall lie at the discretion of the Chair to determine which proposed division is the most radical.

### **8.5 Roll Call Vote**

#### **§ 1. General**

Delegates may motion for a Roll Call Vote on a Draft Resolution. The Chair shall call upon each voting delegation in alphabetical order to cast its vote. This motion shall require no vote, but it shall lie at the discretion of the Chair to decline the motion where it would unnecessarily delay proceedings.

#### **§ 2. Votes**

Voting delegations may vote “in favour”, “against”, “in favour with rights”, “against with rights” or “pass”. A delegation that passes shall be called upon in a second round and may then only vote “in favour” or “against”. Delegates who requested rights may be given up to thirty seconds following the vote to explain their vote. The Chair may decline rights speeches if they are not necessary for the orderly conduct of the committee.

#### **§ 3. Abstentions**

Delegates may abstain only if they stated “present” during the roll call. Delegates who stated “present and voting” may not abstain. Abstentions shall not be counted when calculating the required majority.

### **8.6 Adoption by Acclamation**

Delegates may motion to adopt a Draft Resolution by acclamation after all unfriendly amendments have been considered. The motion shall require no vote. If there is an objection, the motion shall fail and the committee shall proceed to a substantive vote. If there is no objection, the Draft Resolution shall be considered adopted.

### **8.7 Division of the House**

After the final vote on a Draft Resolution, regardless of the outcome, delegates may motion to Divide the House if at least one abstention was cast. The motion shall require a simple majority to pass. If the motion passes, the vote on the Draft Resolution shall be retaken and all voting delegates shall be required to vote either “in favour” or “against”.

## 9. Order of Precedence

### § 1. Points

Parliamentary points and related procedural rights shall take the highest precedence in the following order:

1. Appeal to the Chair;
2. Right of Reply;
3. Point of Personal Privilege;
4. Point of Order;
5. Point of Parliamentary Inquiry;
6. Point of Information.

### § 2. Motions

Motions shall then be considered in the following order:

1. Adjournment of the Meeting;
2. Suspension of the Meeting;
3. Closure of Debate on the Topic;
4. Closure of the General Speakers' List on the Topic;
5. Adjournment of Debate on the Topic;
6. Resumption of Debate on the Topic;
7. Suspension of a Delegate;
8. Moment of Silence;
9. Setting the Agenda;
10. Panel of Authors;
11. Introducing a Draft Resolution;
12. Introducing a Working Paper;
13. Introducing an Amendment;
14. Setting and Changing the Speaker's Time;
15. Extension of a Current Caucus;
16. Invitation of a Representative;
17. Unmoderated Caucus;
18. Tour de Table;
19. Consultation of the Whole;
20. Moderated Caucus.

During voting procedure, only the following motions shall be permitted, in the following order of precedence:

1. Reorder Draft Resolutions;
2. Division of the Question;
3. Division of the House;
4. Adoption by Acclamation;
5. Roll Call Vote.

## Appendix: Table of Points and Motions

### 1. Table of Motions

| MOTION                                                             | PURPOSE                                                                 | DEBATE                                          | REQUIREMENTS                                                                | VOTE                                      |
|--------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------|
| <a href="#">Moment of Silence</a>                                  | Commemoration or honouring of a certain event                           | None                                            | After roll call; before agenda/debate begins                                | Passes automatically if accepted by Chair |
| <a href="#">Setting the Agenda</a>                                 | Set which topic is debated first                                        | None                                            | More than one topic available; after roll call                              | Simple majority                           |
| <a href="#">Setting/Changing the Speaker's Time</a>                | Set or change the speaker's time                                        | None                                            | Floor open for motions; 30 sec. to 2 min.                                   | Simple majority                           |
| <a href="#">Moderated Caucus</a>                                   | Moderated debate on a specific topic                                    | None                                            | Topic, total time and individual speaking time; max. 15 min.                | Simple majority                           |
| <a href="#">Consultation of the Whole</a>                          | Informal discussion moderated by delegates                              | None                                            | Topic and total time; max. 15 min.                                          | Simple majority                           |
| <a href="#">Tour de Table</a>                                      | Every delegation states its position on a specific topic                | None                                            | Topic and individual speaking time; max. 90 sec. per delegation             | Simple majority                           |
| <a href="#">Unmoderated Caucus</a>                                 | Open informal discussion and drafting                                   | None                                            | Total time; max. 20 min.                                                    | Simple majority                           |
| <a href="#">Invitation of a Representative</a>                     | Invite an expert or representative for input and Q&A                    | None                                            | Chair approval; representative/institution, topic and time; max. 15 min.    | Simple majority if entertained            |
| <a href="#">Extension of a Current Caucus</a>                      | Extend the immediately preceding caucus or related format               | None                                            | Current caucus elapsed; one extension only; max. 50% of original time       | Simple majority                           |
| <a href="#">Closure of Debate on the Topic</a>                     | End debate and move into voting procedure                               | None                                            | Floor open; valid Draft Resolution on the floor                             | 2/3 majority                              |
| <a href="#">Closure of the General Speakers' List on the Topic</a> | Freeze the GSL; voting follows once it elapses                          | None                                            | Floor open                                                                  | Simple majority                           |
| <a href="#">Adjournment of Debate on the Topic</a>                 | Table the topic and proceed to the next topic                           | None                                            | Floor open                                                                  | 2/3 majority                              |
| <a href="#">Resumption of Debate on the Topic</a>                  | Reopen a previously adjourned topic                                     | None                                            | Floor open; prior adjournment of debate                                     | 2/3 majority                              |
| <a href="#">Suspension of the Meeting</a>                          | Temporarily stop the formal session                                     | None                                            | Floor open                                                                  | Simple majority                           |
| <a href="#">Adjournment of the Meeting</a>                         | End the committee's work for the current debate/debate series           | None                                            | Final planned session                                                       | Simple majority                           |
| <a href="#">Suspension of a Delegate</a>                           | Suspend a delegate from the committee for up to 15 minutes              | Moving delegate pro; affected delegate responds | Floor open; Chair may rule abusive/disproportionate motions out of order    | 2/3 majority                              |
| <a href="#">Introducing a Working Paper</a>                        | Make a Working Paper an official document before the committee          | None                                            | Floor open                                                                  | No vote                                   |
| <a href="#">Introducing a Draft Resolution</a>                     | Introduce an approved Working Paper as a Draft Resolution               | None                                            | 20% sponsors; 10% signatories; formatting requirements met                  | No vote                                   |
| <a href="#">Introducing an Amendment</a>                           | Introduce an approved amendment to a Draft Resolution                   | None                                            | Draft Resolution introduced; 1 sponsor; 10% signatories; formatting met     | No vote                                   |
| <a href="#">Panel of Authors</a>                                   | Presentation of a Draft Resolution by its main sponsors followed by Q&A | None                                            | Immediately after introduction; max. 10 min.                                | No vote                                   |
| <a href="#">Reorder Draft Resolutions</a>                          | Set the order in which Draft Resolutions are voted upon                 | None                                            | Voting procedure; at least two Draft Resolutions; before substantive voting | Simple majority                           |
| <a href="#">Division of the Question</a>                           | Vote on sections or clauses of a Draft Resolution separately            | None                                            | Voting procedure; amendments resolved                                       | Simple majority                           |
| <a href="#">Division of the House</a>                              | Retake the final vote without abstentions                               | None                                            | After final vote; at least one abstention cast                              | Simple majority                           |
| <a href="#">Roll Call Vote</a>                                     | Vote by calling each delegation individually                            | None                                            | Voting procedure                                                            | No vote; Chair may decline                |
| <a href="#">Adoption by Acclamation</a>                            | Adopt a Draft Resolution by consensus                                   | None                                            | Voting procedure; amendments resolved                                       | Passes if no objection                    |

## 2. Table of Points

| POINT                                          | PURPOSE                                                                                | DEBATE | REQUIREMENTS                                                                            | VOTE         |
|------------------------------------------------|----------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------|--------------|
| <a href="#">Point of Information</a>           | Ask a question regarding a speech just delivered                                       | None   | GSL; immediately follows the speech in question; max. 15 sec. question / 30 sec. answer | None         |
| <a href="#">Point of Parliamentary Inquiry</a> | Ask the Chair about procedure or committee competence                                  | None   | No delegate currently speaking                                                          | None         |
| <a href="#">Point of Order</a>                 | Identify a procedural error                                                            | None   | No delegate currently speaking                                                          | None         |
| <a href="#">Point of Personal Privilege</a>    | Address personal discomfort or impediment to participation                             | None   | No delegate currently speaking unless urgent/acoustics                                  | None         |
| <a href="#">Appeal to the Chair</a>            | Challenge a procedural decision of the Chair                                           | None   | Decision must be appealable under these Rules of Procedure                              | 2/3 majority |
| <a href="#">Right of Reply</a>                 | Respond to a severe attack on a country's honour/sovereignty or a delegate's integrity | None   | Written request to Chair; max. 30 sec.; optional 15 sec. response                       | None         |