

ST. GALLEN MODEL UNITED NATIONS

University of St. Gallen, Switzerland, December 2020

Rules of Procedure

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1. General Conduct

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 govern general conduct during the debates and provide the applicable rules.

1.2 General Conduct

The participants of any SGMUN debates shall abstain from disparaging comments personally directed at other participants, namely featuring racist, sexist, insulting or otherwise deliberately offensive content. It shall be of no relevance whether these comments have been raised in formal session, at a social or any other activity planned by the Club. Participants shall be warned that the Club exercises and enforces a strict, zero-tolerance policy with regards to such behavior.

1.3 Language

The official language of the Club shall be English. Participants shall be required to speak the aforementioned language at all times during the debates. Any work drafted in a debate shall be written in English.

2. Definitions

2.1 Delegates

A delegate is a participant in a committee, representing a party, usually a sovereign state, recognized by the United Nations. Other delegate parties may be non-governmental organizations, corporations and individuals. Delegates are only permitted to participate in formal debate if their presence has been previously recognized by the chair in a roll call procedure.

2.2 Head and Assistant Chairs

Chairpersons moderate the formal debating sessions. They shall be the primary interpreters of the Rules of Procedure and shall be solely responsible for the opening and closing of each meeting. At their discretion, they may rule any motions proposed by the delegates out of order, determine the competence of resolutions, close debate and suspend individual delegates whom they deem to breach etiquette. Furthermore, they shall be responsible for managing the debate, evaluating the delegates' performance and operating the software needed for this task. Chairpersons shall be unconditionally bound to these present Rules of Procedure.

2.3 Observer States

§ 1. General

In comparison to member states, observer states present in a committee shall not have full voting rights. They shall only 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 speeches;
- c) Speak on the general speakers' list;
- d) Motion for moderated and unmoderated caucuses;
- e) Participate in procedural votes;
- f) Draft, sponsor 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 counted as one of the minimum sponsors or signatories to present a draft resolution or amendment.

2.4 Quorum¹

Committee sessions shall only formally begin under the condition that a minimum number of delegates is present. This so-called quorum shall be reached when at least half of the registered members of the committee plus one are present. A simple majority (50% of the committee members plus one) must be present in order to conduct substantive votes.

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 use a specific, standardized 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 a specific order that is determined at will by the chair or by the General Speakers' List. The speeches shall be held in formal, diplomatic language.

§ 2. Order of Debate

During formal debate, delegates shall be required to deliver their speeches in standing position and to otherwise remain seated, except when specified otherwise by the 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 is prohibited if not recognized by the chairpersons. However, silent communication with other delegates is permitted, notably through the appropriate passing of notes. To signify the wish to pass a note, the delegate shall wave said note in the air so that a member of the staff or otherwise designated person for that purpose may collect it and transfer it to the corresponding delegate.

§ 4. Disruptive and inappropriate Behavior

Should a delegate contravene to these rules, it shall lie at the discretion of the chair to deal out warnings to the said delegate. The consequences of such warnings are set out in [Chapter 4.7, § 2.](#) of these rules.

¹ Changes to this rule lie at the discretion of the chair. An appeal of the chair to such a decision, as set out in [Chapter 7.6](#) of these rules, is possible.

2.7 Motions

§ 1. General

Motions are proposals raised by delegates demanding specific 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. Except stated otherwise, motions shall require a simple majority to pass.

§ 2. Seconds and Objections

Except if stated otherwise, any motion shall only be voted upon if there are both seconds and objections to it. Seconds express support for the motion to be voted on, objections signify the wish to see the motion not discussed. Motions lacking seconds consistently fail; seconded motions lacking objections automatically pass. In specified cases ([cf. Appendix](#)), two speakers supporting and two speakers rejecting the motion may be called upon to deliver speeches.

§ 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 flow of the 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) [Adjournment of Debate on the Topic](#);
- f) [Resumption of Debate on the Topic](#);
- g) [Suspension of a delegate](#);
- h) [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 shall be limited to the following:

- a) [Moderated caucus](#);
- b) [Consultation of the whole](#);
- c) [Unmoderated caucus](#);
- d) [Panel with a Third Person](#);
- e) [Extension of a current caucus](#).

§ 6. 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. Motions modifying the flow of the debate 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. Motions modifying voting procedure 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 aforementioned catalogue, as listed under [Chapter 2.7](#) and the [Appendix](#) of these rules. Further motions not contained in these 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, drafts, amendments and resolutions. Votes shall be submitted, when called for by the chair, by the raising of placards.

§ 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.

§ 3. Procedural votes

Procedural votes are related to the flow of debate. Any vote that is not considered substantive is considered a procedural vote. Abstentions are not permitted during 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 regularly 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.

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 twenty seconds.

3.3 Setting the Agenda²

During the first session of the debate following the roll call, the committee shall immediately consider the agenda. Delegates may motion to debate the given topics in a specific order. Two delegates supporting and two delegates rejecting the motion shall be permitted to speak, respectively in favor of and against the motion, for a time of one minute each. If such a motion fails, the agenda is set by the chair, inverting the proposed order of topics.

3.4 Setting and Changing the Speaker’s Time

§ 1. Setting the Speaker’s Time

Prior to commencing the delivering of the opening statements, delegates may motion to set the speaking time for the opening statements and the General Speaker’s List. Should this motion not arise, the default speaking time shall be set to 1 minute. Motions for a longer speaking time shall be ruled most disruptive by the chairpersons. Motions for a speaking time exceeding 5 minutes shall be considered out of order and shall not be entertained.

² Should the chair have opted for a debate without choice of topic, this rule becomes obsolete.

§ 2. Changing the Speaker's Time

When the floor is open for motions, delegates may motion to change the current speaker's time of the General Speaker's List. Should the motion pass, the changed time shall then apply until modified by a new motion.

3.5 Opening Statements

After the agenda has been set, it will be requested of every delegate to present an opening statement. The opening statements shall be delivered in alphabetical order of countries and organizations present. The allotted speaking time shall be such as determined through the aforementioned motion ([cf. Chapter 3.4](#)). 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 Speaker's List elapse, the committee shall move into voting procedure. If there are no draft resolutions on the floor, the debate shall be automatically closed.

§ 2. Addition to the General Speakers' List³

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 pleas for addition are explicitly demanded and entertained by the chair. Delegates shall manifest their speaking wish by raising of placards. Moreover, delegates may also request to be placed on the General Speakers' List by sending a written note to the chair. No one delegate may appear on the list twice at the same time. In addition, it shall lie at the discretion of the chair to add delegates to the General Speaker's List according to its good pleasure.

§ 3. Speaking Time

The allotted speaking time shall be such as determined through the aforementioned motion (Chapter 3.4).

4.2 Yields

§ 1. General Definition

Should delegates complete their address before their time has elapsed, 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 latter delegate whether they are willing to accept the yield. This option shall not be in order if the delegate has less than fifteen seconds of speaking time remaining.

³ Modification of these rules lie at the discretion of the chair.

§ 3. *Yielding to Questions*

Delegates may yield their remaining speaking time to questions from other delegates. The time allotted to each question shall be fifteen seconds each. Solely the questioned delegate's answering time shall be subtracted from his speaking time.

§ 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 the debate on a topic, *i.e.* to close all discussion on the topic and move 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. Two speakers for and two speakers against the closing motion shall be attributed thirty seconds of speaking time each. This motion shall regularly require a majority of two thirds of the committee to pass.

4.4 Closure of the General Speaker's List on the Topic

When the floor is open, a delegate may motion to close the General Speaker's List, *i.e.* to freeze the General Speaker's List. Should this motion pass, no delegate may further be added to the General Speaker's List. When said General Speaker's List elapses, the committee will move into voting procedure on the resolution. The General Speaker's List may not be reopened once it has been closed.

4.5 Adjournment of Debate on the Topic

When the floor is open, a delegate may motion to adjourn the debate on a topic, *i.e.* to table all written proposals on the topic and to proceed 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. Two speakers for and two speakers against the closing motion shall be entertained and conceded thirty seconds of speaking time. This motion shall require a majority of two thirds of the committee to pass.

4.6 Resumption of Debate on the Topic

When the floor is open, a delegate may motion to resume the debate on a topic, *i.e.* to reopen the 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. Two speakers for and two speakers against the closing motion shall be entertained and conceded thirty seconds of speaking time. This motion shall require a majority of two thirds of the committee to pass.

4.7 Suspension of a delegate

§ 1. Through a motion

When the floor is open, delegates may motion to exclude any fellow delegates. The delegate motioning for exclusion shall be given thirty seconds of speaking time to justify their motion. The affected delegate shall be granted one minute of speaking time to defend himself. The motion shall require a majority of two thirds of the committee to pass; it however shall regularly lie at the discretion of the chair to rule the motion out of order. Lifting the suspension shall lie at the discretion of the chair.

§ 2. Through warnings

Should a delegate disrupt the orderly flow of debate, breaching the rules as set out in [Chapter 2.6](#) of these rules, the chair shall deal out a warning to the concerned delegate. An accumulation of three such warnings shall immediately lead to the suspension of the concerned delegate, which the chair may lift at its good pleasure.

4.8 Suspension of the Meeting

When the floor is open, a delegate may motion to suspend the meeting, *i.e.* the temporary stopping of the meeting. This motion shall be used to propose breaks⁴ in the session. Should the productivity of this motion not be guaranteed, it shall lie at the discretion of the chair to rule it out of order. The motion shall require a simple majority to pass.

4.9 Adjournment of the Meeting

The adjournment of the meeting shall end formal debate, conclude the committee's work and dismiss its delegates. After adjournment, the committee shall only reconvene again at a later St. Gallen Model United Nations Conference. The chairs shall not grant this motion until the end of the last session of the committee. This motion shall require a simple majority to pass.

⁴ Depending on the format of the committee, these breaks may range from a few minutes to several weeks. Reoccurring debates, such as weekly debates, shall regularly be suspended, until the last session of the committee, when they are adjourned following Chapter 4.9 of these rules.

5. Rules regarding Motions and Caucusing

5.1 General

The flow of debate may be interrupted to allow caucusing through motions, raised when the floor is open and declared in order by the chair. Motions introducing a caucus shall be limited to the following:

- a) [Moderated caucus](#);
- b) [Consultation of the whole](#);
- c) [Unmoderated caucus](#);
- d) [Panel with a Third Person](#);
- e) [Extension of a current caucus](#).

These motions are further described in the following Chapters.

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 a debate around a specific topic. The speaking time for each delegate shall be limited. As there shall be no speaker's list, delegates wishing to speak shall raise their placards at the request of the chair, who will choose a speaker at its discretion. This procedure shall be repeated until the caucus elapses.

§ 2. Requirements of a Motion

This motion shall call for the specification of the topic of discussion, the time per speech and the total time of the caucus. Motions for moderated caucuses exceeding 20 minutes shall be considered out of order and shall not be entertained. The delegate proposing the moderated caucus shall be entertained for 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 the formal debate, without however lifting the rules as stated in [Chapter 2.6](#). Delegates shall have the opportunity of delivering an informal speech and upon closing, selecting the next willing speaker. This process shall be repeated until the caucus elapses.

§. 2 Requirements of a Motion

This motion shall specify the topic of the consultation and its total time. Motions for consultations of the whole exceeding 15 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, but this only once the incumbent speaker has concluded their address. It shall lie at the discretion of the chair to intervene if they consider that the floor is not being shared fairly and/or if a delegate is taking excessive advantage of their unlimited speaking time. Speeches shall be delivered in seated position; however, the chair may demand a standing debate. The only points in order during a consultation of the whole shall be the point of order, the point of parliamentary inquiry and the point of personal privilege.

5.4 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 the formal debate, lifting the rules as stated in [Chapter 2.6, § 2](#). Delegates shall be permitted to leave their seats without warning, move around freely and granted the possibility to speak informally and work with their fellow delegates⁵.

§ 2. Requirements of a Motion

This motion must solely specify the total time of the caucus. Motions for unmoderated caucuses exceeding 20 minutes shall be considered out of order and will not be entertained.

§ 3. Order of Debate

Points and motions of any kind shall not be entertained during an unmoderated caucus.

5.5 Panel with a Third Person

§ 1. Definition and Flow of Debates

When the floor is open, a delegate may motion for a panel with a third person⁶, who is to interrogate the delegates or be interrogated by the delegates on matters pertaining to the subject of debate. It shall lie at the discretion of the interrogator to select the delegates to be interrogated, respectively the interrogated person to select delegates wishing to ask questions.

⁵ Despite the few rules governing it, it is recommended to retain a polite demeanor during an unmoderated caucus.

⁶ This can be, for example, an expert on technical matters related to the topic at hand, a representative of an international organization or a representative of a government not represented in the committee.

§ 2. Requirements of a Motion

This motion must specify the name and/or position of the third person who is to interrogate or be interrogated, as well as the duration of the panel. Motions for panels exceeding 15 minutes shall be considered out of order and will not be entertained. For practical purposes, it shall lie at the discretion of the chair to decline this motion at any time. An appeal of the chair on such a decision shall be considered out of order.

§ 3. Order of Debate

To signal their wish to answer to a question, respectively to ask a question, delegates may raise their placards as soon as the interrogator, respectively the interrogated person is ready to entertain a new question. The only points which may be raised during the panel shall be the point of order, the point of parliamentary inquiry and the point of personal privilege.

5.6 Extension of a Current Caucus

Once a caucus, a consultation or a panel has elapsed, delegates may motion to extend the caucus. A maximum of two extensions per caucus are in order. Extensions may not exceed the original length of the caucus, respectively the length of the first extension. In a moderated caucus, the delegate proposing the extension shall have the first or last speech, subject to their choosing. In a consultation of the whole, the delegate proposing the extension shall have the right to give the next informal address. It lies at the discretion of the chair to rule any extension out of order.

6. Rules Governing Written Proposals

6.1 General Definitions

§ 1. *Written Proposals*

Written proposals shall form the central objective of debate. As such, they shall be constructed with the objective of creating resolutions, with the goal of finding solutions to the debate.

§ 2. *Working Papers*

Working papers are drafted proposals, written by one or several delegates and formally introduced by the chair. They need not satisfy any formal criteria until and if they are introduced as draft resolutions.

§ 3. *Draft Resolutions*

To become draft resolutions, working papers need a formal introduction, granted by the chair, and must therefore follow exacting standards. Draft resolutions shall require sponsors and signatories, and meet the standards of international law, both in formatting and in wording. They shall therefore, and most notably, contain pre-ambulatory clauses and operative clauses. They shall in all regards satisfy the standards as observed by the United Nations.

§ 4. *Formal Requirements*

In order to be recognized, a draft resolution shall require at least 4 sponsors, or if the committee consists of less than twenty delegates, at least 20% of the committee members. Additionally, a draft resolution shall require 10% of the committee members as signatories. The pre-ambulatory clauses shall begin with a present participle verb in italics (e.g. *Reaffirming*) and end with a comma “;”, and operative clauses shall begin with a present tense verb in italics (e.g. *Urges*) and end with a semi-colon “;”. The subclauses of an operative clause shall end with a comma “;”, while the last subclause of an operative clause shall end with a semi-colon “;”. The last operative clause of a draft resolution shall end with a period “.”. In regard to these criteria, the chair may decline or suspend a draft resolution until the standards are met.

§ 5. *Sponsors*

A sponsor is a delegate who authored or helped authoring a draft resolution or an amendment. The role of a sponsor shall indicate full support of a specific draft resolution or amendment. Sponsors shall be required to vote in favor of the draft resolution they sponsor, unless the adoption of an unfriendly amendment ([cf. § 7.](#)) has changed its content in a significant manner. The sponsor must justify the significance of this change before being allowed to vote against the draft resolution. Sponsors shall be required to vote in favor of the amendments they sponsor.

§ 6. Signatories

The role of a signatory shall not indicate support of a specific 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. The formatting of an amendment shall be subjected to the same formal requirements as the operative clauses of a draft resolution ([cf. Chapter 6.1. §4.](#)). In order to be recognized, an amendment requires 1 sponsor and 10% of committee members as signatories. 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 consistently supported by all the sponsors of the resolution and shall be adopted in the qualified procedure with no required 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. Motions modifying the flow of the debate are 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 proofreading prior to its introduction. The chair shall consider whether the draft resolution satisfies the formal criteria ([cf. Chapter 6.1, § 3-4.](#)). Should they not fulfill the required standards, the chair shall not grant the introduction of the draft resolution and the motion fails. It shall lie at the discretion of the chair to suspend the motion until the working paper satisfies the aforementioned criteria. Should the motion be accepted by the chair, the operative clauses of the draft resolution shall be read publicly by one of the sponsors. It lies at the discretion of the chair to waive the requirement of reading out the operative clauses.

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 where the main sponsors of the resolution shall be given the opportunity of addressing the committee and briefly presenting the introduced draft resolution. The sponsors shall then be asked questions by other delegates of the committee in order to clarify clauses and points raised in the resolution.

§ 2. Requirements of a Motion

This motion must solely specify the total time of the panel. Motions for panels exceeding 15 minutes shall be considered out of order and will 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 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 consider the amendment and ensure its text follows the formal criteria ([cf. Chapter 6.1, § 7](#)). Should these criteria not be met, the motion shall be considered out of order and the amendment tabled. No vote shall be required for this motion.

§ 2. Voting on Amendments

Once the amendment has been introduced, the chair shall ask the sponsors of the draft resolution in question if they consider the amendment friendly or unfriendly ([cf. Chapter 6.1, § 7](#)).

- a) If the amendment is considered friendly by all sponsors of the draft resolution in question, it shall automatically pass 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 1 sponsor of the draft resolution in question, it shall be tabled and voted upon during the general voting procedure preceding the overall vote on the draft resolution.

7. Points, Appeal to the Chair, 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. It is encouraged to raise points while the floor is open, however with regard to their urgency, the chair may also grant points at their discretion, despite a closed floor. Except if stated otherwise, points shall require no vote to be accepted.

§ 2. Numerus Clausus

Solely valid points are permitted to interrupt the flow of debate. The points which 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. Such a question shall restrict itself to a clarification of the aforementioned speech; the question must therefore remain brief and allow a succinct response. The number of such points granted after each speech shall not exceed 2. Points of information may not be raised while another delegate is speaking.

§ 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 15 seconds and the time for an answer to 30 seconds. Both delegates shall rise during the proceedings. Should the question be vague, unsatisfactory or treat of 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 committee or matters pertaining to the procedure of debate as laid out in these rules, they may direct a question to the chair using the 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 estimate that the chair or a fellow delegate has contravened or misunderstood the Rules of Procedure as laid out here, they may raise a point of order. Points of order shall not consist of a question directed to the chair, but shall always be formulated as an affirmative sentence. Points of order shall not be raised while another delegate is speaking.

§ 2. Flow of Debate

It shall be requested of the chair to acknowledge or reject the point raised by the delegate. In case of acknowledgment, the chair is required to correct their mistake or the mistake of the fellow delegate concerned. Should the point be rejected, an appeal to the chair as laid out in [Chapter 7.6](#) of these rules may be considered.

7.5 Point of Personal Privilege

Should a delegate be necessitated to leave the committee rooms, 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 be required to grant the request of the delegate. Points of personal privilege may not be raised when another delegate is speaking, except if the impediment is due to a situation of absolute emergency or to issues pertaining to acoustics.

7.6 Appeal to the Chair

Should a delegate noticeably disagree with a decision of the chair, they may motion to appeal the said decision. Except in specified cases such as laid out in these rules, this appeal shall not be ruled out of order by the chair. The committee shall then immediately vote on overturning said decision. To obtain validity, an appeal shall require the approval of two thirds of the delegates present in the committee. Should the appeal be approved by the committee, the chair shall be unconditionally bound to the committee's decision.

7.7 Right of Reply

Should a delegate believe that the sovereignty or the honor 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. If granted, the

delegate shall speak in their defense for one minute. The right of reply shall not be granted during opening statements or during a caucus. A 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 ([cf. Chapter 2.8, § 2.](#)), the committee must move into voting procedure. This shall be achieved by interruption of the flow of debate, either by successfully motioning for closure of debate or by letting the General Speaker's List elapse. Letting the committee move into voting procedure shall solely be possible when one or several valid draft resolutions lie on the floor. Moving into voting procedure shall open a new phase of debate, distinct from the regular flow of debate.

§ 2. Order of the committee

Once the committee has moved into voting procedure, the doors shall be closed, and no entry nor exit shall be permitted. Electronic devices shall not be used during voting procedure unless they are required for the voting process. Any form of communication between delegates shall be prohibited.

§ 3. Motions

The voting procedure may be interrupted by valid motions regarding the procedure, raised when called for and declared in order by the chair. Motions modifying the voting procedure shall be strictly 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 are all subject to a procedural vote, except if stated otherwise.

§ 4. Points

The voting procedure may be interrupted at the discretion of the chair by valid points, limited to the following:

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

Only in emergency situations, and this at the discretion of the chair, may a point of personal privilege be raised.

8.2 General or Default Voting Procedure

§ 1. General

Except if validly motioned otherwise (cf. Chapter [8.5-8.6](#)), substantive votes shall be cast by default voting procedure, namely a vote by show of placards. The draft resolutions shall be discussed and voted upon in the order they were introduced unless a motion to reorder draft resolutions has passed ([cf. Chapter 8.3](#)).

§ 2. Voting on unfriendly Amendments

The previously tabled unfriendly amendments shall be voted upon in the order they were introduced. The drafted unfriendly amendments shall be read publicly; 2 speakers in favor of and 2 speakers rejecting the amendment shall then be entertained for an address of 1 minute each. It lies at the discretion of the chairs not to entertain any speeches. This procedure shall be repeated until all tabled unfriendly amendments have been voted upon. Motions shall not be in order during this voting procedure. Unfriendly amendments shall require a simple majority to be accepted.

§ 3. Final Vote on Draft Resolution

After all unfriendly amendments have been considered and if no motions to divide the question or to change the voting procedure ([cf. Chapter 8.4-8.6](#)) have been raised, the committee shall vote on the draft resolution as a whole. Each member state shall dispose of a single vote⁷. A simple majority shall be required for the aforementioned draft to be adopted by the committee⁸.

§4. Abstentions

Delegates may only abstain if they stated “present” during the roll call ([cf. Chapter 2.1](#)). Should they have stated “present and voting”, abstentions are out of order. Abstentions shall not be counted when calculating the majority.

§5. Numerus Clausus

Only one draft resolution shall 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.

§6. Ending

After a draft resolution has been adopted or after all draft resolutions have been discarded, the chairpersons shall entertain a motion to adjourn the meeting ([cf. Chapter 4.9](#)). The adoption of a resolution does not signify *per se* the end of the formal debate ([cf. Chapter 2.6](#)).

⁷ Depending on the committee, this rule may, at the discretion of the chair, or in accordance with the rules specific to a committee, be subject to change.

⁸ Depending on the committee, this rule may, at the discretion of the chair, or in accordance with the rules specific to a committee, be subject to change.

8.3 Reorder Draft Resolutions

If there are two or more draft resolutions on the floor, any delegate may motion to reorder these draft resolutions. This motion shall only be raised before any substantive votes on any draft resolution have been cast. The motion shall specify the preferred order of voting. It shall require a two thirds majority to be passed.

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 is subject to a procedural vote and shall require a simple majority to pass. Only after all amendments have been considered and voted upon can this motion be raised. It lies at the discretion of the chair to declare this motion out of order; an appeal of the chair shall not be possible in such a situation.

§ 2. Procedure

The divided sections shall each be separately voted upon by the committee in consecutive substantive votes. The adopted sections shall be collected and a substantive vote ([cf. Chapter 8.2 § 3.](#)) shall be cast on the full document. Should all sections be rejected, the draft resolution shall be considered null, void and rejected.

§ 3. Vote clause by clause

Delegates may motion to divide the question by requesting to vote on each operative clause of a draft resolution separately. Such a vote is the most radical form of the division of the question. A motion to vote clause by clause shall systematically and automatically replace a division of the question pursuant to [§ 1-2.](#) requesting as many sections as there are operative clauses in the draft resolution. A vote clause by clause shall bring about the same consequences as described in [§ 1-2.](#)

§ 4. Order of Precedence

Should there be multiple aforementioned motions on the floor, the most radical division shall be voted upon first. It shall lie at the discretion of the chair to determine which division is to be considered the most incisive.

8.5 Roll Call Vote

§ 1. General

Delegates may motion for a roll call vote on the draft resolution. The chairs shall individually call on each member state's delegation in alphabetical order to cast its vote. This motion requires no vote. It lies at the discretion of the chair not to entertain this motion.

§ 2. *Votes*

Member states may vote “yes”, “no”, “yes with rights”, “no with rights” or “pass”. Should a delegate request a pass, they shall be called upon in a second round of roll call votes, but they may then only vote “yes” or “no”. Delegates who requested rights shall be given thirty seconds speaking time following the casting of all votes to explain their vote.

§ 3. *Abstentions*

Delegates may only abstain if they stated “present” during the roll call ([cf. Chapter 2.1](#)). Should they have stated “present and voting”, abstentions are out of order. Abstentions are not counted when calculating the majority (e.g. with a total of 15 votes and 4 abstentions within those 15, the simple majority would shift from 8 to 6 votes).

8.6 Adoption by Acclamation

Delegates may motion to adopt a draft resolution by acclamation. Such a motion is only in order after all unfriendly amendments to a draft resolution have been considered. This motion requires no vote, except if there is an objection in the committee. If there is an objection, this motion fails. Should there be no objection, the draft resolution is considered accepted.

8.7 Division of the House

Should a draft resolution fail to obtain the required majority of votes to be adopted, delegates may motion to divide the house. This motion requires a simple majority to pass. If this motion passes, the vote on the draft resolution shall be retaken, with all delegates having to vote either “yes” or “no”. Delegates may no longer abstain from the vote. Such a motion shall not be in order if no abstentions have been cast during the first vote.

9. Order of Precedence

§ 1. Points

Parliamentary points shall take the highest precedence, in the following order:

1. [Appeal of 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 Speaker's 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. [Panel with a Third Person](#);
17. [Unmoderated Caucus](#);
18. [Consultation of the Whole](#);
19. [Moderated Caucus](#).

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

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
Moment of Silence	Commemoration and honoring of a certain event	None	After roll call procedure No debate on the setting of the agenda	Passes automatically
Setting the Agenda	Setting the order of the topics	2 pro/con	After roll call has elapsed	Simple majority
Setting/Changing the Speaker's Time	Set or change speaker's time limit	None	Floor open for points and motions	Simple majority
Moderated Caucus	Moderated debate on specific topic	None	Floor open for points and motions	Simple majority
Unmoderated Caucus	Open Debate	None	Floor open for points and motions	Simple majority
Consultation of the Whole	Informal discussion moderated by the delegates	None	Floor open for points and motions	Simple majority
Extension of a current Caucus	Extending the previous caucus/consultation of the whole	None	Current caucus elapsed Floor open for an extension	Simple majority
Panel with a Third Person	Inviting a third person to either interrogate the delegates or to be interrogated by the delegates	None	Floor open for points and motions	Simple majority
Closure of Debate on the Topic	Move into voting procedure immediately	2 pro/con	Floor open for points and motions	2/3 majority
Closure of the General Speaker's List on the Topic	Close the General Speaker's List in order to move into voting procedure after it elapses	2 pro/con	Floor open for points and motions	2/3 majority
Adjournment of Debate on the Topic	Move onto next topic on the agenda without voting on draft resolutions for the previous topic	2 pro/con	Floor open for points and motions	2/3 majority
Resumption of Debate on the Topic	Reopen the debate on a topic previously adjourned	2 pro/con	Floor open for points and motions Previous adjournment of debate on the topic	2/3 majority

Suspension of the Meeting	Temporary stopping of the meeting for short breaks	None	Floor open for points and motions Committee reconvenes at next session	Simple majority
Adjournment of the Meeting	Ending of the committees work until the next year	None	Last session of committee	Simple majority
Suspension of a Delegate	Suspends a delegate from the committee. The suspension is lifted at the discretion of the chair.	Motionin g delegate pro/Affec ted delegate con	Floor open for points and motions	2/3 majority
Introducing a Working Paper	Delegate wants to introduce a working paper	None	Floor open for points and motions	Passes automatically
Introducing a Draft Resolution	Delegate wants to introduce (i.e. reading it to the committee and making it an official document) a draft resolution	None	Floor open for points and motions 4/20% of committee sponsors 10% of committee signatories Formatting (cf. Chapter 6.1 §4.)	Passes automatically
Introducing an Amendment	Delegate wants to table an amendment for the general voting procedure on the draft resolution (i.e. it will be presented, debated and voted upon in the general voting procedure)	2 pro/con	Floor open for points and motions Draft resolution introduced 1 sponsor 10% of committee signatories Formatting (cf. Chapter 6.6 §1.)	Passes automatically
Panel of Authors	Presentation and of the draft resolution by the main submitters and replying to questions	None	Draft resolution introduced (immediately after)	Passes automatically
Reorder Draft Resolutions	Setting the order of voting on draft resolutions	None	Two draft resolutions introduced Voting procedure	2/3 majority

Division of the Question	Vote on sections separately, prior to voting on entire draft resolution	None	Voting procedure	Simple majority
Division of the House	The committee takes another vote on the draft resolution where abstentions are no longer possible	None	Voting procedure Draft resolution not adopted Abstention of at least 1 member state	Simple majority
Roll Call Vote	Vote by roll call, rather than show of placards	None	Voting procedure Amendment procedure elapsed	Passes automatically
Adoption by Acclamation	Pass a draft resolution as a body by consensus	None	Voting procedure	Consensus

2. Table of Points

POINT	PURPOSE	DEBATE	REQUIREMENTS	VOTE
Point of Information	Questions from a delegate to another regarding a speech they just made	None	General Speaker's List Delegate has yielded remaining speaking time Accepted by interrogated delegate	None
Point of Parliamentary Inquiry	Question to the chair regarding the rules of procedure	None	No delegate currently speaking	None
Point of Order	Correct an error in procedure	None	No delegate currently speaking	None
Point of Personal Privilege	Personal concerns of a delegate addressed to the chair	None	No voting procedure (unless urgent)	None
Appeal of the Chair	Challenge a decision of the chair	None	Previous point refused by the chair	2/3 majority
Right of Reply	Sovereignty or honor of a delegate's country or integrity of the delegate questioned or attacked by another delegate	None	General Speaker's List Delegate has yielded remaining speaking time	None