



# Rules of Procedure

December 1-3, 2023

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## Acknowledgement

Rules of Procedure of TIMUN 2023 is a guideline of rules and regulations by which TIMUN conference is followed. The paper itself is based on UN and USA Rules of Procedure and can be amended by only the Secretariat of Tashkent International Model United Nations Society, which is one of the main organising committees of Tashkent International Model United Nations Conference 2023 holding on the 1-3 of December, in the face of Secretary General. The document is based on the handbook “Rules of Procedure” created by the Secretariat of TIMUN 2019 and guideline of “Rules of Procedure” written by the Secretariats of London International Model United Nations (LIMUN), and is subject to change. In addition, special thanks to Deputy Secretary-General of Tashkent International Model United Nations Society 2023-2024, Behzod Dusanov and Under Secretary Generals Tashkent International Model United Nations Society 2023-2024, Farzona Bukharova and Bobur Bekmurodov, who have initiated and contributed their priceless time to design and make amendments to the current document for public usage. The handbook is only for public purposes and any other MUN Conferences regardless of time, venue and persons are free to use, but not to amend.

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# 1. Terminology

**Abstain** - During a vote on a substantive matter, delegates may abstain rather than vote in favour or against. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote against it. Abstentions are not possible during procedural votes.

**Adjourn** - All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting.

**Agenda** - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

**Amendment** - A change to a draft resolution on the floor. It can be of two kinds: a "friendly amendment" is supported by all of the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by all the original sponsors and must be voted on by the committee as a whole.

**Bloc** - A group of Member States in a similar geographical region or with a similar opinion on a particular topic.

**Caucus** - A break in formal debate in which Member States can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

**Chair** - A member of the Dais that moderates debate, keeps time, rules on points and motions, and enforces Rules of Procedure. Dais - Chairs of a committee including Chairperson (or President), Co-Chairperson (or ViceChairperson or Vice-President) and Rapporteur. Debate - Discussion taking place during Model UN conference.

**Decorum** - The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors. 5 Tashkent International Model United Nations Conference 2023 Delegate - A representative of a member state or as an observer in a Model UN committee.

**Draft resolution** - A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become a resolution.

**Flow of debate** - The order in which events proceed during a Model UN conference.

**Gavel** - Small wooden hammer, the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in the committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

**Formal debate** - A "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list. **Main Submitter** – A Member State that introduces the draft resolution paper and must give a speech introducing the resolution draft.

**Member State** – A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 195 Member States.

**Moderated Caucus** - A type of caucus in which delegates remain seated and the Chair calls on them one at a time as they raise their placards to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

**Motion** - A request made by a delegate for the committee as a whole to do something. Some motions might lead to a caucus, adjournment, introduction of a draft resolution, or moving into voting procedure. See our Charts of Rules and Motions.

**Observer** - A state, national organisation, regional organisation, or non-governmental organisation that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. Special status of an observer state has the Holy See and Palestine.

**On the floor** - At a Model UN conference, when a working paper or draft resolution is being written, it may not be discussed in formal debate. It first needs

to be accepted by the Chair and can then be introduced to the committee. Once introduced, it is put "on the floor" and may be discussed.

**Operative clause** - A part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

**Page** - A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another or from a delegate to the dais, for a short period of time.

**Placard** - A piece of cardstock with a Member State's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

**Point** - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege. See our Charts of Rules and Motions.

**Position Paper**- Summary of a Member State's position on a topic, written by a delegate before a Model UN conference and addressed to the committee in the Opening Speech.

**Preambulatory Clause** - Introductory clause which describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling, etc.).

**Procedural** - Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum** - A minimum number of delegates needed to be present for a committee to proceed. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present and vote in favour to pass a resolution. In other bodies the quorum is one quarter of the committee.

**Resolution** - A document that has been passed by a body of the UN that aims to address a particular problem or issue. When passed, it is an official recommendation of the respective UN body to all UN member states. Only resolutions passed in the Security Council are binding for all member states.

**Right of Reply** –A right to speak in reply to a previous speaker's comment, invoked when a delegate feels his national integrity has been impugned by another delegate's speech. Offended delegate raised a placard to invoke their Right of Reply. Right of Reply is only accorded at the discretion of the Chair.

**Roll Call** - The first order of business in a Model UN committee during which the Chair reads aloud the names of each member state in the committee in an alphabetical order. When a delegate's Member State's name is called, they shall respond "present" or "present and voting".

**Rules of Procedure** - Rules by which a Model UN committee is run. See our Charts of Rules and Motions.

**Second** – An agreement with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

**Secretariat** - The most senior staff at a Model UN conference.

**Secretary-General** - The highest instance of a Model UN conference.

**Signatory** - A Member State that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory doesn't need to support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be accepted.

**Simple majority** - More than half of present delegates in a committee. The amount needed to pass most votes.

**Speakers' List** - A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

**Sponsor** - One of the authors of a draft resolution. Sponsors are usually the delegates most involved in the process of writing and lobbying for a draft resolution. A friendly amendment can only be created if all sponsors agree.

**Unmoderated Caucus** - A type of caucus in which delegates leave their seats to mingle and speak freely. It enables free sharing of ideas to an extent not possible

in formal debate or even a moderated caucus. Frequently used to sort Member States into blocs and to write working papers and draft resolutions.

**Working Paper** - A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently it is the precursor to a draft resolution.

**Veto** - The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.



## **2. Flow of The Debate**

### ***2.1. Roll Call***

At the beginning of each session, the Chairperson will call each Member State's name in alphabetical order, starting with a randomly chosen delegate. When Member states hear the name of their respective state, they should answer "present" or "present and voting". Delegates stating "present and voting" will not be allowed to abstain during the voting procedure on draft resolutions in the session in which they claimed to be "present and voting". Observers shall announce their presence responding "present and observing".

### ***2.2. Setting the Agenda***

When Model UN committees have more than one topic available, the body must set the agenda prior to actual debates. A delegate typically makes a motion, stating "The Member State of [name] moves to place [topic A] first on the agenda, followed by [topic B]." If there is no opposition to the motion, it will pass automatically. If at least one delegate objects to the motion, up to two delegations will speak in favour of the motion, and up to two other delegations will speak against it. If there are two delegates wishing to speak for one side, but only one for the second side, only one will be allowed to speak on each side. These speeches should alternate between those in favour and those opposed. Once these speeches have been given, a vote is taken. Setting the agenda requires a simple majority vote.

### ***2.3. Opening Speech***

After setting the agenda, delegates are asked to present their state's position in an opening speech. Opening speech will have a one minute thirty seconds time limit. Delegates give their speeches in alphabetical order of Member states starting with a randomly selected delegate. The delegate is selected by the Dais, this decision is not subject to appeal.

## *2.4 Priority of motions*

Most to least superseding

- i) Adjourning the Meeting
- ii) Suspending the Meeting
- iii) Closing Debate
- iv) Suspend Debate
- v) Resuming Debate
- vi) Introducing Draft Resolutions
- vii) Consultation of the Whole
- viii) Introducing Amendments
- ix) Introducing a Friendly Amendment
- x) Introducing Working Papers
- xi) Unmoderated Caucus
- xii) Moderated Caucus

*Note: A longer motion of one type does not necessarily supersede a shorter Motion of the same type.*

The order of priority of Motions which may be raised before Voting Procedures on a resolution, from most to least superseding, is:

- i) Splitting the House
- ii) Reordering Draft Resolutions
- iii) Division of the Question
- iv) Roll Call Vote

## ***2.5. Debate***

### ***2.5.1. Formal Debate***

Formal debate revolves around a speakers list. The Chair begins by asking all delegates interested in addressing the committee to raise their placards. The Chair then chooses delegates to be placed on the speakers list. A Member State's name may only be on the speakers list once, but delegates may add their Member State to the end of the list after their speech. During moderated caucuses, that is Formal Debate, the Chair calls on delegates one-by-one so that each delegate can address the committee in short speeches.

### ***2.5.2. Informal Debate***

Informal debate involves discussion outside of the speakers list. Informal debate is an unmoderated caucus. During unmoderated caucuses, the committee breaks for a temporary recess so that delegates may meet with each other and discuss ideas while dais members have to leave the house until the end of the unmoderated caucus.

### ***2.5.3 Closure of Debate***

Once the speakers list is exhausted, the committee automatically moves to the voting procedure. Also, once a delegate feels that his or her Member State's position is clear to others and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting procedure by moving for the closure of debate. The chairs decide whether this motion is "in order" at the time it is proposed.

### ***2.5.4 Voting Procedure***

Once a motion to close debate has been approved, the committee moves into voting procedure. Once all of the proposals are voted on, the committee moves to the next topic on the agenda.

### 3. General Rules

1. **SCOPE:** These rules apply to Tashkent International Model United Nations Conference 2023.
2. **LANGUAGE:** English is the only official and working language of the Conference
3. **DELEGATIONS:** Each participatory member state will be represented by one or two delegates during the Conference. The Secretariat will provide a list of member states present and will decide a Head and Co-delegate of a Delegation by its own.
4. **PARTICIPATION OF NON-MEMBERS:** A guest speaker, expert witness, or representative of an entity that is not a member of TIMUN may address a committee only with the prior approval of the Secretary-General of the Conference.
5. **CREDENTIALS:** The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials.
6. **STATEMENTS BY THE SECRETARIAT:** The Secretary-General or a member of the Secretariat whom he or she designates may at any time make either written or oral statements to the Committee.
7. **GENERAL POWERS OF CHAIRING TEAM:** The Chair or Chairperson will declare opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Chair will have complete control of the proceedings at any meeting. The Dais will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the Chairing team. Dais members may also advise delegations on the course of debate. In the exercise of these functions, the Dais will be at all times subject to these rules and responsible to the Secretary-General.
8. **APPEAL:** Any decision of the Dais, with the exception of those matters for which the Conference Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Dais may speak briefly in defence of

the ruling. The appeal will then be put to a vote, and the decision of the Dais will stand unless overruled by a two-thirds majority. The Chair has ultimate discretion on any ruling, whether it is appealed successfully or not. The decision of the Chair can be overturned by the Secretary-General.

**9. QUORUM:** The Dais may declare a Committee Session open and permit debate to proceed when at least one fourth of the members of the Committee are present. A member of the Committee is considered present if the delegate representing that member is in the Committee chamber. The presence of a majority of members will be required for the vote on any substantive matter. A quorum will be assumed to be present unless **specifically** challenged by a Point of Order and proven that the number of delegates is not sufficient. A roll call is not required to determine the presence of a quorum.

**10. COURTESY:** Delegates will show courtesy and respect to the Council staff and to other delegates. The Dais will immediately call to order any delegate who fails to comply with this rule. Personal pronouns such as “*I, he, she*” etc. are prohibited as delegates speak on behalf of their nations (given countries); possible replacement of personal pronouns are “we”, “delegate of *e.g.*, Brazil”, “delegation of *e.g.*, Brazil”, or just name of given Country.

### ***3.1 Rules Governing the conference***

#### ***3.1.1 GENERAL AUTHORITY OF THE SECRETARY-GENERAL***

The TIMUN Secretary-General may, at any time, make either written or oral statements to the Committee to the Committee or the General Conference.

Interpretation of the rules shall be reserved exclusively to the Secretary-General. The Secretary-General shall rule on matters not specified by the Rules of Procedure. Any deviation from the provisional agenda is at the approval of the Secretary-General.

The Secretary-General has ultimate authority over any decisions and rulings made in regard to the Conference and their decisions are final and not subject to appeal.

The Secretary-General may delegate members of the Secretariat to exercise their authority under this rule or any duties or prerogatives specified elsewhere in the Rules of Procedure.

#### ***3.1.2 GENERAL AUTHORITY OF THE SECRETARIAT AND APPOINTED STAFF***

The Secretary-General, through their mandate, shall delegate certain responsibilities in the overall execution of the procedures of the conference, to appointed members of Staff. The most senior of these shall constitute the Secretariat and shall serve as the Secretary-General's senior management team. Any statement or instruction made by Secretariat members shall bear the mandate and authority of the Secretary-General, unless stated otherwise by the Secretary-General.

The Logistics Staff of the Conference shall also be delegated powers to assist and direct Delegates and Committee Daises in logistical matters during the conference.

### ***3.1.3 LANGUAGES OF TIMUN***

The official and working language of TIMUN will be English. Exemptions to this rule are only applied to committees that have been mandated to be simulated in a different official UN language by the TIMUN Secretariat. For those delegates alone, TIMUN will provide working documents of the Rules of Procedure in the working language of their committee, separate from the present document.

Communication with the TIMUN Secretariat and Staff is however restricted strictly to English. Any group, Delegation or Delegate wishing to communicate in any language that is not English, shall have to provide a translation, either via a translator or any relevant document, into English.

In committees where English is the official working language, any attempt to address the committee or the Dais in a different language will not be recognised by the Dais.

### ***3.1.4 GENERAL ETIQUETTE***

All attendees at TIMUN 2023 must adhere to the codes of civility and respect when dealing with anyone involved with TIMUN. All attendees are reminded that they must conduct themselves in a professional manner and accordingly should avoid attending committee sessions inebriated, intoxicated, or under the effects of drugs. Attendees suspected of violating this rule shall be sanctioned or expelled from committee rooms by the Dais, following consultation with the TIMUN Secretary-General. Should any attendee feel endangered, insulted, or mistreated by any other participant or member of staff, they are encouraged to address this to the Secretariat contacts nominated in the TIMUN Foundation's Safeguarding Policy (found in the TIMUN Conference Handbook, to be released a minimum of ten (10) days before the start of session). In addition, all TIMUN attendees shall be bound by the provisions of the [TIMUN Foundation Harassment, Freedom of Speech](#), and [Sensitive Issues](#) policies, which can be found on the Foundation website.

TIMUN 2023 attendees will be expected to follow the business formal dress code; it is mandatory for attendees to adhere to Western Business dress code at minimum. Any attendee who does not adhere to the minimum dress code will be reprimanded by Conference Staff. However, the Secretariat will consider any

attire that celebrates and promotes the culture of the country being represented at the conference to be acceptable.

The Dais of any Committee shall call to order any Delegate who fails to comply with TIMUN's rules regarding etiquette. The Dais of the Committees are empowered to suspend Delegates who violate these rules. This action is open to appeal, but only to the Secretariat. Any Delegates who commit a serious breach of etiquette rules can also be permanently removed from committee and expelled from the Conference by the Secretary-General.

The appointed Secretariat, Staff, and Dais of any Committee are also subject to the aforementioned rules of Etiquette. Any erring member of the TIMUN Staff can be sanctioned or expelled by the TIMUN Secretary-General.

### ***3.1.5 INTERPRETATION OF THE RULES***

The Secretary-General reserves the exclusive right to interpret the rules of the Tashkent International Model United Nations. This right can also be designated to members of the Secretariat. This interpretation will be in line with the mission and mandate of the TIMUN Foundation and the aims of the Conference. The Secretary-General reserves the right to alter the interpretation of said rules.

### ***3.1.6 PRESENCE OF NON-PARTICIPATING ATTENDEES***

Faculty Advisors, Observers, and Guests can be accredited as non-participating attendees at the Conference. All Non-Participating attendees must adhere to the general rules of etiquette and behaviour and must be accredited by the Secretariat. Non-Participating Attendees are not allowed to take part in the activities of any committee, not allowed to make recommendations to any Delegate during session and do not have the right to raise motions, vote, or appeal any committee decisions. Any erring attendee will be expelled by the Secretary-General or the Secretariat.



### ***3.1.7 GENERAL APPEALS***

All decisions of Conference Staff, Committee Daises and Secretariat may be appealed to the Secretary-General. Precedence will be given to appeals raised via Head Delegates. Decisions will be made and communicated to all concerned parties. Any decision of the Secretary-General or members of the Secretariat acting on behalf of the Secretary General cannot be appealed.

### ***3.1.8 PLAGIARISM***

TIMUN strongly condemns the passing off of another Delegate's work as that of one's own. Any accusation of plagiarism (by another Delegate) must first be brought to the Dais of any committee via a formal complaint. The Dais will treat all accusations of plagiarism with severity. After the Dais evaluate the situation, a decision will be made on how to proceed. Should the Dais decide not to entertain this, the affected Delegate is allowed to send a petition to the Secretariat through their Head Delegate. If this is by an individual Delegate attending the Conference, they are allowed to send it themselves.

If the Dais decide that the complaint is valid, the Under-Secretary-General for Academics will evaluate the accusation. The USG Academics will then decide if the plagiarism action should require punishment. This can range from the withdrawal of all previously submitted working papers, the non-consideration of the said Delegate for awards or the forwarding of the case to the Secretary-General for considered expulsion from the programme. The decision of the USG Academics will be communicated to the Secretary-General and then enforced. This is not subject to appeal.

### ***3.1.9 USE OF PRE-WRITTEN MATERIAL***

The use of any pre-written material in written proposals, including whole draft resolutions, individual, partial, or collections of clauses, is not allowed in debate sessions hosted as part of TIMUN 2023.

Utilising pre-written material constitutes a violation of the rules. Committee Daises will monitor the documents in circulation for any suspect content, and Delegates are encouraged to report any suspected violations of the present Rule

to the Dais. When a complaint is made, the Dais will evaluate the situation, and a decision will be made on how to proceed.

If the Dais decide that the complaint is valid, the case will be referred to the USG Academics for evaluation. The USG Academics will then decide if the action should require punishment. This can range from the withdrawal of all previously submitted working papers and/or draft resolutions, the non-consideration of the said Delegate for Awards. The decision of the USG Academics will be communicated to the Secretary-General and then enforced. This is not subject to appeal.

## **3.2 Rules Governing the Committees**

### ***3.2.1 GENERAL AUTHORITY OF THE COMMITTEE DAIS***

The Secretary-General, after consulting with the Under-Secretary-General for Chairing, will formally appoint the Dais of the various Committees for TIMUN. The formal appointments and subsequent acceptance will confer said Dais members with the powers to oversee the affairs of their respective committees. The Dais shall declare the opening and closing of each meeting of the Committee, direct the discussions, accord the right to speak, ensure implementation of the Rules of Procedure, put questions to the vote, deal with appeals and complaints and announce decisions.

Accordingly, the Dais shall have complete control of the proceedings of the committee and over the maintenance of order during its sessions. In the discharge of these functions, the Dais is at all times subject to the rules and accountable to the Secretary-General and other designated members of the TIMUN Secretariat.

The Dais may exercise their prerogative to suspend rules in order to clarify a certain substantive or procedural issue. The Dais reserves the right to assign speaking times for all speeches incidental to Motions and amendments. This particular right is subject to appeal. Using their discretion and upon the advice of the Secretariat, the Dais reserves the right to entertain or reject a particular Motion based on the agenda and theme of the Conference. This must be used sparingly and not repeatedly.

### ***3.2.2 SUPERSEDING AUTHORITY OF THE SECRETARIAT IN THE COMMITTEE***

The actions and activities of the Dais are subject to the direction or instruction of the TIMUN Secretariat. Accordingly, the TIMUN Secretary-General or a designated member of the TIMUN Secretariat may make either written or oral statements to the Committee at any time.

### ***3.2.3 APPEALS TO THE AUTHORITY OF THE DAIS***

A Delegate may appeal any decision of the Dais, unless otherwise stated in the rules, in the form of a motion to appeal the decision of the Dais. This motion requires a second from another Delegate. The Dais may make an oral statement to the Committee in defence of the ruling. The committee will then move directly to vote on this motion. A two-thirds (2/3) majority (super majority) is required to overrule the Dais' decision.

The Dais' decision not to approve a resolution or amendment may not be appealed. Furthermore, the Dais' ruling on the order in which Motions are entertained, and whether to adopt Unmoderated Caucus (or an extension thereof), Moderated Caucus (or an extension thereof), Closure of Debate, Adjournment of the Meeting, and Right of Reply is not open to appeal. The Dais' decision to stop entertaining Motions at any time and to move to vote on those already raised is also not open to a Motion to appeal; Delegates can also not appeal the Dais' decision on allowing follow-up questions to the questions asked when a Delegate yields to Points of Information.

It is advised that since this brings into question the competency of the Dais of a committee, it should be used as a last resort. During the vote of an appeal to the authority of the committee Dais, all Delegates must vote.

### ***3.2.4 QUORUM AND ATTENDANCE***

The Dais may declare a session open and permit debate when at least one-third (1/3) of the committee is present. During the first session the Dais will establish the number of countries present in the committee by a roll call. At any further sessions the Dais may declare a session open and permit debate when at least one-third (1/3) of the committee is present. A quorum will be assumed to be present unless specifically challenged by a roll call, triggered by a point of order.

At the beginning of the opening session and other sessions, at the discretion of the Dais, the Dais will call on Member States and Observers in English alphabetical order to state their attendance. Members of all committees, unless otherwise specified, will reply ‘present’ or ‘present and voting’, where ‘present and voting’ means the Member State declares not to abstain on substantive votes. Non-members can only vote present as they are not allowed to vote on substantive votes.

### ***3.2.5 COMMITTEE SPECIFIC PROCEDURES***

Certain Committees represented at TIMUN may follow rules of procedure which diverge from those listed in this document in order to better model the real life working of those Committees. All related amendments will be created as addenda to the Rules of Procedure.

Any additional rules unique to the individual committees, however, will be communicated a minimum of two weeks before the session, by the TIMUN Staff and Committee Dais.

### ***3.2.6 PROCEDURAL MOTIONS***

When a Procedural Motion is discussed, reference will be made to one of the following two procedures: A Procedural Vote with Speakers or a Procedural Vote without Speakers. Certain procedural votes allow speakers for and against the motion.

### ***3.2.7 PARTICIPATION OF OBSERVER STATES/ENTITIES***

Representatives of accredited observer states or entities will have the same rights as those of full members, except that they may not vote on substantive matters (resolutions or amendments). They can however be sponsors or signatories on resolutions and may distribute working papers. They also must vote on any procedural matters.

A representative of any organisation that is not a member of the United Nations, a member of the simulated committee, or an accredited observer, may address a committee only with the prior approval of the Director.

The status of Non-Members is dependent on the status of the country as recognized by the individual committees and agencies being simulated.

### ***3.2.8 SUMMITS***

At the discretion of the Secretary-General, and with recommendation from the Committee Dais, committees will be mandated to send forth representatives to address a concern that demands the attention of two or more independent committees. The format of selecting said representatives is at the discretion of the individual committees. The mandate for enforcing this shall lie with the USG Academics who shall work with the relevant Daises of both committees to ensure that procedures of the conference are still abided by and that a resolution or working paper is reached.

If there are two Delegates from the same country in a summit, the Delegates will be serving in a double-Delegate setting. To pass a Statement, the committees need to achieve a two-thirds (2/3) majority to pass. The decisions and actions of said summits will be binding and have an impact in the succeeding proceedings of their respective committees when the representatives return to their original committees. The proceedings of the Summits are governed by their individual Rules of Procedure.

The USG Academics, using the original mandate, will reserve the right to ask the Secretary-General to formally close said summit and return the Conference to its original proceedings.

## **3.3. Rules Concerning Agenda**

### ***3.3.1 Provisional Agenda***

The Secretary-General shall draw up the provisional Agenda of the Conference, after consulting with the members of the Secretariat and the appointed members of the Committee Dais. They shall present the working document to the Conference one month before the Opening Ceremony. Each TIMUN Committee will be assigned at least one Agenda item.

The Secretary-General shall communicate the confirmed Agenda items to the Conference two weeks to the conference, either by editing the provisional document or by leaving it as it is. The agenda shall vary from committee to committee, and will be aligned with the TIMUN 2022 theme

### ***3.3.2 Roll Call***

The Registration of each Delegation before the start of debate sessions will serve as the formal Roll Call of each delegation to the Conference.

At the commencement of each Committee Session, the Committee Dais will call on Member States in English alphabetical order to confirm their status of attendance. Member States have two options when voting: ‘Present’ or ‘Present and voting’. ‘Present’ means the Member State is present, and ‘Present and Voting’ means the Member State cannot abstain on the substantive vote which includes the final vote on a resolution.

Observers are forced to state ‘Present’ in accordance with the rule on the Participation of Observers. Members ‘Present and Voting’ when being documented, only refers to Member States with substantive voting rights for that Committee, even if they have chosen to be present only for that session. This does not include observers.

Any Delegates not present during Roll Call will be considered absent until a message is sent to the Dais and its receipt is formally acknowledged by the Dais.

### ***3.3. 3 Setting the agenda***

The first order of business for the Committee will be the setting of the Agenda. The Agenda of TIMUN 2023 Committees shall consist of at least one topic. The first order of business for the Committee will be the consideration of the order in which Agenda items shall be discussed. A Motion should be made to put an Agenda item first. This requires a second. If there are no objections, the motion shall be considered as automatically adopted by the committee. If there are seconds and objections, a speakers' list will be established to discuss the motion. This will be up to a Procedural vote with speakers. The number of speakers for each side is unlimited, as long as there is an equal number of speakers for each side. These speakers may not yield except to the Chair. In cases where the Agenda for a committee only includes one item, the motion to set the Agenda shall be implemented as follows: The Agenda item will be announced by the Dais and will then be automatically adopted for debate.

## **3.4 Rules Governing Debate**

**AGENDA:** The first order of business for the Committee will be the consideration of the agenda. To set the agenda:

- a. A motion should be made to set the agenda to one of the Committee's Topic Areas as stated by the Dais in the committee background guide.
- b. If there is no opposition to the motion, the agenda is adopted automatically.
- c. If there is opposition to this motion, the chair will ask for two speakers against the motion and two speakers supporting the motion. In case that either of the sides has only one supporter, the other will also only have one speaker defending it. The Committee will hear alternating speakers from these sides. No motions for moderated or unmoderated caucuses are permitted during this time.
- d. A motion to close the debate will be in order after the Committee has heard at least one speaker for and one against the proposed agenda.
- e. When debate is closed, the Committee will proceed to an immediate vote on the motion. A simple majority is required for passing. If the motion fails, the other Topic Area will automatically be placed before the Committee.

f. When voting procedure is complete on the first Topic Area, the second Topic Area is automatically placed before the Committee.

g. In the event of an international crisis or emergency, the Secretary-General or his or her representative may call upon a Committee to table debate on the current Topic Area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the Committee will return to debate on the tabled topic.

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

**UNMODERATED CAUCUS:** An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion will briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately after the chair collects all motions, and a simple majority is required for passage. The Dais may rule the motion dilatory and his or her decision is not subject to appeal. The Dais may prematurely end an unmoderated caucus if the Dais feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

**MODERATED CAUCUS:** The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed thirty minutes, for the caucus. Once raised, the motion will be voted on immediately after the chair collects all such proposals, with a simple majority required for passage. The Dais may rule the motion dilatory and his or her decision is not subject to appeal. If



the motion passes, the Dais will call on delegates to speak at his or her discretion for the stipulated time. If no delegate wishes to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The Dais may also decide, subject to appeal, to suspend the caucus early.

**MOTION FOR A CONSULTATION OF THE WHOLE:** At the discretion of the Dais, Delegates may Motion for an informal consultation of the entire Committee in which the rules of parliamentary procedure are suspended, and the Committee members moderate the ensuing discussion. The Motion requires a Second and needs a specific time limit and a topic of discussion for the consultation of the whole, not to exceed fifteen (15) minutes. The Motion will be put to a vote and will pass if it has a two-thirds (2/3) majority.

During the execution of this Motion, Delegates will be expected to remain in their seats, unless speaking, and to be respectful of each speaker at all times. The moderation of the Committee is carried out by the Committee's Delegates. The Dais may rule the Motion dilatory; this decision is not subject to appeal.

**CLOSURE OF DEBATE:** When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Dais may, subject to appeal, rule such a motion dilatory. When closure of debate is moved for, the Dais may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the Committee is in favour of closure, the Dais will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speaker's list is exhausted and no delegation wishes to add their name to the list, debate on the topic at hand is immediately closed.

**POSTPONEMENT OF DEBATE:** When the floor is open, a delegate may move to postpone debate on the substantive matter under discussion. The Dais may, subject to appeal, rule such a motion dilatory. When postponement of debate is moved, the Dais may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Postponement of debate requires a two-thirds majority to pass. If the Committee is in favour of postponement, the debate on the current issue is immediately aborted without a final substantive vote on the matter. During debate on an amendment or resolution, this means an immediate return to formal debate. During regular

formal debate, it means the next topic on the agenda is to be discussed. The postponed debate can be taken up again later during the conference.

**SUSPENSION OF THE MEETING:** Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all Committee functions until the next meeting. The Dais may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass. This motion will be used at scheduled breaks.

**ADJOURNMENT OF THE MEETING:** Whenever the floor is open, a delegate may move for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Dais may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

### **3.5 Rules Governing Speeches**

**SPEAKERS LIST:** The Committee will have an open speakers list for the Topic Area being discussed. Separate speaker's lists will be established as needed for debate on amendments and resolutions. A delegation present may add its name to the speakers list by submitting a request in writing or by raising their placard when being requested by the Chair, provided that delegation is not already on the speakers list, and may similarly remove their name from the list by a similar request. At his or her discretion (usually only when a new general speakers list is opened) the Dais may solicit nations to be added to the speakers list in alphabetical order starting with a randomly selected member. The speakers list for the second Topic Area will not be open until the Committee has proceeded to that topic.

**PROPOSING MOTIONS:** The Dais may ask for any Motions at any point when the floor is open. The Dais will ask for Motions one by one. The Dais may stop asking for Motions at any time and move to vote on those already raised. This is at the Director's discretion, for the purpose of moving debate forward, and is not open to a Motion to appeal.

The Dais will then entertain the raised Motions one by one, starting from highest in the order of priority, i.e., the most superseding. In the case of several motions having equal priority, the Dais shall decide the order. As already stated, unmoderated caucuses have superseding status over moderated caucuses, and the moderated caucuses are ranked in terms of the order of submission of the relevant Motions.

The Dais will first ask the Committee if there are any Seconds or Objections. A Second from the Delegate proposing the motion does not count. If there are Seconds and no Objections, the Motion is accepted without a vote. If there are both Seconds and Objections, the Dais shall move into a Procedural vote with or without Speakers.

If the Motion fails; it is discarded, and the Dais shall move to the next most superseding Motion as established above. If a Motion has failed once, it cannot be raised again. This continues until a Motion is passed or the floor returns to the General Speakers' List. If a Motion passes, all other Motions previously raised are removed from the floor and must be raised anew when the Dais next calls for Motions.

Note that all procedural Motions require a simple majority of members present and voting to pass, unless otherwise specified.

The procedure to raise all Motions is the same as the procedure outlined in this rule.

**WITHDRAWING A PROPOSAL:** Any motion that has been proposed can be withdrawn at any time before voting begins on said motion. This can only be done by the proposer of the motion. Any Delegate may reintroduce a motion that has been withdrawn. However, if the Committee has approved a motion, the Delegate who moved for its introduction is not allowed to withdraw it.

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

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

**YIELDS:** A delegate granted the right to speak from a speakers list may, after speaking, yield in one of three ways:

- a. Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time.
- b. Yield to questions: Questioners will be selected by the Dais and limited to one question each. Follow-up questions will be allowed only at the discretion of the Dais. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- c. Yield to the chair: Such a yield should be made if the delegate has finished speaking and does not wish his or her speech to be subject to comments. The Dais will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker's time has elapsed.
- d. Yields are in order only during formal debate and not during moderated caucus.

**COMMENTS:** If a speech during formal debate is followed by no yields, the Dais may recognize two delegations, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commenters may not yield. No comments will be in order during debate on procedural motions, moderated caucus, or debate on amendments.

**RIGHT OF REPLY:** A delegate whose national integrity has been impugned by another delegate may immediately, upon the speech in question has been concluded, request a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Dais's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Dais.

### ***3.5.1 Points***

**RAISING POINTS:** Any of the points below may be raised by any Delegate at any point providing that it does not interrupt a speaker (with the exception of a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a point shall, at the appropriate time, raise their placard and state the point they wish to raise and then wait for the Dais to ask them to state it fully. The Dais shall then take any action required as per the Rules below. Points supersede all Motions and shall be recognized before any Motion or speakers by the Dais

**POINT OF PERSONAL PRIVILEGE:** Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion. Point of Personal Privilege can be used for example to request light or to ask a speaker to speak louder.

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

**POINT OF PARLIAMENTARY INQUIRY:** When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Dais a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff at an appropriate time. Some conferences use “Point of Information” for the same purpose.

**POINT OF INFORMATION TO THE CHAIR:** When the floor is open, a Delegate may raise a Point of Information to the Chair to ask the Dais a question on matters not pertaining to the Rules of Procedure. Such matters may be substantive questions related to the content of the debate, or questions on administrative matters, e.g., on scheduling.

A Point of Information to the Chair may never interrupt a speaker.

### **3.6 Rules Governing Substantive Matters**

**WORKING PAPERS:** Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the approval of the Chair to be copied and distributed. Working papers do not have signatories nor sponsors.

**DRAFT RESOLUTIONS:** A draft resolution may be introduced when it receives the approval of the Chair and is signed by at least one fourth of present members at all Committees and Councils with at least 3 indicated sponsors. Signing a working paper for it to become a draft resolution need not indicate support of it, and the signatory has no further rights or obligations and may sign more than one working paper. Becoming a sponsor to a draft resolution obliges such member states to vote in favour of the resolution when being voted upon. Sponsors also have the right to propose friendly amendments. Draft resolutions require a simple majority to pass and to become an official Resolution of the Committee unless otherwise stated in specific Committee rules.

**INTRODUCING RESOLUTIONS:** Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the Dais. The Dais staff, time permitting, may choose to read the operative clauses of the resolution. Once a draft resolution has been introduced and distributed, the Dais may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that Topic Area has been passed. A draft resolution can be also withdrawn by a motion from the sponsors.

**AMENDMENTS:** Delegates may amend any resolution that has been introduced. An amendment submitted by a sponsor and signed by all the remaining sponsors is considered friendly and is adopted without voting upon. An amendment submitted by a non-sponsor member is considered unfriendly and must have the approval of the Dais and the signatures of at least one eighth of present members in all the Committees and Councils. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon:

a. An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one for and one against the amendment.

b. A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the procedure described in Rule 16, the Dais will recognize two speakers against the motion to close debate, and a two-third majority is required for closure of debate on the agenda.

c. When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers list.

**FRIENDLY AMENDMENTS:** If any Amendment is signed by all the Sponsors of a Draft Resolution, and once it has been approved by the Dais, it may be introduced as a Friendly Amendment by one of its Sponsors or by any Delegate. There can be no objections to introducing a Friendly Amendment, and hence Friendly Amendments do not require a vote to be introduced. Once the Operative clauses have been read out, the Amendment is automatically introduced. Friendly Amendments do require a substantive vote on their inclusion in the Draft Resolution. Once the Amendment has been introduced, the Committee will move into a procedural vote with one (1) Speaker speaking for and one (1) Speaker speaking against. There will be no Supplementary Speakers' list to discuss the Friendly Amendment. Once the two Speakers are heard, a substantive vote will be held on the Amendment's inclusion in the Draft Resolution. If approved, the Amendment will be deemed incorporated into the Draft Resolution. Failed Friendly Amendments can be re-introduced as General (Unfriendly) Amendments.

**UNFRIENDLY AMENDMENTS:** An Amendment shall be termed as ‘Unfriendly’ if the signatories of the said amendment do not consist of all Sponsors of the Draft Resolution. It will therefore need to be voted upon to be introduced. A Sponsor of the Amendment will present it, and this will be followed by a procedural vote. After the Amendment has been introduced, there shall be Speakers for and against, not more than two. There shall be a Supplementary Speakers’ List introduced if there is a motion by a Delegate to further discuss the nature of the Amendment. The Supplementary Speakers’ List can also be introduced at the discretion of the Dais. This is not subject to appeal. Once all Speakers have been heard or the Supplementary Speakers’ List has been exhausted, there will be a substantive vote on the inclusion of the Amendment in the Draft Resolution. If approved, the Amendment will be deemed incorporated into the Draft Resolution. Failed Unfriendly Amendments cannot be re-introduced.

**COMPETENCE:** A Motion to Question the Competence of the Committee to discuss a Resolution or an Amendment, shall be deemed in order only if it is raised before the Resolution or Amendment has been formally introduced. A Delegate can only raise a Motion questioning the competence by raising their placard and stating it orally after the operative clauses of the Resolution or Amendment in question have been read out and before voting on the Resolution or Amendment’s introduction. Delegates are allowed to raise their placard and orally state ‘There is a Motion to Question the Competence of this Resolution/Amendment’. After this, the Dais will recognise the Delegate and allow them to proceed. After the proposer of the motion presents their argument, the Dais will then call for a Second. The Motion requires a Second and will be subject to a Procedural vote with speakers. There will be one Speaker for and one Speaker against. This Motion requires a two-thirds majority to pass. Should the Motion fail, the Resolution or Amendment shall not be introduced. A Motion of Competence should only be called if it is not in the Committee’s mandate to discuss what is proposed by the document, or if it is not in its power to implement it should it pass.



## **3.7 RULES CONCERNING WRITTEN PRESENTATIONS**

### **3.7.1 WORKING PAPERS**

A working paper is a document that is created to assist the Committee in the discussion and formulation of Resolutions. They need not be written in Resolution format.

Any Delegate may propose Working Papers for the consideration of the Committee by raising a Motion to Introduce a Working Paper. These are not official documents of the Committee but do require the approval of the Dais before a Motion to introduce them is submitted.

The Motion is subject to a Procedural vote without speakers. They do not require signatories. The Papers will be shared to the screen or similarly shared by the Dais prior to being considered for introduction, but this is not the responsibility of the Secretariat.

Once the Working Paper is introduced and accepted, the Dais shall issue it a unique number and it shall be henceforth referred to by that number. This is not a mandatory precursor to a Draft Resolution and Delegates are allowed to introduce a Draft Resolution directly without a Working Paper preceding it. However, the Committee Dais reserves the right to rule this out of order. The decision of the Dais is open to appeal.

### **3.7.2 DRAFT RESOLUTIONS**

A Draft Resolution is a document that is created with the intention of, through its discussion, possible amendment, and possible vote, becoming a Resolution of the Committee. It may be introduced by a Sponsor. The full procedure is outlined in the succeeding Rule of this document.

Draft Resolutions, however, must be submitted in the same style with regards to form, grammar, and punctuations as the formal resolutions of the Committee being modelled. In cases where formatting guidelines are not provided, the formatting style specified in the TIMUN Written Documents Guide will apply. It may be introduced when it has been signed by one-fifth (1/5) of the number of members (including Observers) present at the commencement of the Committee session, having previously been approved by the Dais. Observers are thus allowed to sign and sponsor Draft Resolutions.

Both Sponsors and Signatories count towards the total number of signatories and must all be listed in alphabetical order. A Delegate counts as a Sponsor only if they have authored or helped to write the Draft Resolution. Being a Sponsor indicates a Delegate's support for the Draft Resolution, and a substantial contribution towards its drafting. No Draft Resolution may include more than five (5) Sponsors, but this limit may be reduced at the Dais' discretion.

A Delegate may be a signatory if they have agreed to sign the Draft Resolution. Signing such a document does not indicate support, but an intent to see said document discussed. The role of a Signatory has no more obligations.

A Delegate may request the removal or addition of their country to the list of Sponsors or Signatories at any time during debate. Addition of Sponsors requires the consent of the prior-stated Sponsors. Signatories however do not. This request is submitted in written form to the Dais and is subject to their consent. If at any time a Draft Resolution loses all its Sponsors, or if the total number of signatories drops below one-fifth (1/5) of the total number of Delegates present, the document is declared withdrawn.

### ***3.7.3 INTRODUCING A DRAFT RESOLUTION***

Subsequent to the approval of a Draft Resolution by the Committee Dais and after it has been made available to the Committee, a Sponsor may propose a Motion to Introduce the Draft Resolution. The proposing Delegate shall read out the operative clauses of this Motion. After this, Seconds and Objections shall be heard by the Dais. The motion will then be subject to a procedural vote without Speakers. Once a Draft Resolution has been introduced, it will be numbered, and a Sponsor may call for a Panel of Authors. If this is not sought, or denied by the Dais, or once it has passed, the Dais must ask and accept a Motion for a Moderated Caucus of at least ten (10) minutes to discuss the details of the Draft Resolution. The first speaker must be a Sponsor of the Draft Resolution.

More than one Draft Resolution may be on the floor at any one time, but only one Resolution may be passed by any committee per Agenda item. Once a Committee has passed a Draft Resolution, or after all Draft Resolutions have been put to a vote, the Committee shall move to discuss the next item on the Agenda.

### ***3.7.4 PANEL OF AUTHORS***

A Panel of Authors refers to the convening of authors of a Draft Resolution, usually the Sponsors but not limited to, for the purpose of answering any questions or addressing any enquiries raised by the Committee meeting relating to the Draft Resolution. This may be done after a Draft Resolution has been introduced, but before any Moderated Caucus discussing it has been called discussing it. This is at the discretion of the Dais and the decision of the Dais on this matter is open to appeal.

If this is permitted, the Dais shall set a time limit of no more than fifteen (15) minutes during which Delegates will be appointed by the Dais to ask short questions of the Authors for the sole purpose of clarifying the content or meaning of the Resolution. Both the time taken for questions and the subsequent answers provided count towards the time limit. Delegates are reminded that the Panel of Authors provision is not meant for the debate of principles or ideas about the general committee agenda but is an avenue for the strict clarification and understanding of the details of a Draft Resolution.

### ***3.7.5 POINT OF CLARIFICATION***

During any Moderated Caucus pertaining to an introduced Draft Resolution, and following the conclusion of a speech given by a Signatory, the Dais may allow additional time of duration equal to half the individual speaker's time, for the purposes of clarification. Along with Points of Information, any Delegate may pose a Point of Clarification. This can only pertain to one operative clause as a whole, or one sub-clause, and can be used by a Delegate to clarify any specific aspect of said clause that may not have been covered in the Panel of Authors. This must be kept brief and should not address the substantive content of wider debate. Time taken for these questions will not count towards the time limit, but the time taken for the answers to them will. The Dais will have the right to either grant follow-up questions if the Dais believes that the question has not been properly addressed, or if the Delegates themselves request them (though these will be granted sparingly). The Dais will also call to order any Delegate whose question is rhetorical, misleading, long-winded, leading or not on topic.

### ***3.7.6 AMENDMENTS***

An Amendment is a proposal that simply adds to, deletes or revises operative clause(s) of a Draft Resolution. Delegates may amend any Draft Resolution that has been formally introduced.

Amendments do not require signatories. Any Delegate can submit an Amendment submitted directly to the Directors for approval.

Amendments to the Second Degree (i.e., Amendments to an Amendment) are out of order. However, any part of a Draft Resolution that has previously been amended successfully may be further amended, but only through a separate Amendment.

Amendments to a Draft Resolution may not affect pre-ambulatory clauses. An Amendment can however affect multiple operative clauses at the same time. Sponsors or Signatories of a Draft Resolution are not obliged or forced to support amendments.

Votes on amendments are regarded as Substantive votes. Observers can introduce Amendments but cannot vote on the said Amendments.

### ***3.7.7 INTRODUCING AN AMENDMENT***

Once an Amendment has been accepted, Delegates may raise a Motion to introduce the Amendment. The proposing Delegate shall read out the Amendment when recognized by the Dais. Following this, Seconds and Objections will be heard, if there are any. The motion will then be subject to a Procedural vote without speakers. The exemption to this rule is a Friendly Amendment.

Delegates should note that the vote on the Motion to introduce the Amendment is separate from the vote on whether to incorporate the Amendment to the Draft Resolution; Thus, merely voting in favour of introducing the Amendment for debate does not mean support for the Amendment itself.

The Dais shall then establish a Supplementary Speakers' List, with an equal number of Speakers for and against the Amendment. The Sponsor of the Amendment shall begin. The Dais shall determine the maximum time limit for these speeches. This is not subject to appeal.

Once the Supplementary Speakers' list on the Amendment has been exhausted, debate on the Amendment automatically closes. The Committee shall then vote on making the Amendment part of the Draft Resolution. This is a Procedural vote without speakers. Before the voting procedure has started, but after closure of debate on the Amendment, Delegates may move to divide the Question if the Amendment includes or affects more than one Operative clause.

A failed Amendment cannot be re-introduced.

### ***3.7.8 FRIENDLY AMENDMENTS***

If any Amendment is signed by all the Sponsors of a Draft Resolution, and once it has been approved by the Dais, it may be introduced as a Friendly Amendment by one of its Sponsors or by any Delegate. There can be no objections to introducing a Friendly Amendment, and hence Friendly Amendments do not require a vote to be introduced. Once the Operative clauses have been read out, the Amendment is automatically introduced. Friendly Amendments do require a substantive vote on their inclusion in the Draft Resolution

Once the Amendment has been introduced, the Committee will move into a procedural vote with one (1) Speaker speaking for and one (1) Speaker speaking against. There will be no Supplementary Speakers' list to discuss the Friendly Amendment.

Once the two Speakers are heard, a substantive vote will be held on the Amendment's inclusion in the Draft Resolution. If approved, the Amendment will be deemed incorporated into the Draft Resolution.

Failed Friendly Amendments can be reintroduced as General (Unfriendly) Amendments.

### ***3.7.9 UNFRIENDLY AMENDMENTS***

An Amendment shall be termed as ‘Unfriendly’ if the signatories of the said amendment do not consist of all Sponsors of the Draft Resolution. It will therefore need to be voted upon to be introduced. A Sponsor of the Amendment will present it, and this will be followed by a procedural vote.

After the Amendment has been introduced, there shall be Speakers for and against, not more than two. There shall be a Supplementary Speakers’ List introduced if there is a motion by a Delegate to further discuss the nature of the Amendment. The Supplementary Speakers’ List can also be introduced at the discretion of the Dais. This is not subject to appeal.

Once all Speakers have been heard or the Supplementary Speakers’ List has been exhausted, there will be a substantive vote on the inclusion of the Amendment in the Draft Resolution. If approved, the Amendment will be deemed incorporated into the Draft Resolution. Failed Unfriendly Amendments cannot be re-introduced.

### ***3.7.10 COMPETENCE***

A Motion to Question the Competence of the Committee to discuss a Resolution or an Amendment, shall be deemed in order only if it is raised before the Resolution or Amendment has been formally introduced.

A Delegate can only raise a Motion questioning the competence by raising their placard and stating it orally after the operative clauses of the Resolution or Amendment in question have been read out and before voting on the Resolution or Amendment’s introduction. Delegates are allowed to raise their placard and orally states “There is a Motion to Question the Competence of this Resolution/Amendment”. After this, the Dais will recognise the Delegate and allow them to proceed.

After the proposer of the motion presents their argument, the Dais will then call for a Second. The Motion requires a Second and will be subject to a Procedural vote with speakers. There will be one Speaker for and one Speaker against. This Motion requires a two-thirds majority to pass. Should the Motion fail, the Resolution or Amendment shall not be introduced.

A Motion of Competence should only be called if it is not in the Committee's mandate to discuss what is proposed by the document, or if it is not in its power to implement it should it pass.

## **3.8 Rules Governing Voting**

### ***3.8.1 PROCEDURAL VOTING***

Each member of the Committee, including Observers, shall have one (1) vote during a procedural vote. Delegates will express their vote by raising their placards, and a simple majority is required unless explicitly stated elsewhere in these rules, namely when voting to appeal a Dais' Decision, to Close Debate on an Agenda Item, in a Motion of Competence of the Committee or when Splitting the House, Delegates must vote for or against in procedural votes; abstentions are not in order.

### ***3.8.2 SUBSTANTIVE VOTING***

A substantive vote is taken on Draft Resolutions and Amendments. The procedure to be observed is outlined below. After closure of debate on an Agenda Item, the Director shall entertain any Motions on the floor. Then the Committee will move into substantive voting procedure on all Draft Resolutions in the order that they are introduced unless they have been reordered. In a substantive vote, members may vote 'Yes', 'No', or 'Abstain'; members 'present and voting' cannot abstain. Observers may not vote. Delegates will express their vote by raising their placards, except in the case of a Roll Call vote. With regards to Amendments, the Dais shall call for votes after the aforementioned procedures have been carried out. Observers, while allowed to introduce and sponsor Amendments, are not allowed to vote. In the case of a Roll Call vote, Delegates may 'pass' and be returned to by the Dais afterwards. Alternatively, Delegates may vote "with rights". After the Dais has announced the beginning of voting, no Delegate can interrupt the voting except with a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates are also not allowed to leave the Committee room while voting is taking place and note passing will be suspended.

### ***3.8.3 DEFINITION OF MAJORITY***

Unless specified otherwise in these rules, decisions of the Committee shall be made by a simple majority of those present during the session. In a substantive vote, abstentions are not counted as votes for or against, so a simple majority of 30 'Yes' over 'No' votes is required. A simple majority is defined as more votes in favour than against. A tie is taken as a failure. A two-thirds (2/3) majority requires at least twice as many votes for as against.

### ***3.8.4 MOTION TO REORDER DRAFT RESOLUTIONS***

If two or more Draft Resolutions are on the floor, they will be voted on in the order in which they were submitted, unless the Committee decides otherwise. A Motion to reorder will be in order immediately after Closure of Debate, but prior to entering voting procedure. A Motion to Reorder Draft Resolutions must specify how the Draft Resolutions are to be reordered. It requires a Second and is subject to a Procedural vote without speakers. If more than one Motion to Reorder Draft Resolutions is proposed, the Committee will vote on each of these Motions in the order in which they were introduced. Voting will continue until either a Motion passes, receiving a simple majority or a Second with no Objections, or all of the Motions fail, in which case the Committee will vote on the proposals in their original order.

### ***3.8.5 MOTION FOR A ROLL CALL VOTE***

The Committee shall normally vote by a show of placards. During voting procedure on a substantive matter, a Delegate may Motion for a Roll Call vote. This Motion should be put forth after Closure of Debate, and before moving into voting procedure. A Motion to Divide the Question supersedes a Motion for a Roll Call vote. The Delegate moving for a Roll Call vote should indicate which Draft Resolution(s) this Motion applies to. If there are multiple motions for Roll Call votes on the floor, applying to different Draft Resolutions, they shall be voted on in an order to be set by the Dais where the Motion affecting the most Draft Resolutions will be voted on first. A Motion for a Roll Call vote is subject to a Procedural vote without speakers. When the Committee has entered a substantive voting procedure and has reached the point of voting on a Draft Resolution for which a Motion for a Roll Call Vote has passed, the Dais will select where to begin and proceed to call on Member States in alphabetical order thereafter. One Delegate per Member State shall reply 'Yes', 'No', 'Yes with Rights', 'No with



Rights', 'Abstention', or 'Pass'. Only those Member States, who designated themselves as 'present' or 'present and voting' during the beginning of that session or have communicated in some other manner their attendance to the Director, are permitted to vote. As such, no others will be called during a Roll Call vote. Any representatives replying 'Pass', must, during the second and final round of voting, respond with either 'Yes' or 'No' and may not pass again or abstain from voting.

### ***3.8.6 RIGHT TO EXPLAIN VOTE***

A sponsor of a proposal or Motion may speak in explanation of their vote against the proposal if it has been amended. Herein representatives may choose to vote 'Yes with Rights' or 'No with Rights' and make a brief statement consisting solely of the explanation of their vote after voting has been completed. Any requests for an explanation of vote must be submitted to the Dais in writing before debate on the Agenda Item is closed, in which case the Dais may use their discretion to grant the Delegate the right to briefly address the Committee immediately after voting on the Agenda Item has come to an end. Voting with rights is to be used only in extraordinary circumstances such as a Delegate voting against a Resolution they have sponsored or voting against their country's publicly stated policy but in favour of their national interest.

### ***3.8.7 VOTING IN SECURITY COUNCIL***

General procedural rules for voting apply. Each Member State has one vote. Decisions of the Security Council on procedural matters shall be made by simple majority. Decisions of the Security Council on all substantive matters shall be made by an affirmative vote of nine members. Veto is held by five permanent members of the Security Council; China, France, Russian Federation/Soviet Union, United Kingdom, United States of America. Veto applies only to substantive matters, there is no veto during procedural matters.

## 4. Sample of Resolution

Resolution 1.0 (number is set by Chairpeson on first submitted base)

Committee: The General Assembly

Agenda: Establishment of permanent peace on the Korean Peninsula

Country: Republic of Korea

Abbreviations after the term is first used, thereafter only the abbreviation is used

THE GENERAL ASSEMBLY,

Commas separate each preambulatory clause.

*Recognizing* the proliferation of nuclear weapons in the Korean Peninsula,

*Noting* that emergency aid needs to be combined with long terms developmental assistance in order to stabilize the Democratic People's Republic of Korea (DPRK),

*Welcoming* recent developments as a means to establish a permanent solution,

Single line spacing between clauses

1. Encourages DPRK to rejoin the Six Party Talks, for the continuation of dialogue leading to:

a) dismantling of its nuclear weapons

b) continued building of community in international diplomacy;

Semi-colons separate each operative clause

2. Calls upon the United Nations member states and other non-governmental organizations (NGOs) to provide humanitarian assistance, food aid support and agricultural rehabilitation to alleviate humanitarian consequences of the economic crises in the DPRK;

3. Strongly recommends that the two Koreas continue to participate in an active cultural exchange through ways such as, but not limited to:

Colons separate operative clauses from sub clauses and sub clauses from sub-sub clauses

a) reunions

b) sporting events

c) development of tourism industries such as but not limited to:

i. ecotourism

ii. cultural tourism

d) media

e) education.

Period comes only at the end of the resolution

First letters of sub-clauses and sub-sub-clauses are not capitalized

Indent spaces by using tab

## ***FORMAT OF RESOLUTION:***

- Times New Roman 12
- Double Spacing is used
- All punctuations are strictly followed

## ***PREAMBULATORY CLAUSES:***

- The introductory word/phrase of each preamble clause is *italicised*
- Only a selected set of phrases can be used as the introductory word/phrase
- The first letter of the introductory word/phrase is capitalised
- No introductory word/phase can be repeated in a resolution
- Commas separate the preamble clauses from each other

### **Sample Preambulatory Phrases**

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

## ***OPERATIVE CLAUSES:***

- Each operative clause is numbered: 1., 2., 3., 4., ...
- The numbers of the operative clauses align with the first words of the preambulatory clauses
- The introductory word/phrase of each operative clause is underlined
- Only a selected set of phrases could be used as introductory word/phrase
- The first letter of the introductory word/phrase is capitalised
- No introductory word/phrase can be repeated in a resolution
- Semicolons separate operative clauses from each other
- Sub-clauses are lettered: a), b), c), d), ...
- Sub-sub-clauses are numbered with Roman numerals: i., ii., iii., iv., ...
- The Roman numerals of sub-sub-clauses are right justified
- Sub-clauses and sub-sub-clauses are indented by using tabs, not by using individual spaces (sub-clauses are tabbed once and sub-sub-clauses are tabbed twice)
- First letters of sub-clauses and sub-sub-clauses are not capitalised

### **Sample Operative Phrases**

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts