



# Rules of Procedure Summary

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## Introduction

For delegates who are new to the practice of Model United Nations (MUN), it is very normal to find the Rules of Procedure confusing, and so merely reading them may not necessarily lead to understanding them. It may look like gibberish, or some foreign language, and no matter how many times they are read over, they still cannot be placed in context. If that is the case for you, worry not, for MUN is like a sport: the best way to learn it is to practise it, and the rules will quickly become second nature.

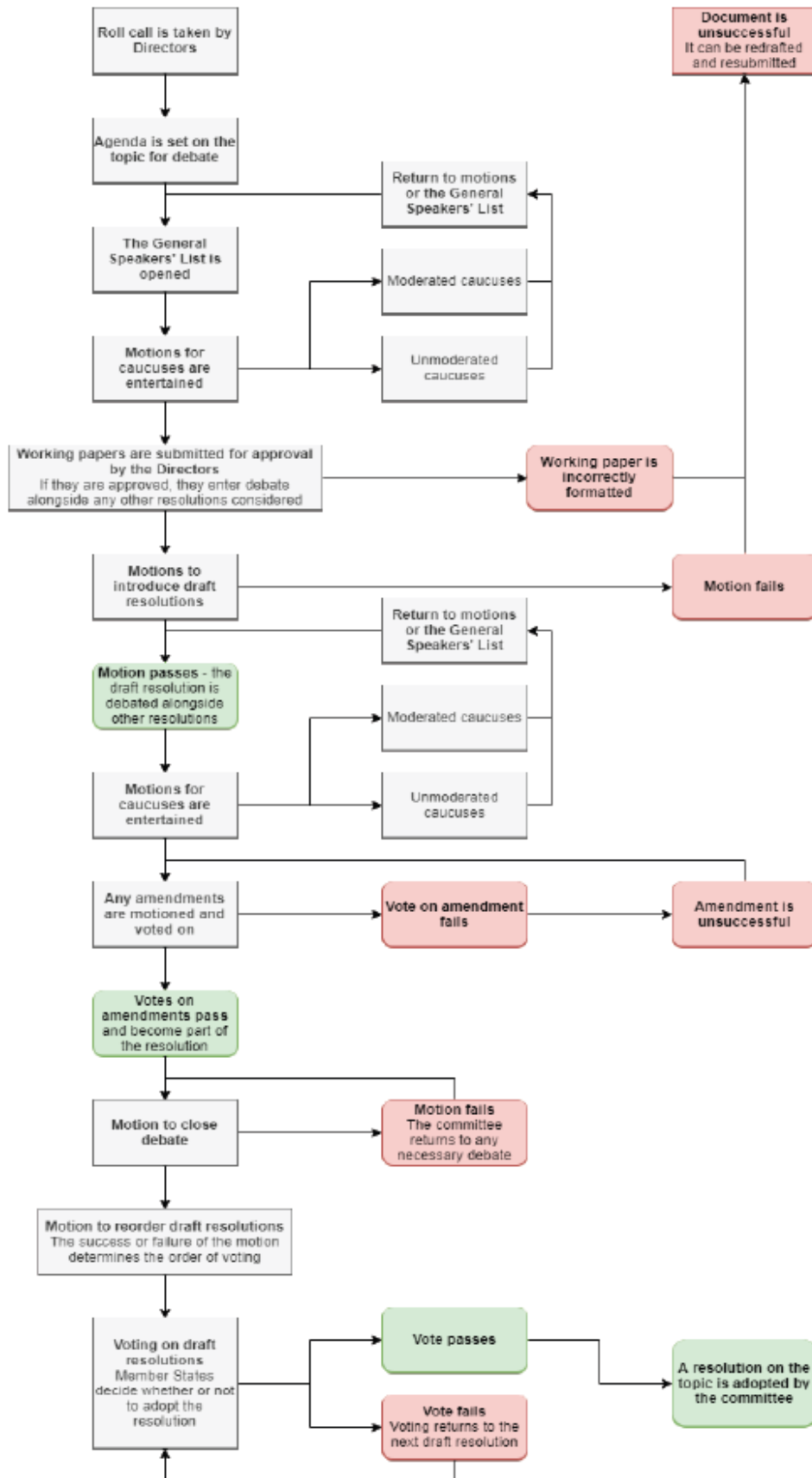
This guide will go through the jargon and show you the bigger picture, how you can expect debate to flow from start to end. The official TIMUN Rules of Procedure document is of course the authoritative document on debate procedure, but for your convenience, you can keep this much shorter guide open during debate to help you keep track of what's going on. If you are reading the Rules of Procedure for the first time, you can have this guide on the side to help you grasp some more difficult concepts.

Throughout this summary guide, you'll find a series of textboxes; these give you definitions of key MUN terms and can be helpful to keep on hand during committee.

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# The TIMUN Debate Flow



## 1. The Start of Debate: Setting the Agenda

Upon the opening of debate, after the Dais will have performed Roll Call and established quorum, the first motion to be entertained is that of setting the agenda.

At TIMUN 2023, some committees will have one topic to consider and others might have two. In the case where the committee has only one topic, there can be no objections to the Motion to Set the Agenda. Once this motion is raised, the chairs shall automatically entertain it, announcing the topic and declaring debate open. Committees with two topics however shall entertain objections to the Motion to Set the Agenda and move into necessary procedural voting if needed. By no means must a committee cover both topics over the course of the conference weekend.

### **Quorum:**

*The minimum number of the delegates that need to be present for the session to proceed. At TIMUN, that is one third of the house.*

### **Seconds:**

*Vocal expressions of support, from one or more delegates, in favour of another delegate's motion. An objection is the reverse.*

## 2. Backbone of Debate: The General Speakers' List

Once the agenda is set, debate on a specific topic may commence. The Dais will proceed with establishing the General Speakers' List, which is the order in which delegates may speak about the topic in general – that is, they may discuss anything related to the topic, not being bound to any specific aspect of it. The time-limit for speeches is at the discretion of the Dais (but usually 90 seconds long), and delegates may place themselves on the List by raising their placards when asked to, or by subsequent notes to the Dais.

If one finishes their speech before their time has elapsed, they may yield their time to points of information, to another delegate, or back to the dais. The General Speakers' List is, essentially, the backbone of debate upon which the whole of deliberation in committee-sessions is based.

This is the case for two reasons. First, it is through such general debate that delegates share initial ideas on the topic, enabling the committee to identify its

key aspects and primary areas of contention. These are subsequently discussed in more depth through caucuses (see below) and ought to be addressed in successful resolutions. Second, the List is kept throughout debate on the agenda item, being only disposed of when a resolution on the item is adopted; hence any other types of debate, whether caucuses or on amendments, are considered temporary departures from the List, and the List is reverted back to whenever there are no motions. In practice however, the General Speakers' List is scarcely appealed to, for departures from it are sustained, being generally employed only at the very start of the first committee - session and at the discretion of the Dais when a new session begins (e.g. after lunch or on another day) to reinvigorate debate after a break.

**Yield:**

*The act of one delegate giving their remaining speaking time for points of information, or to another delegate, or back to the committee Directors.*

**Point of information:**

*A question a delegate can ask a speaker on the General Speaker's List (if time allows it and upon the designation of the Director) for the purpose of clarification*

### 3. **Caucuses**

Thus, even though the General Speakers' List is the backbone of debate, it rather quickly gives way to motions for caucuses which form the main part of debate. There are two kinds of caucuses: moderated and unmoderated, where the former is topic- specific debate under constraints, like under the General Speakers' List, and the latter is informal, free debate. A motion for either caucus must specify a time limit. For moderated caucuses delegates must additionally specify a particular subject of debate – one aspect of the agenda item to focus discussion on – and the time allocated to each individual speaker. In a moderated caucus the Dais establish another speakers' list, delegates remain in their seats, are allocated limited speaking time, all have to wait their turn, and must keep their speeches relevant to the subject specified by the motion. In an unmoderated caucus such regulations do not exist–delegates may freely leave their seats and conduct discussion as they wish. A motion for a caucus requires a second, and can be made whenever the Dais call upon motions, which they will do, for the first time, at their discretion after a number of speeches from the General Speakers' List, and subsequently whenever the floor is open again (unless they propose other

motions, like a suspension of the meeting for lunch). They shall accept a certain number motions at their discretion (usually three or four), which will be voted upon according to the order of precedence specified in Annex I to the rules.

**Precedence:**

*The state of one motion or point of having priority over another or others. A motion that has precedence over another is to be voted upon sooner than the other.*

**Disruptiveness:**

*The condition and extent to which a motion interrupts debate of the General Speakers' List.*

Unmoderated caucuses have precedence over moderated caucuses. This is the case because of the level of disruptiveness, where unmoderated caucuses are deemed more disruptive than moderated ones. If two or more motions for moderated caucuses have the same specified length, voting order is up to the discretion of the Dais.

In sessions, caucuses bring debate forward in two ways. First, moderated caucuses serve to concentrate discussion of the committee on particular aspects of the broader topic, which the proposer deems important.

Such aspects will have generally been identified by the proposers earlier under general debate, and discussion focused thereon allows delegates to look more deeply into the matters and begin to formulate potential solutions. This gradually results in working papers (see below), leading to draft resolutions, and ultimately to the adoption of a resolution.

Second, unmoderated caucuses are usually entertained after a series of moderated ones, leading delegates to desire (a) identify in blocs what matters to them most and how they intend to put forth their views and (b) start generating working papers.

## **4. The Dawn of Resolution: Working Papers**

Debate ultimately flows towards solving the problem at hand – or, more realistically, towards a partial solution that has filtered through layers of compromise – but before a resolution (see below) can be adopted, three steps need be gone through: the synthesis of working papers, generating draft resolutions, and amending draft resolutions. The first is thus the synthesis of working papers. A working paper is a document outlining some proposed solution(s) to the problem, so as to open them for discussion amongst the rest of the committee. They usually start coming into being after a series of moderated caucuses and one unmoderated caucus, as they are the products of many ideas being wound together by multiple delegates.

Working papers need no sponsors, meaning delegates can submit them individually without needing the support of other delegates – although, in most cases, working papers result from shared effort. To introduce such papers to the rest of the committee, delegates must submit them by note.

To the Dais, being subject to approval. Once the Dais have approved a paper, a delegate may motion to introduce the working paper when the floor is open; if the motion receives a favourable simple majority, it is accepted and may be appealed to through further motions. Moderated caucuses are usually held on working papers, allowing delegates to scrutinise them, identifying points of strength, to be retained in further papers and draft resolutions, and points of weakness, to be improved upon in further writing.

## **5. Almost There: Draft Resolutions and Amendments**

After considering a series of working papers, it is likely that groups of delegates – whose countries may share views, or the delegates themselves have found common ground–cooperatively produce draft resolutions. A resolution is a document on an agenda item which makes an attempt at solving –or, at least, alleviating – the problem at hand. But before a resolution can be adopted, which would mark the closure of debate on the topic under consideration, a few steps still need to be taken. Delegates will have to produce draft resolutions, which are mere proposals, introduce them to the floor, gather support for them, subject them



to amendments, and finally undergo the vote. A motion to introduce a draft resolution can be made whenever the floor is open and a delegate has been recognised by the Dais, but the draft already needs to have the support of no less than ten percent of the delegates present (in the form of sponsors and signatories) and must have been reviewed and approved by the Dais. Such moves for introduction usually take place after delegates have discussed a number of working papers, and need a simple majority to pass, after which the draft is distributed to all delegates, and its operative clauses are read out by one or more of the sponsors. Note that a motion to introduce a draft resolution is only about whether the draft in question is worth discussing, not about whether it should be adopted by the committee; thus, multiple drafts maybe introduced but only one can be adopted in the end. Once a draft resolution is introduced, it is likely that delegates will call upon moderated caucuses to consider the draft's content, and unmoderated caucuses so as to facilitate the writing of amendments. Amendments are changes to the draft resolution, which any and all delegates may propose to make. They need to be submitted to the Dais in writing, who must approve them. When the floor is open, a delegate may move to introduce their amendment, needing a simple majority, after which the Dais establish a speakers' list with at least one in favour and one against. Upon the closure of debate on that amendment, delegates will vote on whether to accept or reject the proposed change to the resolution – if over half the votes of the committee are in favour the amendment becomes an integral part of the draft resolution.

**Sponsors:**

*The authors of (draft) resolution*

**Signatories:**

*Supporters of a (draft) resolution*

**Operative clauses:**

*The clauses of a (draft) resolution that can bring engagements into effect*

## 6. Closure of Debate and Resolutions

After a few amendments have been discussed, it is likely that a delegate will call for a motion to close debate, which serves to end all debate on the agenda item considered.

A substantive vote is then taken for the motion to pass, it needs the support of two-thirds of the delegates present (a supermajority). This is when voting takes place on draft resolutions. If there is more than one draft, they will be voted on in order of introduction (from first to last) unless a motion to reorder draft resolutions is called upon. Voting on resolutions is special, called substantive votes whereas all other votes are merely procedural, for delegates may choose to vote in favour, against, or abstain from voting.

## Summary of Motions

Motion	Does it require a second?	Procedural Vote in case objections are heard?	Procedural Vote with speakers?	Majority Required For Motion to pass?
Set the Agenda	YES	YES	YES	1/2
Unmoderated caucus	YES	YES	NO	1/2
Moderated caucus	YES	YES	NO	1/2
Extension of caucus	YES	YES	NO	1/2
Consultation of the whole	YES	YES	NO	2/3
Adjournment of debate	YES	YES	YES	1/2
Resumption of debate	YES	YES	YES	1/2
Closure of debate	YES	YES	YES	2/3
Suspension of the meeting	YES	YES	NO	1/2
Adjournment of the meeting	YES	YES	NO	1/2
Introduce a working paper	YES	YES	NO	1/2
Introduce a draft resolution	YES	YES	NO	1/2
Introduce an amendment	YES	YES	NO	1/2
Question the competence of the committee	YES	YES	YES	2/3
Reorder draft resolutions	YES	YES	NO	1/2
Divide the question	YES	YES	NO	1/2
Divide the house	YES	YES	NO	2/3
Roll call vote	YES	YES	NO	1/2
Appeal decision of the Dais	YES	YES	NO	2/3

## The Language of MUN

When you enter a TIMUN Committee session, you will hear the Chairs and your fellow delegates using language forms that may sound too formal or even slightly awkward – welcome to the world of simulating formal discussions! It doesn't have to be that hard though. Below, you can find a table that lists the most popular MUN phrases and their use:

<b>MUN stock phrase</b>	<b>Explanation</b>
The House will now come to order.	Chair is calling the delegates to take their seats and quiet down.
The Chair calls upon X (the submitter/speaker) to take the floor.	The chair asks X to make a speech.
X has the floor.	X has the right to speak.
All points are out of order until the speaker has concluded his/her speech	No points can be raised until the speaker has finished.
X you have been recognised. Please rise and state your point.	X has the right to speak – they must stand up to deliver their speech.
Will you please rephrase your point?	Points have to be succinct – delegates will be asked to rephrase if their question is unclear or if it is a statement.
Are there any further points/motions on the floor?	Chair asks if delegates would like to propose anything else apart from those already raised.
There is a Point of Order on the floor. Please rise and state your point.	As with speeches, delegates must stand up when they are asked to raise a point.
Will the speaker please make their concluding remarks?	Chair asking a speaker running overtime to conclude their speech
Time has now elapsed.	No more time remaining on the current caucus.
Honourable chairs, fellow delegates, [...]	The best way to begin your speech.
All points are out of order.	No delegate can raise a point at the present time.
Will all those in favour/against of the resolution/amendment, please raise their placards.	Delegates always vote by raising their placard.
Will all those abstaining please raise their placards.	Delegates always vote by raising their placard.
With X votes for, Y votes against, and Z abstentions, this resolution passes. Clapping is in order.	In a session, clapping is considered disorderly! Only if a resolution passes, clapping allowed; if it fails, there's no clapping!