



SMART DIPLOMATS

Model United Nations

RULES OF PROCEDURE

22 TO 26 FEBRUARY 2024

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DEFINITIONS

DELEGATE

A participant who represents a recognised United Nations party. Delegates shall participate in formal sessions only after their presence is recognised by the chairing staff of the relevant committee. This can be done through the roll call procedure or through sending a note to the chairing staff. Placards are subject to recognition by the Secretariat during the Committee session. Delegates must always refer to themselves in the third person by the name of the State or Organisation they are representing, or with the first person plural. For example "We believe..." or "[Country] believes...", but not "I believe".

OBSERVER STATE

A state that does not have full voting rights as a member of the committee, but rather a state that has been allowed to attend the proceedings and take part in the committee's workflow due to the expertise the observer nation holds on the topic discussed by the committee, or the relevance that the specific state has to the topic being discussed.

An observer state can:

- Give an opening statement
- Speak on the general speakers' list
- Motion for moderated and unmoderated caucuses
- Vote in procedural voting procedures
- Sponsor or sign draft resolutions and amendments.

An observer state can not:

- Vote on substantive votes
- Be counted towards the minimum sponsors or signatories to present a draft resolution or amendment

CHAIR / VICE-CHAIR

The official moderator of the formal MUN sessions. The chair/vice chair's responsibilities consist of managing the formal debate, running the MUN software and evaluating and ranking the delegates performance.

SECRETARIAT

The Secretary General of the conference, along with any and all other academically relevant positions that fall under the auspices of the Secretary General and the Under-secretaries.

GENERAL RULES

RULE 1 : SCOPE

The rules of procedure apply on all committees in the conference's 2024 edition, except for modifications provided by the Secretariat or the Chairs. No other rules of procedure are applicable.

RULE 2 : LANGUAGE

English will be the official and working language in all committees. The speeches, motions, points, statements and resolution writing shall be made solely in English.

RULE 3: DRESS CODE

Formal business attire is the official dress code for all sessions. No jeans, sandals, t-shirts, and/or shorts are permitted to be worn during the conference. Formal attire for men includes a suit or blazer, neat shirt, trousers and formal shoes, ties are optional. Formal attire for ladies includes a suit or blazer, formal dress or neat shirt and formal skirt, and formal shoes. The Chair has the authority to take further measures in the event of a delegate wearing inappropriate attire.

RULE 4: PRE-WRITING POLICY

Any documents written before the conference may not be submitted to the conference staff as part of a working paper, draft resolution or amendment during the conference. Our philosophy is founded on the idea that the best solutions are generated through collaboration, debate, and compromise. As such, all papers presented before a committee should reflect collaboration that occurred within that committee. All writings are expected to take place after the start of the first committee session and comprise the work of more than one delegation. Members of the committee staff have been instructed not to accept documents that do not seem as though they could have been written during the conference, based on the document or the time at which it is submitted. Any delegates who are suspected of submitting pre-written work will be subject to an investigation that may result in disciplinary action, including no consideration for awards or expulsion from the conference. Any suspicion regarding an infraction of the pre-writing policy should be brought to the immediate attention of the Committee Chairperson.

RULE 5: PLAGIARISM POLICY

The open exchange of ideas plays a crucial role in the debate. However, all delegates need to acknowledge clearly when they have relied upon or incorporated the work of others. It is expected that all material submitted to the committee staff before and during the conference will be the delegates work. Delegates should always take care to distinguish their ideas and knowledge from any information derived from sources through the proper citation of all quoted and paraphrased material. All materials submitted to the dais will be vetted for plagiarism. Any suspicious regarding an infraction of the plagiarism policy should be brought to the immediate attention of the Committee Chairperson.

RULE 6: COURTESY

Delegates will show courtesy and respect to the Committee staff and to other delegates. The Director will immediately call to order any delegate who fails to comply with this rule. If called, the Secretary-General may decide to expel a delegate from the conference. This decision is not subject to appeal.

RULE 7: DELEGATIONS AND CREDENTIALS

Each member will be represented by one delegate and one vote on each committee. Each delegate is required to have the placard with their represented countries name and flag at their place during the conference.

RULE 8: PARTICIPATION OF NON-MEMBERS

Representatives of Accredited Observers will have the same rights as those of Member States, except that they may not sign or vote on draft resolutions or amendments. A representative of a non-state organization that is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Chair.

RULE 9: USE OF ELECTRONIC DEVICES AND NOTES

It is expected that all delegates bring an electronic device to the conference. All working papers and draft resolutions must be word-processed, and the chairperson may request amendments be word-processed at their discretion. The usage of electronic devices during moderated caucus or at the General Speakers List may be prohibited at the discretion of the chairperson. Delegates should not talk unless recognised by the chairperson or in an unmoderated caucus. Delegates are welcome to communicate during sessions by passing notes, as long as it does not become disruptive.

RULES GOVERNING DEBATE

RULE 10: QUORUM

The Chair may declare a Committee open and permit debate to proceed when at least one-quarter of the members of the Committee, as declared at the beginning of the first session by the Chair, are present. The first roll call determines the quorum for the rest of the conference. A member of the Committee is a representative who is officially registered with the Conference. The presence of a simple majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

RULE 11: ROLL CALL

Roll call will be conducted at the beginning of each session by the chair in alphabetical order. Delegates shall establish their presence in the committee in either of the two following manners:

- **"present and voting"**: should vote "in favour/yes" or "against/no" in the substantive matter, without any possibility to pass or abstain
- **"present"**: shall vote "in favour/yes", "against/no" or abstain on the substantive matter.

After roll call, the chair will announce a simple and two-thirds majority.

RULE 12: AGENDA

The first order of business for the Committee will be consideration of the Agenda and shall be introduced by the Chair for voting after having heard two speakers in favour and two speakers against. A simple majority is needed for the agenda to be adopted. A committee in which only one topic area may be proposed for the agenda will be considered to have automatically adopted that topic area without debate.

All motions for caucus shall be ruled dilatory during the Consideration of the Agenda.

RULE 13 : OPENING SPEECHES AND GENERAL SPEAKERS LIST

After the Agenda has been determined, delegates are invited to deliver their opening speeches by the Chair. Opening speeches should state the delegate's position on the given topic and their suggested course of action. During opening speeches, the floor is not open for motions, however points are accepted. Neither yielding time nor motions for a right to reply are acceptable at this point in the debate. The opening speeches and speeches in the General Speakers list have a length of 90 seconds unless a motion to set the speakers time passes. The General Speakers List will then be established for the purpose of general debate. This General Speakers List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Debate automatically closes when the Speakers List is exhausted. A motion to change the General Speaker's time can be introduced to change the time allowed for speeches during the formal debate. The motion needs a simple majority.

RULE 14: SPEECHES

The Chair may call a speaker to order if her/his remarks are not relevant to the subject under discussion or are offensive to committee members or staff. The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds her/his allotted time, the Chair may call the speaker to order without delay.

RULE 15: YIELDS

If a delegate has ten seconds or more left of his or her speaking time, the time must be yielded. A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of her/his speech: to another delegate, to questions, or to the Chair. Only one yield is allowed. A delegate must declare any yield at the conclusion of her/his speech. Yielding is in order only during General Speakers list debates.

Yield to another delegate. Her/his remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time.

Yield to questions. Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

Yield to the chair. Such a yield should be made if the delegate does not wish her/his speech to be subject to questions. The Chair will then move to the next speaker.

RULE 16: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply. The Chair will grant the Right of Reply at her/his discretion and a delegate granted a Right of Reply will address the committee for a duration determined by the Chair at her/his discretion.



RULES GOVERNING MOTION

RULE 17: MOTIONS

A motion is the method in which a delegates conveys his or her desire to have a specific action take place, This can range from the desire to have a moderated caucus or the desire to turning down the temperature in a cold room.

RULE 18: UNMODERATED CAUCUS

A motion for an unmoderated caucus is in order at any time when the floor is open, prior to the closure of the debate. The delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes. A simple majority of members is required for passage. The Chair may rule the motion out of order.

RULE 19: MODERATED CAUCUS

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the General Speakers List and call on delegates to speak at her/his discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to the closure of the debate. The delegate proposing the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on, with a simple majority of members required for passage. The Chair may rule the motion out of order. No other motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.

RULE 20: EXTENSION OF PREVIOUS CAUCUS

If a delegate feels the discussion in a moderated or unmoderated caucus is productive, he/she can motion to extend the caucus. If there is a simple majority in favour, then the caucus is extended. Extensions cannot total more than half of the original time of the caucus. In case of an extension of a moderated caucus, speakers' time cannot be changed. A maximum of one extension is allowed. Additionally, the extensions of a caucus cannot exceed the total length of forty minutes.

RULE 21: TOUR DE TABLE

The purpose of a Tour de Table is to get an overview of each committee member's opinion on a precise question. In a Tour de Table, the Chairs will call on every Committee member in alphabetical order. A Motion for a Tour de Table is in order at any time when the floor is open, prior to the closure of the debate. A delegate proposing the motion must ask one specific precise question and a time per speaker, not to exceed 1 minute. The delegate shall not specify a total duration time as it will necessarily be the individual speaker's time multiplied by the number of delegates present in session. The motion requires a simple majority to pass.

RULE 22: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Director may rule such a motion dilatory. When a motion for the closure of the debate is moved, the Chair will recognize up to two speakers against the motion. If there are no speakers against the motion it automatically passes. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present. If the Committee is in favor of closure, the Chair will declare the closure of the debate, and move the committee to an immediate voting procedure.

RULE 23 : SUSPENSION OR ADJOURNMENT OF THE MEETING

Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. The Chair may rule such motions out of order. These decisions are not subject to appeal. When in order, these motions are not debatable and will immediately put to vote barring any motions taking precedence. A simple majority is required to pass. A motion to adjourn the meeting is only for the last committee session.

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RULES GOVERNING MOTION

RULE 24: MOTION TO ADJOURN THE DEBATE (ON A SPECIFIC TOPIC)

this motion ends all debate on the topic at hand, and prevents resolutions from being adopted, if none have been adopted prior to the passing of the motion. Delegates may motion to adjourn the debate at any point during the formal debate of on an agenda item. The chairing staff will entertain two speakers in favour and two speakers against the motion before a vote is conducted. After the delegates have spoken, a vote shall be taken with a two-thirds majority required for the motion to pass.

RULE 25: MOTION TO REOPEN THE DEBATE (ON THE TOPIC)

With this motion, a topic on which debate has been adjourned may be put back on the floor and debated. The motion to reopen the debate works the same way as the motion to adjourn the debate: the chairing staff will entertain two speakers for the motion and two against it. A new speakers' list will then be established on the topic, should the motion pass. This motion requires a two-thirds majority in order to pass.

RULE 26: RECONSIDERATION

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected and must be made by a member who voted with the majority on the proposal. The Chair will recognize two speakers opposing the motion after which the motion will be immediately put to a vote. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the committee will immediately vote again on the draft resolution or amendment being reconsidered. A reconsidered voting procedure cannot be reconsidered a second time.

RULE 27: APPEAL THE DECISION OF THE CHAIR

This motion challenges a procedural decision made by the Chair, and may be introduced for voting by the Chair. The appeal needs a two-thirds majority. Shall she/he choose not to introduce to voting, the Secretary-General shall be called to rule on the decision.

RULES GOVERNING POINTS

RULE 28: POINT OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort which impairs her/his ability to participate in the proceedings, she or he may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege in extreme case may interrupt a speaker, delegates should use this power with the utmost discretion.

RULE 29: POINT OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule out of order those points that are improper. A representative rising a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

RULE 30: POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

RULE 31: POINT OF INFORMATION

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the substantive matter covered in the study guide. A Point of Information may never interrupt a speaker.

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RULE 32: DISRUPTIVENESS OF POINTS AND MOTIONS

Firstly, Points and Motions shall be addressed by the Director in the following order:

- (a) Motion to adjourn the meeting
- (b) Point of Personal Privilege,
- (c) Point of Order,
- (d) Point of Parliamentary Inquiry,
- (e) Point of Information,
- (f) Motion to Appeal the Decision of the Chairs,
- (g) Motion to Extend the previous Caucus,
- (h) Motion to Change the General Speaker's Time,
- (i) Motion to Suspend the Meeting,
- (j) Motion to Close the Debate,

- (k) Motion to Adjourn the Debate,
- (l) Motion to Reopen the Debate
- (m) Motion to introduce an Amendment,
- (n) Motion for Reconsideration
- (o) Motion for Unmoderated Caucus,
- (p) Motion for a Tour de Table
- (q) Motion for Moderated Caucus,
- (r) Motion for Division of the Question,
- (s) Motion for a Roll Call Vote,

Secondly, Motions should be considered according to the length of the caucus and, thirdly, according to the length of speakers' time.

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RULES FOR PAPERS

RULE 33: WORKING PAPERS

Delegates may propose working papers for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may begin to refer to that working paper by its designated number.

RULE 34: DRAFT RESOLUTIONS

The Chair has the final decision to accept the approved working paper as a draft resolution. It shall be in the proper format of a resolution, containing a header, preambles, and operative clauses.

In order to introduce a draft resolution for debating, ten percent of the committee are required as sponsors of the draft resolution, and 20 percent of the committee are required to be signatories.

RULE 35: SPONSORS AND SIGNATORIES

A sponsor is always the primary speaker in favor of the introduced draft resolution. A sponsor can also be referred to as the main submitter. It is a member state that has expressed full support for a specific draft resolution or amendment, the exception being in cases where the adoption of unfriendly amendments has changed the content of the resolution significantly. A sponsor must show this significant change before being allowed to vote against the resolution. A Draft Resolution with no sponsor is automatically withdrawn. A delegate may sponsor more than one resolution if the texts do not contradict one another.

A signatory is a member state that supports entering into a discussion on the draft resolution or amendment at hand but may or may not support the adoption of the resolution or amendment in its current form. Signatories are not required to vote in favour of the draft resolution or amendment.

RULE 36: RESOLUTION

Resolutions are the final document a committee works towards. Draft resolutions that pass voting procedures are considered a Resolution. Draft resolutions need a simple majority to pass, unless otherwise specified.

RULE 37: AMENDMENTS

Amendments are an adjustment of the operative clauses of a draft resolution. This can be done by adding, deleting or revising. Amendments must be handed in to the Chair in written or electronic form. The Chair may rule out an amendment at her/his discretion. Amendments to amendments are not in order.

Friendly Amendments are changes made to the draft resolution that are supported by sponsors of the original draft resolution. Friendly amendments are not voted upon.

Unfriendly Amendments are not approved by sponsors of the draft resolution. Unfriendly Amendments must be voted upon and passed with a simple majority.

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RULES GOVERNING VOTING

RULE 38: PROCEDURAL VOTING

All voting is considered procedural with the exception of voting on draft resolutions and amendments. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more than half of the committee members to vote affirmatively. A motion that requires two-thirds majority to pass means exactly two-thirds or more of the committee members to vote affirmatively.

RULE 39: SUBSTANTIVE VOTING

The only substantive voting will be voting on draft resolutions and amendments. All other votes will be procedural votes. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed and all electronic devices will be put away. At that point, only the following points and motions will be entertained: Motion to Divide the Question, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each member will have one vote. Non-members may not vote on substantive matters.

Each vote may be a **“Yes”**, **“No”**, or **“Abstain”**. Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted.

It will be voted on all draft resolution, and at least one has to pass.

RULE 40: DIVISION OF THE QUESTION

After debate on any topic has been closed, a delegate may move to vote on operative parts of a draft resolution separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question. The delegate proposing the Motion to Divide the Question must specify the division of the question. A simple majority is required for the Motion to pass.

RULE 41: ROLL CALL VOTING

After debate is closed on any draft resolution, any delegate may request a roll call vote. A simple majority is needed to pass. A motion for a roll call vote is in order only for substantive votes.

In the first sequence, delegates may vote **“Yes”**, **“No”** or **“Abstain”**. A delegate may request the right to explain her/his vote only when the delegate is voting against the policy of her/his country; such a vote is termed **“with Rights”**. The delegate may only explain an affirmative or negative vote, not an abstention from voting. The Chair will then announce the outcome of the vote.