

## Rules of Procedure

Model UN rules of procedure are a simplified version of the rules that the actual General Assembly and Security Council use. Although they may seem awkward at times, they are designed to facilitate orderly debate and are quite easy to use. Compare these with the rules of procedure used in the UN General Assembly.

Most Model UN conferences have their own rules of procedure that differ, depending on the goals and specific needs of the conference. A very detailed 'script' for a sample MUN conference can be found at the National Model United Nations website, near the end of the delegate preparation guide.

The basic principle of parliamentary procedure is that only one person speaks at a time. It is why a delegation can speak only after being recognized by the presiding officer and why it is important for delegates to yield at the end of their speeches.

There are three major components in parliamentary procedure:

- 'Points' allow delegates to suggest that rules have been misused, to ask questions about the rules or the work that the committee is doing, and to ask questions of other delegates who are giving formal speeches (and who have indicated that they will answer questions).
- 'Motions' guide the work of the committee. They allow the group to make substantive (subject-matter) decisions on which agenda item to discuss, to introduce draft resolutions and amendments and to decide when to hold a final vote, among others. Motions also structure the procedural work of the committee, setting speaking times, opening speaker's lists and moving into moderated and unmoderated caucuses, for example.
- 'Yields' relate directly to who speaks. It allows delegates to indicate who gets to speak next at the end of their speeches.

Your rules of procedure can be as simple or as complicated as you would like. Here are some of the basic points and motions that most conferences use. They are listed in the order of precedence, or the order in which the motions or points must be heard and acted upon.

<b>Rule</b>	<b>Debatable</b>	<b>Vote Required</b>	<b>Interrupt Speaker</b>	<b>Description</b>
<b>Points</b>				
Point of Order	No	No	Yes	Used to point out a misuse of the rules.
Point of Information	No	No	No	To ask a question of a speaker, at the end of their speech.
Point of Parliamentary Inquiry	No	No	No	To ask for rules or non-rules related clarification from the presiding officer.
<b>Motions</b>				
Suspension of the Meeting	No	Majority	No	Suspends the formal rules of procedure to allow either moderated or unmoderated caucusing. Also used to suspend debate for breaks in the

				schedule (i.e. for lunch).
Adjournment of the Meeting	No	Majority	No	Ends the meeting.
Postpone Debate	1 For 1 Against	2/3 Majority	No	Removes an issue, amendment or draft resolution from consideration without voting on the content. Also known as 'tabling'.
Closure of Debate	1 Against	Majority	No	Finishes debate and brings the resolution or amendment under consideration to an immediate vote.
Reopen Debate	1 Against	Majority	No	Allows the committee to reconsider matters upon which debate was previously postponed.
Division of the Question	1 For 1 Against	Majority	No	Divides a draft resolution in to two or more parts, to be voted upon separately, after closure of debate. Only one division is allowed per resolution. Useful for allowing states to object to and delete specific provisions, without failing a resolution as a whole.
Introduce a Draft Resolution	No	Majority	No	Brings a draft resolution to the floor for discussion.
Introduce an Amendment	No	Majority	No	Brings an unfriendly amendment to the floor for discussion. Opens a new speaker's list of those wishing to speak for and against the amendment, alternating between the two.
Set the Agenda	1 For 1 Against	Majority	No	Chooses which agenda item will be discussed first (only relevant when there is more than one item on the agenda).
Request for a Roll Call Vote	No	No	No	Only available when voting on a resolution or amendments. If granted by the presiding officer, member states will be called on in alphabetical order to announce their vote.
<b>Yields-</b> How a speaker finishes their speech.				
Yield to the Chair	No	No	-	The Chair retakes control of the committee.
Yield to Another Delegate	No	No	-	Another delegate is allowed to speak until the end of the speaking time (if there are time limits).
Yield to Points of Information	No	No	-	Allows members of the committee to ask questions of the speaker, until speaking time has expired.

When motions are debatable, it means that a certain number of delegations will speak for and against the motion. This is done after the motion is made and seconded, but before the vote. The presiding officer chooses the speakers.

Draft Resolutions require the permission of the presiding officer for distribution and sponsors that number at least 20% of the committee members. More than one draft resolution can be on the floor at any one time.

Only one amendment may be on the floor at any one time. There are two types:

- Friendly amendments become part of the resolution without debate or voting, once approved and announced to the committee by the chair, as long as all of the sponsors of the draft resolution being amended are also sponsors of the amendment. Additional sponsors are welcomed.
- Unfriendly amendments require the permission of the presiding officer for Distribution and sponsors that number at least 12.5% of the committee members. Once distributed, debate can begin following a successful motion for introduction. Only one amendment can be on the floor at any one time and will remain on the floor until it has been tabled or voted on by the committee. A motion for closure of debate is in order after there have been at least two speakers for and two speakers against the amendment and happens automatically when there are no more states on the speaker's list.
- On closure of debate - Once debate has been closed on a draft resolution, only four points or motions are appropriate:
  - Point of Order
  - Point of Parliamentary Inquiry
  - Motion for a Division of the Question
  - Request for a Roll Call Vote

The committee may also decide that it would be more efficient if it suspended the formal rules for period. This may take the form of unmoderated caucusing (where there are no rules and everyone is free to get up and move around - a 'time out' from normal procedures) or moderated caucusing (where the presiding officer calls on delegations to speak when they raise their placards). To clarify, during Gauchomun, a motion for a moderated caucus and a motion for an unmoderated caucus are both have the same order of precedence, as they are both suspensions of the meeting. Committees will vote on motions for moderated and unmoderated caucuses in the order they are received. A moderated caucus can only be extended once and the maximum amount of extended time is half of the time of the original moderated caucus. Extensions will have precedence over other suspensions of the meeting (moderated and unmoderated caucuses).