



RULES OF PROCEDURE

HMUN 2019 OFFICIAL



GENERAL ASSEMBLIES AND
CRISIS COMMITTEES
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INTRODUCTION

Model United Nations Rules of Procedures (ROP) are directly adapted from the ROP of the United Nations itself. However, due to the simplified nature of MUN conferences, ROP have been known to vary depending on the nature of conferences. This set of procedures was specifically developed for HMUN and compiled from countless sources as well as the organizers' own experience with MUN.

Furthermore, note that because there is no single correct set of ROP, these rules may seem different from what you have experienced. While they have been modified to best suit HMUN's newbie-friendly purposes, if you find anything confusing or incorrect, please talk to your chairs to resolve your discrepancies. Throughout the conference, the dais, consisting of your chairs, will act as a moderator to keep track of time, speakers, and general flow of debate. They will also be the ones revising your draft resolutions as well as deciding final awards. They should be your first point of contact for any questions or concerns.

Having said that, while ROP may seem lengthy and difficult to understand, your chairs' explanations in committee will make the process much less daunting. As HMUN is newbie-friendly, focus on having fun first and foremost, and your chairs will help you with technicalities!



FLOW OF DEBATE

1. Roll Call and Voting Preference :

Before each session, a roll call will be conducted by the Chair to determine delegate attendance and establish a quorum. All delegates are required to announce their shall establish their presence in the committee by raising their placards and declaring “Present” or “Present and voting” when the names of their delegations are called.

“Present”: This means you can abstain when it comes to substantive votes.

“Present and voting”: This means you cannot abstain on substantive votes.

After roll call is conducted, the Chairs will announce the simple majority and two-thirds majority. A simple majority is half of the number of delegates present in the conference plus one, and a two-thirds majority is two-thirds of the number of voting delegates present in the conference plus one. A simple majority is required to pass a procedural matter, and a two-thirds majority is required to pass a substantive matter. Delegates are not allowed to abstain from voting in a procedural matter.

Committee activities and debate shall start when at least 1/3 of the delegates are present. If quorum is not met 30 minutes after the beginning of the committee session, the committee shall start its session with the number of delegates already present, unless otherwise instructed by the Secretariat.

Delegates that arrive late to session or does not reply at roll call must submit their attendance and voting preferences in writing to the Dais. If, in the case of late arrival or no reply, attendance submission in written form has not been delivered, Members shall not be able to speak or exercise their right to vote.



FLOW OF DEBATE

A roll call is held every time a new session starts and the response does not carry over from the previous session. Once roll-call is finished, note passing opens up.

2 . Setting the agenda

Upon the opening of debate, after the committee Directorate will have performed roll-call and established quorum, the first motion to be entertained is that of setting the agenda. When there are more than one topic, the body must set the agenda to begin working on one of these issues. Setting the agenda is the first order of business for most committees, through which the committee decides the order in which the topics will be discussed, and debate proceeds in the order determined.

The order of the entire agenda must be set at the same time; for example, the committee cannot decide to discuss Topic A and to postpone the decision on the other topics until debate on Topic A is complete. Motions for setting the agenda will be taken one at a time by the Director and voted on in the order received. The Chairs will call upon speakers in favor of and against setting the agenda as per the motion. The first motion to receive enough votes from the committee will be adopted, and the agenda will be set according to the terms of that motion. Setting the agenda requires a simple majority vote.



FLOW OF DEBATE

3 . General Speakers' List

After conducting roll call and setting the agenda, the committee will move into General Speaker's List to begin formal debate. The GSL is the default format of debate and will proceed until a delegate raises a motion for a different debate format. The GSL is effective whenever the committee is not in a caucus or introducing resolutions/ amendments, or voting. The GSL is often called open debate as unlike moderated caucuses, there is no set topic as long as speeches pertain to the agenda.

To be added to the General Speaker's List, a delegate must raise their placard and be recognized by the chairs. The specific order of speakers will be determined by the chairs. After formal debate has begun, delegates wishing to be added/ removed from the list or change the order of speaking must send a note to the Dais. The default speaking time in the GSL is 90 seconds. After speaking, the delegate can yield the floor back to the chair, to another delegate or to POIs.

There must always be speakers on the GSL. If the GSL is exhausted, the committee will move directly to voting procedure.

4 . Caucuses

- Moderated Caucus:

Moderated Caucus is a session when delegates take the floor to make formal statements, including but not limited to speaking for or against resolutions or amendments, stating the nation's point of view and alluding to any particular agenda-related issues. Instead of being added to the general Speaker's List, delegates wishing to speak shall raise their placards and be called upon at the discretion of the Chairs.



FLOW OF DEBATE

- Unmoderated Caucus :

Unmoderated Caucus is considered quite an informal form of debate, during which delegates are able to roam around the room to discuss freely all issues with other delegations, lobby for their interests, resolve difficult questions about the topic on the agenda and work on working papers and resolutions.

5. Resolutions and amendments

- **Working Paper**

Working papers are documents in which ideas of some delegates on how to resolve an issue are suggested. They are frequently the precursor to a draft resolution. Unlike draft resolution, working papers do not need to be voted on, nor do they need to be introduced to the committee before being debated on. Since they do not follow any particular type of format, usually they are not as formal as draft resolutions and do not necessarily follow the formatting rules of an official resolution.

- **Resolution**

Resolutions are the final product of debating, negotiating and writing. They are written suggestions for a particular problem or issue, and the United Nations use resolutions to make recommendations for future action. Any resolution that has been approved by the chairs and introduced to the committee but not voted upon is called a Draft Resolution (DR). Please see the final pages for a detailed description of what a DR entails.



FLOW OF DEBATE

- **Amendment**

An amendment is an official request in the form of a written statement to modify the draft resolution on the floor. An amendment is introduced in the form of a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. Once an amendment has been passed, the draft resolution is modified accordingly.

Any grammatical, spelling or formatting mistakes in the draft resolution shall be corrected without a vote at the discretion of Chairpersons. Amendments to Preambulatory Clauses are out of order. Amendment can be proposed by any delegate on any part or Clause of the Draft Resolution. All amendments shall be submitted in the written form to the chairperson.

There are three kinds of adjustments that can be made:

- **Strike clause:** This is used to strike an entire clause. If this amendment is passed, the clause and all of its sub-clauses will be removed from the final resolution.
- **Add clause:** This is used to add a new clause to the original Operative Clauses of the draft resolution. This new clause must be inserted before the amendment is submitted.
- **Amend clause:** This is used to change an existing Operative Clause of the draft resolution. The modified version of the clause must be inserted before the amendment is submitted.



FLOW OF DEBATE

There are two types of amendment:

- A friendly amendment is a change to the draft resolution that is approved by all sponsors of the draft resolution. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee director or chair, it will be automatically incorporated into the resolution without debate and without the need to be voted upon.
- An unfriendly amendment is a change to the draft resolution that is not approved by some or all of the draft resolution's sponsors and must be voted upon by the committee. There will be time for debate in favour and against the amendment. Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.



Points, Motions & Yields

Motions

{Motions Prior To Entering The General Speaker's List (GSL)}

Motion to Set the agenda :

Setting the agenda takes place directly after Roll Call and before Opening Speeches to decide the order of topics the committee will discuss. To make a motion to set the agenda, the delegate must raise their placard and state: "The delegate of X would like to move Topic A first on the agenda, followed by topic B." After that, the chair will invite 2 delegates to speak for and 2 delegates to speak against the motion. Once all 4 speeches have been made, the committee will be moving into voting procedure for the motion. Setting the agenda requires a simple majority to pass.

Motion to Open General Speaker's List:

After the agenda has been set, the committee will start formal debate by opening the Speaker's List. The motion to open the GSL should be raised once at the beginning of each new session, and is normally immediately in order at the chair's discretion. An exception may be if there were unfinished caucuses/ procedures from the previous session. In the first committee session, the GSL begins with opening speeches, followed by the chairs calling for speakers to be added to the list. In subsequent committee sessions, there will be no opening speeches. To make this motion, the delegate must raise their placard and state: "The delegate of X would like to motion to open the General Speaker's List/ Motion to open the General Speaker's List."



Points, Motions & Yields

Motions Regarding Caucuses

Motions to Open a Moderated Caucus:

The motion for the moderated caucus can be raised by any of the delegates once the floor is open for Points and Motions. The delegate must specify the total time for the motion, each speaker's time for delegates (not exceeding the speaker's time set for the general Speaker's List) and the topic of the motion: "Motion for a moderated caucus of __ minutes, __ speaking time, on the topic of __." The topic, i.e. the purpose of the motion needs to be connected to the issue currently being discussed on the agenda and shall be more particular than the general discussion topic. This motion requires a simple majority to pass.

Motion to Open an Unmoderated Caucus:

The motion for Unmoderated caucus can be raised by any of the delegates once the floor is open for Points and Motions. The delegates are recommended to specify the purpose of the motion and shall state the total time of the motion (not exceeding 30 minutes). This motion requires a simple majority to pass. Delegates may motion by saying: "Motion for an unmoderated caucus of __ minutes."

Motion to Extend the Previous Caucus:

This motion can only be raised after a moderated caucus or an unmoderated caucus has just passed. The maximum time of the extension is limited to half the time of the previous caucus. This motion requires a simple majority to pass. The delegate may motion by saying: "Motion to extend the previous caucus by __ minutes."



Points, Motions & Yields

Motions Regarding Resolutions

Motion to introduce Working Paper:

Working papers are informal documents meant to aid them committee in its discussions. They may or may not be written in resolution format. Delegates may raise a Motion to Introduce a working paper only once it has been approved by the Dais. This motion is used when a delegate wants to introduce (meaning read it to the committee and make it an official document) a working paper. To motion, the delegate may say: “The delegate of X would like to introduce a working paper./ Motion to introduce a working paper.”

Motion to introduce Draft Resolution:

A document written in resolution format, approved by the chair, and introduced to committee but not yet voted upon is called a draft resolution. After finished writing, the draft resolution written by the delegates must then be sent to the chairperson. A member of the Dais will read the draft resolution to ensure that it is relevant and in proper format. Only when the Dais formally accepts the document can it be introduced. The main-submitter may motion to introduce a draft resolution to the floor only after the chairperson approves of it. To motion, the delegate may say: “The delegate of X would like to introduce a draft resolution./ Motion to introduce a draft resolution.”

Motion to introduce Amendment:

The delegate may say: “The delegate of X would like to introduce an amendment.” An amendment is a suggestion or changes want to make to the draft resolution being introduced.



Points, Motions & Yields

Delegate may either add, delete or rephrase the operative clauses of the introduced resolution. There are two types of amendment: friendly amendment and unfriendly amendment.

- Friendly amendments must be submitted via note form to the chairperson with the approval of all co-submitters or sponsors; they are included into the draft resolution automatically.
- Unfriendly amendments must be submitted via note form to the chairperson and doesn't need the approval of sponsors of the introduced resolution. Once approved, the chairperson will send a note to the submitter to allow the introduction of the amendment. A debate will be carried out, after which the delegates will vote on the amendment.



Points, Motions & Yields

Motions regarding voting procedure

Motion to move to voting procedure:

This motion is used if a delegate wants to end debate on a topic and move into voting procedure. Delegates may motion to vote on a resolution at any point during the debate, but it will not be taken seriously unless an ample amount of debate on the issue has occurred or there is no speaker wishing to speak on the topic. The delegate may motion by saying: “Motion to move to voting procedure.”

After entering the voting procedure, all delegates will need to decide which type of voting they will conduct. There are three types of voting for a resolution:

Motion to Divide the House:

Motion to Divide the House is adopted if the majority of the final vote is too small to be concluded on a controversial matter. The house is then asked to vote again, but this time, with no abstentions allowed. If the motion to Divide the House passes, those who abstained would be forced to vote either ‘Yes’ or ‘No’ on a document. No delegate may abstain to this vote. Any delegate may request a Division of the House at any time after the question has been put (the voting procedure has started), and even after the vote. It cannot be debated, or amended, or have any other subsidiary motion applied to it. After division has been called for by a delegate, the chair must initiate voting procedures on the call. It requires a majority vote to pass. The delegate may motion by saying: “The delegate of X would like to motion to divide the house.”



Points, Motions & Yields

Motion to Divide the Question:

During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as Motion to Divide the Question.

This motion is used if a delegate wishes to divide out a portion (certain clauses) of a resolution; each portion of the resolution will then be voted on separately. A delegate would use this motion if they agree with the majority of a resolution but cannot or will not vote for it because of one or some certain clauses. He/ she may request through a Motion to Divide the Question to vote on an individual or group of operative clauses or clause by clause. A Delegate must specify how they wish to divide the operative clauses during the Motion. For example, a delegate may wish to vote on the main clause (numbered clause) or subclause (additional clause underneath the main clause).

Should there be more than one Motion to Divide the Question on the floor, the committee shall vote on the motion from the least to the most splitting of the draft resolution. A 2/3 majority is required to pass the Motion. The divided section that fails during voting will be taken out of the final Draft Resolution; only those sections that have been passed will remain. The committee will then proceed to vote on the new final Draft Resolution as a whole after all the divisions have been voted on. If all operative clauses fail or there is no meaning coming from the remaining clauses, the Draft Resolution, as a whole, fails.

To motion, the delegate may say: “The delegate of X would like to motion to divide the question./ Motion to divide the question.”



Points, Motions & Yields

Motion to Vote by Roll Call:

At any time during the voting procedure, delegates may raise a motion for a Roll Call vote. A roll call vote may be requested on substantive votes only. With the chair's approval, this motion is automatically adopted without voting. In the event of a Roll Call vote, the Chair will conduct a one-by-one oral vote from each country in alphabetical order as per the Roll-Call attendance, and each representative is given six possible responses:

- Yes: a substantive vote in the affirmative.
- No: a substantive vote against.
- Yes, with Rights: a substantive vote in the affirmative that allows the delegate to explain their vote.
- No, with Rights: a substantive vote against that allows the delegate to explain their vote.
- Abstain: Neither a vote in favor nor against. An abstention lowers the total vote count.
- Pass: If a delegate declares "pass", the roll call will be continued with the next delegate. After all delegates have been asked, the delegates who answered "pass" in the first round will be asked again. This time, they are not allowed to use "pass" again OR to abstain and have to vote "yes" or "no".

To motion, the delegate may say: "The delegate of X would like to motion to Vote by Roll call./ Motion to Vote by Roll call."



Points, Motions & Yields

Motions regarding ending debate

Motion to Adjourn the Meeting

The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. The Chair may rule such motions out of order; these decisions shall not be subject to appeal. This motion is not debatable and requires a simple majority to pass. The delegate may motion by saying: “The delegate of X would like to motion to adjourn the meeting./ Motion to adjourn the meeting”

Motion to Suspend the Debate

The suspension of the meeting means the postponement of all Committee functions until the next meeting. When in order, such motions are not debatable but will be immediately voted upon, barring any motions taking precedence, and requires a simple majority to pass. The delegate may motion by saying: “The delegate of X would like to motion to suspend the debate./ Motion to suspend the debate” In short, ‘adjourn’ means to stop the meeting or the current agenda for a duration, and ‘suspend’ means to defer the meeting completely.

Motion to Table the Topic

This motion is for ending debate on the topic until it is reopened with a Motion to Reconsider. This motion is debatable (two speeches in favor and two against), and requires a second and a two-thirds majority to pass. The delegate may motion by saying: “The delegate of X would like to motion to table the topic.”



Points, Motions & Yields

Miscellaneous

Motion to Appeal

If a delegate thinks that any of the Chair's decision is incorrect, they may raise a motion to appeal against the Chair's ruling. This motion can be made without being recognized by the chair and will require two rounds of voting.

After the motion has been raised, a simple majority is required for the motion to be entertained. Once it is entertained, the delegate has 60 seconds to explain their stance, followed by the Chair's explanation of their decision. Then, the committee must vote on whether the motion is valid, requiring a supermajority to pass. This motion is unamendable, and if passed, the Chair must rule according to the appeal.

To make an appeal, the delegate must raise their placard and clarify their motion: "The Delegate of X would like to appeal against the Chair's previous decision to _____"

Right of Reply

If a delegate feels that they're being personally insulted by another delegate, they can make a Right of Reply in order to reply to that delegate's speech. This motion can either be granted or denied by the Chair, and this decision cannot be appealed. If granted, the delegate has the right to clarify their stance and demand an apology from the delegate that has offended them.

To raise a right of reply, the delegate simply has to raise their placard and declare: "Right of Reply."



Points, Motions & Yields

Yield

The delegate, who has been recognized by the Chair to address the body on a substantive issue, may yield any time following their remarks after their speech. Yields may be made in three ways: to another delegate, to points of information (questions), or to the Chair.

Yield to another delegate:

After the completion of a speakers list speech, a delegate may yield to another delegate. This means that with the time remaining in the speech, another delegate will be able to elaborate on the idea that the first delegate presented; the second speaker may not talk about a topic the first speaker did not mention. Please note that only one yield may be made per speaker on the speakers list. Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.

Yield to questions:

After the completion of a speakers list speech, a delegate may yield to questions. This means that with the remaining time, the chair will call upon other delegates to ask the delegate giving the speech questions that must pertain to the speech that was just given. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech.



Points, Motions & Yields

Yield to the Chair:

After the completion of a speaker's list speech, a delegate may yield to the chair. This means that the chair will absorb the time remaining in the speech (meaning nothing will happen with any time remaining). Such a yield should be made if the delegate does not wish his/her speech to be subject to comments or POIs (Point of Information). The Chair shall then move on to the next speaker.





Points, Motions & Yields

Points

Points are used as a formal means of communication during the session. Points can be asked when the floor is open by the Chair. Points are a way to ask a question in committee, or bring something of non-substantive importance to the committee's attention.

Point of Information:

POIs used when a delegate has a substantive question for a speaker during formal debate. This point can be used any time the chair says that questions are in order and when other speakers open for POIs during their speech. There are two types of points of information: the points of information directed to the Chair (Point of Inquiry) and the points of information directed to the delegate that has the floor. It is important to remember that all requests for information are addressed to the Chair, even when aimed at another delegate. All answers to questions are also addressed to the Chair. A member rising too often to points of information should not be given recognition by the Chair.

Point of Personal Privilege:

Whenever a delegate experiences personal discomfort which impairs their ability to participate in the proceedings, they may rise to a Point of Personal Privilege. For example, one could use this point if it is difficult to hear the speaker or it is very cold in the room. This point can be used anytime, even during another delegates' speech. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion. It is looked unfavorable if this point is used simply to interrupt or set other delegates off guard during their speeches.



Points, Motions & Yields

Point of Order:

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper use of parliamentary procedure. The Point of Order needs to be approved by the Chair. The Chair will decide whether there is a violation immediately, and if there is, then the violation is corrected or stopped. This point can be used anytime, including during another delegates' speech.

Point of Inquiry:

During the session, a delegate may rise to a Point of Inquiry if they are unsure of or want clarification of a rule or committee procedure or if he has a non-substantive question (such as "Point of Inquiry, would it be in order to start handing in working papers at this time?"). This point can be raised any time when the chair is taking points from the floor. A Point of Inquiry may never interrupt a speaker. If a delegate has an important question, he can approach the Chair directly by passing on a note through the logistics team