

AHMUN

RULES OF PROCEDURE



INTRODUCTORY REMARKS

Official and working languages:

English shall be the official and working language of all committees during formal and informal debate.

Decorum:

Delegates are to obey instruction given by the Dias and the fellow participants. Those who do not obey directions will be dismissed from the conference.

1.MODERATED CAUCUS

- The moderated caucus is aimed to facilitate and accelerate the discussion on the issues deemed as essential and critical for the topic on agenda. 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.
- The motion for the moderated caucus can be introduced by any of the delegates once the Floor is open for Points and Motions. The delegate shall specify the total time of the Motion (not exceeding 20 minutes), individual speaker's time for each of the delegates (not exceeding the speaker's time set for the general Speaker's List) and the purpose of the Motion. The purpose, i.e. the topic of the Motion shall be connected to the issue currently being discussed on the agenda and shall be more particular than the general topic of the discussion.
- A Simple Majority of the quorum is required for the motion to pass. In case that there are more Moderated Caucuses proposed, the Committee will vote upon them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as set by the Chairs.
- In case that the delegate will not take advantage of the whole allotted time assigned to him/her, the remaining time and the floor is being yielded to the Chairpersons automatically. During, Moderated Caucus delegate cannot yield his time to other delegations or inquiries.
- If no delegates are wishing to speak, the Moderated Caucus may be closed at the discretion of Chairpersons and the Committee will return back to the general Speaker's List.
- A Moderated Caucus can be extended twice as long as the total time of the Caucus does not exceed the timeframe of the previous one.
- The Motion can be ruled out of order at the discretion of the Chairs- such decision is not a subject to appeal.

2.UNMODERATED CAUCUS (INFORMAL DEBATE)

- The Unmoderated Caucus is the most informal out of all forms of debate, during which delegates are able to discuss freely all issues with other delegations, lobby for their interests, resolve difficult questions about the topic on the agenda and create working papers and resolutions.
- The motion for Un-moderated caucus can be introduced by any of the delegates once the Floor is open for Points and Motions. The delegate shall specify the purpose of the motion and shall state the total time of the motion (not exceeding 30 minutes).
- A Simple Majority of the quorum is required for the motion to pass. In case that there are being more Unmoderated Caucuses proposed, the committee will vote upon them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as set by the Chairs. An Unmoderated Caucus can be extended twice as long as the total time of the Caucus does not exceed the timeframe of the previous one.
- The Motion can be ruled out of order at the discretion of the Chairs- such decision is not a subject to appeal.

3.QUORUM:

- The quorum signifies the minimum number of delegates who need to be present in order to open Session for the debate.
- The quorum is met when at least one-third of all delegates registered are present at the committee session. The quorum shall be verified at the beginning of each session by the Roll Call.

4. STARTING THE COMMITTEE:

Commencing the session:

1. At the beginning of each Session and upon the Motion to verify the Quorum, Chairpersons shall call in an alphabetical order on all Member States in order to state their status of attendance. Member States may reply “present” or “present and voting”. Representatives stating just “present and voting” shall have no right to abstain from any vote on the substantial matter.
2. If any of the Representatives were not present during the Roll Call, upon their arrival they shall send a note to the Chairpersons clarifying their status of presence.

Speakers List:

The chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so, when asked by the Chair or shall submit such a request in writing to the dais.

- In a virtual MUN, the Dias will either ask the delegates to write in the chat box or raise their hands virtually if they wish to add their name to the speakers list

•In case the delegate exceeds his/ her time limit they would be indicated by the respected chairs. However doing so repeatedly would not be appreciated.

Personal allotted time:

According to the UNA-USA procedure each delegate will get a time limit of 90 seconds/ 1 minute and 30 seconds to make their speech in the general speakers list.

5.SETTING THE AGENDA

Setting the agenda is the first step to be considered by the committee.

- a. The motion in order to put a topic area on the agenda should be made first. This motion requires a second.
- b. Delegates can propose only topics as put forward by the Secretariat in the provisional agenda, i.e. the topics which were set by the Secretariat prior the conference.
- c. In case there is no opposition to the motion, the motion is considered to be adopted.
- d. In case of the opposition against the proposed order of the agenda, a Speaker's List of either two or four delegates "for" and "against" the order will be established- the number of speakers should be equal for both cases.
- e. After the exhaustion of the Speaker's List, the Committee will immediately vote on the motion. For this vote, which is procedural, the simple majority is required for the motion to pass. In the case that the motion fails to pass, the Committee will automatically adopt the second topic, i.e. the inversed order of the topics will be introduced.

6.Yielding:

Yields are only applicable during the GSL.

- Yielding to Delegate: If there is still time remaining when a delegate concludes their speech by saying either "I yield my time to ..."
- However there should be a mutual agreement between both the delegates beforehand; the delegate who yields the extra time and the one he/she is yielding to.
- Yielding to Dias: Once the time is yielded to the dias, the dias can lapse the time or the Dias can ask questions to the delegate.
- Yield to Comments:The delegate once yields the time to comments,it enables the other delegates to only comment on his speech.No questions can be asked here.
- Yield to Question:Once the delegate yields the remaining time to questions,other delegates can raise questions on important subjects or matters which were mentioned in the delegate's speech directly or indirectly.

7. Points:

- Point of Personal Privilege- A delegate may raise the Point of Personal Privilege in case of whichever kind of personal discomfort which prevents him

from full participation in the debate. Such thing can be for example audibility of other speakers, switching of air-conditioning etc. A Point of Personal Privilege can interrupt a speaker only in the case of bad audibility.

- Point of Parliamentary Inquiry- A delegate may raise the Point of Parliamentary Inquiry in order to clarify certain aspects of the Rules of Procedure by the Chairpersons. Such Point may not interrupt speakers and can be introduced only when the Floor is open for Points and Motions.
- Point of Order- A delegate may raise the Point of Order if there is a discrepancy or any impropriety in the application of the Rules of Procedure by the delegates or Chairpersons. It is in the discretion of Chairs to decide whether their point is valid and to clarify any irregularities. The Point of Order may not interrupt a speech.
- Point Of Information: Points of Information take place during the General Speaker's List, Moderated Caucuses or during Points of Information (POI). The POI's are especially important because POI time is specifically designated to publicly ask a question with an audience of all the delegates present expecting the answer. The delegate can either answer to the POI at the same time or via a chat.

8. RIGHT OF REPLY

- Delegates, whose country's national integrity or sovereignty has been contested, may require Right of Reply. The Chairpersons may decide to give a certain time limit to the Delegate to respond and to rule whether the Right of Reply is in order. The decision of the Chairs is not subject to appeal.
- The right of Reply does not concern any case of personal insults or challenges.

9. MOTIONS

a. MOTION TO TABLE THE DEBATE

1. Any delegate may at any time when the Floor is open introduce the Motion to Table the Debate which temporarily suspends any discussions regarding the Topic being currently on agenda.

2. The Motion is debatable. Two or four Representatives can be selected to speak "for" and "against" the Motion. The Motion requires a Qualified Majority to pass.

3. The Motion to Resume the Debate shall automatically cancel the Motion to Table the Debate on a given Topic. The motion is non-debatable and requires a Simple Majority to Pass-

4. For both- Motion to Table, the Debate and Motion to Resume the Debate- the Chairpersons may rule the Motions out of order. Such a decision is not subject to appeal.

b. SUSPENSION AND ADJOURNMENT OF THE MEETING

1. The Suspension of the Meeting is the postponement of all functions of the Committee till the next session.
2. The Adjournment of the Meeting is the postponement of all functions of the Committee till the next edition of MuniMUN. Such Motion postpones all its work for the rest of the Sessions and conference overall.
3. Both Motions can be raised by a delegate any time when the Floor is open and requires a second. The house is required to vote on such motion immediately; a simple majority of the quorum is needed for any of these two motions to pass.
4. The motions can be overruled by the Chairpersons. Such a decision is not subject to appeal.

10.VOTING

- MAJORITIES

1. A Simple Majority requires a majority of $\frac{1}{2} + 1$ of all delegates "Present and voting" to be in favor.
2. A Qualified Majority requires $\frac{2}{3}$ of all delegates "Present and voting" to be in favor.
3. All procedural and substantive matters shall be passed by a Simple Majority unless stated otherwise.

- VOTING PROCEDURE

1. If the Speaker's List is exhausted or the Motion for the Closure of the Debate and Moving into Voting Procedure shall be accepted, all the Draft Resolutions and Amendments on the Floor shall be put to vote.
2. During the Voting Procedure no Representative aside from the Secretary-General and authorized persons by the Secretary-General may enter or leave the room. The Chairpersons shall secure the doors so that the Voting Procedure is not interrupted. Delegates shall refrain from any communication within the room and shall not speak unless requested by the Chairpersons, while raising Points or when the Floor is open to the Points and Motions.
3. Each Representative has one vote. Voting shall be done by Delegates raising their placards, unless stated otherwise. Each Delegate may vote "In Favor", "Against" or "Abstain".
4. The Representative may decide to vote "In favor with rights" or "Against with rights" in order to be granted the right to explain the vote during the Roll Call Vote. The Chairpersons shall set the speaking time for the explanation of the vote.

- ROLL CALL VOTE

1. During Roll Call Vote, each Representative shall vote in the alphabetical order, beginning with the Member State drawn randomly by the Chairpersons.
2. During such Vote, Chairpersons shall call upon each Representative separately who verbally announces his/her vote to the Committee. The Delegate shall state "In Favor", "Against", "Abstain" or "Pass".
3. During the Roll Call Vote, a Representative may decide to "Pass" once, i.e. for one round of voting he/she does not have to state his opinion. However, subsequently the Delegate must vote either "In Favor" or "Against" when being called upon the second time.

- VOTING ON AMENDMENTS

1. Voting on Amendments to the Draft Resolutions on the Floor shall have precedence to Draft Resolutions.
2. In case of two or more Amendments being proposed on the Floor, the Chairpersons shall determine the order in which they shall be voted upon. The most disruptive Amendments shall be put to vote first.
3. Amendments that pass shall be incorporated into the Draft Resolution immediately.

- ORDER OF VOTING

1. In case of two or more Draft Resolutions being on the Floor, the Representatives shall vote upon them in the order they were submitted.
2. The order of the Draft Resolutions being voted upon can be altered by the "Motion to Reorder Draft Resolution" which can propose a different order than the one being currently in place. The Motion requires a Simple Majority to pass. The Motion can be proposed only after the Closure of the Debate.
3. The Draft Resolution shall be voted upon as whole unless the Motion to Divide the Question may be introduced. By this Motion the Delegate suggests each Clause to be voted upon separately. Preambulatory clauses and sub-operative clauses may not be separated and voted upon independently. If there is an opposition against the Motion, two Speakers "for" and "against" can be selected- the Motion requires a Simple Majority to pass and can be proposed only after the Closure of the Debate.
4. In case of two or more Draft Resolutions being on the Floor, the Representatives shall first vote upon all Amendments to all Draft Resolutions and at the end upon the Draft Resolutions themselves.
5. If one of two or more Draft Resolutions passes, the other(s) automatically fail without being voted upon.

11. CHALLENGES

- A challenge is when a delegate can challenge another delegate over a particular issue for a specified period of time; this may be over a particular sub-topic or country policy.
- One vs One / Two vs Two: A delegate can challenge another delegate to a one on one debate or team up with another delegate and challenge a team of 2 delegates to a two on two debate. It can be in either speech by speech format, or constant rebuttal.
- Question and Answer Session: A delegate can raise a motion to ask a specified number of questions to another delegate.

12. DIRECTIVES

- MUN Crisis Directives are written requests which are sent to, read by and approved, or denied, by the crisis staff .Directives are your main tool for affecting the crisis. To have the best chance of getting your directives accepted by the backroom they need to be clear, concise and well written. The objective of directives is to further your cabinet's goals and/or your personal goals. Some of the actions you will want to achieve through directives will be complex and require multiple steps. In those cases you need to build up towards your goal.
- Directives do not count unless they are approved in the crisis backroom. Whether you want to contact a character in another cabinet, move your troops, establish spy networks, hire bodyguards, publish press releases or assassinate a member of your cabinet, you have to do it through directives. No request, or instruction, sent in a directive becomes "true" unless you either get a positive reply from the crisis committee , or you see the outcome of your directive in the crisis news.

13. PRESIDENTIAL STATEMENT

- A presidential statement in any committee of any Model UN conference would represent a statement (a speech, remark or message) given by the sovereign head of the respective state. A presidential statement is a statement made by the President of the Security Council on behalf of the Council, adopted at a formal meeting of the Council and issued as an official document of the Council. For eg. If the delegate of the UK issues a presidential statement, it is considered that either the prime minister of the UK, or the Queen has come to the committee personally for addressing it on any matter. Usually one must inform the chairperson prior to issuing a PS. However, some committees permit an unannounced presidential statement.

14. RESOLUTIONS

a. Working Papers

1. Working papers are intended to aid with the work of the Committee and especially the Draft Resolution, as well as to present the viewpoints of the delegates and the potential solutions to the topic.

2. Any delegate can introduce a Working Paper for the consideration of the Committee. The Working Paper has to be approved by the Chairpersons before its distribution.

3. Working paper does not require any Signatories or Sponsors. However, it should bear the name of the delegate or delegates who proposed it.

4. There is no set format for the Working Paper, i.e. the working paper does not have to be introduced in the resolution format. The Working Paper is referred to by its designated number.

5. Any document of the United Nations or other organizations, as well as charts and tables, can be introduced as a Working Paper as long as they are relevant to the topic discussed. It is at the discretion of the Secretary-General to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.

b. Introducing Draft Resolutions

- Once a draft resolution has been approved by the Chair and has been copied and distributed, a delegate may raise a motion to introduce the draft resolution, which is automatically approved and does not require a vote.
- The content of the introduction shall be limited to summarizing the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order.
- Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.
- Like how the working papers are introduced, the draft resolutions will also be discussed, voted, and amended through the screen share software.

c. Amendments:

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all of the sponsors of the initial draft resolution are signatories of the amendment. Such an amendment is adopted automatically. Unfriendly amendments are a decision of the Committee.

An unfriendly amendment must have the approval of the Director and the signatures by 20% of the committee.

- Amendments to amendments are out of order.
- Amendments will be sent to the eb via private messaging on the platform.
- The eb will stop receiving the amendments after a given time and then discuss them with the whole committee.

d. Passage of Resolutions:

If a vote does not result in a simple majority* in favour, the resolution shall be regarded as rejected. A simple majority requires fifty percent of the members present during the last roll call, plus one.

Example: 20 members present requires 10 (50%) + 1=11 affirmative votes.

RESOLUTION FORMATTING:

1) Preambulatory Clauses:

These are clauses which are an introduction to the resolution or solution and often refer to past resolutions, citations of speeches made and references to the UN charters. Every preambulatory clause starts with any one of the following preambulatory phrases and ends with a comma:

List of Preambulatory Phrases:

Affirming	Alarmed By	Approving	Aware of
Bearing in mind	Believing	Confident	Contemplating
Convinced	Guided by	Having adopted	Recognizing

2) Operative Clauses:

These are the clauses which contain the actual solution to the agenda or crisis. They begin with an operative phrase and end in a semicolon except for the last clause of the resolution which ends in a full stop.

List of Operative Phrases:

Accepts	Affirms	Approves	Authorizes
Urges	Encourages	Emphasizes	Transmits

Calls upon	Condemns	Confirms	Requests
------------	----------	----------	----------