



# LONG FORM RULES OF PROCEDURE

## GENERAL RULES

### SCOPE

These rules, as specified in their entirety, will be considered to have been adopted in advance by all committees at the conference. Any modifications to the Rules of Procedure for a specific committee will be made clear by the Dais.

### LANGUAGE

The official working language for the conference will be English. Delegates are not permitted to discuss committee matters in another language. All working papers and draft resolutions are expected to be submitted in the English language.

### ELECTRONIC AIDS

All Electronic Aids, including, but not limited to computers, cell phones, smart-watches, and pagers may not be used during formal debate, but may be permitted during a suspension of the rules at the discretion of the chair and/or Secretariat.

### DELEGATE CONDUCT AND DRESS CODE

Delegates are required to be in Western Business Attire to participate in committee.

Delegates, staff, secretariat, should all refrain from using offensive, racist, sexist, or otherwise inappropriate language. Violations by delegates will be addressed at the discretion of the Dais and/or Secretariat.

### GENERAL POWERS OF THE SECRETARIAT

The Secretary-General and all other members of the Secretariat reserve the right to modify or suspend these Rules of Procedure at any time. The Secretariat or its designated representative(s) may address the committee at any time and/or allow any speaker to address the committee at any time.

### GENERAL POWERS OF THE COMMITTEE STAFF

The committee staff may alter the Rules of Procedure at their discretion. Additionally, they may rule motions or general committee actions as dilatory, also by their own discretion. If delegates are observed by the committee staff to be violating the behavioral rules of the conference, then the Staff may temporarily eject the delegate from the committee, and file official complaint with the Secretariat.

### STATEMENTS/ANNOUNCEMENTS BY THE SECRETARIAT

The Secretariat or its designated representatives may give either oral or written statements to the committee at any time.

### APPEAL

Any decision made by the dais may be appealed by a delegate, unless otherwise specified in this document as not appealable. The Dais will give a short statement explaining their rationale, after which the committee will be asked to uphold the ruling. If  $\frac{2}{3}$  of the committee votes against upholding the ruling, the ruling will be reversed.

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## POINTS:

### A. POINT OF PERSONAL PRIVILEGE

At any point, a delegate may rise to a point of personal privilege to signal to the chair that they have a personal concern. For points of Personal Privilege, as with all points, the delegate should raise their placard, and only speak once recognized by the Dais.

### B. POINT OF ORDER

A delegate may rise to a point of order to correct an error in parliamentary procedure during the course of debate. A point of order only interrupts a speaker if the point of order pertains to the speaker's right to speak (i.e, current speaker should not be speaking because a delegate was skipped on the speaker's list). A point of order is not appealable, and the final determination is made by the Dais.

### C. POINT OF PARLIAMENTARY INQUIRY

A Point of Parliamentary Inquiry may be raised at any time the floor is open to points or motions. Delegates may rise to this point to ask a question about parliamentary procedure. A point of parliamentary inquiry never interrupts a speaker.

## BEGINNING COMMITTEE

### QUORUM

The minimum number of delegates required to be in the room for the committee to begin debate; by default, it is defined as 1/3 of the delegates in attendance of the committee.

### ROLL CALL

Performed by the chair to confirm the attendance of delegates at the beginning of every committee session. Members may declare themselves to be "Present" or "Present and Voting." If a member state is "Present," they may abstain during substantive votes. If a member state is "Present and Voting," they must vote either for or against during substantive votes.

Note: If a delegate has declared themselves to be "Present and Voting" during a committee session earlier during a given day, they must declare themselves to be "Present and Voting" for the remainder of the committee sessions in that day.

### LIMITATIONS ON DRAFT RESOLUTIONS AND RESOLUTIONS

The Dais, at their discretion, may specify the maximum number of draft resolutions that may be on the floor prior to entering voting procedure. Furthermore, the Dais may specify the maximum number of resolutions that may be passed on a given topic. The resolution passed last will be considered to be in effect should there be any conflicting language between two resolutions that are passed.

By default, there are no limits on the maximum number of sponsors that a resolution may have. The dais, at their discretion, may specify a maximum number of sponsors that a resolution may have.

## RULES GOVERNING SPEECHES

### SPEECHES

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Delegates must be recognized by or called on by the presiding Dais member before speaking. The Dais reserves the right to call the speaker to order if the content of their speech is not relevant to the topic of the speaker's list or the topic of the moderated caucus. Use of offensive language will also result in the speaker being called to order. Delegates who are absent at the time they are called forfeit their time automatically to the chair.

### **SPEAKING TIME**

The default speaking time for any speaker's list that is newly opened is one minute. Delegates may motion to set a new speaking time, which will require a simple majority to pass.

### **YIELDS DURING FORMAL SPEECHES**

#### **A. YIELD TO ANOTHER DELEGATE**

The speaker designates their remaining time to be used by another speaker, which may be of the original speaker's choosing. The new speaker will be given at minimum 20 seconds to speak, even if the time of the speech has elapsed.

#### **B. YIELD TO COMMENTS**

The speaker designates their remaining time to be used for other delegates (of the chair's selection) to make comments (standard time 20 seconds) on their speech. Delegates will be allotted 20 seconds to speak even if the time of the original speech elapses.

#### **C. YIELD TO QUESTIONS**

The speaker designates their remaining time to be used for their answers to question from other delegates who are selected by the chair. Question time is not counted in the speaker's time.

Note: Yields may only be made during speeches of the Secondary Speakers' lists.

### **RIGHT OF REPLY**

The right of reply allows delegates to respond to a specific statement made against their person via motion, and approved speech. The right of reply is not intended to allow delegates to respond directly to an offensive statement about their country. It is intended to be used to respond to insults against the delegate themselves, and the petitions for right of reply are subject to stringent discretion by the Dais.

Note: There will be no rights of reply on top of rights of reply, but if a right of reply begins offensive in itself, the delegate will be called to order by the Dais.

## **FORMAL DEBATE**

### **PRIMARY SPEAKERS LIST**

The first speaker's list which is created; the chair will call on a number of delegates to speak on the general topics at hand. If all motions do not pass and debate stops, the flow of debate will revert to the general speaker's list. Typically, these speeches are 1 minute and will pertain to introducing the committee and setting an agenda topic. Delegates may send a note to the chair to be added to this list if they are not called upon initially.

Note: Delegates may not yield their time to questions, comments, or other delegates during the Primary Speaker's List. Unused speaking time is automatically yielded to the chair. Delegates

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may also not motion for any suspension of the rules, including unmoderated and moderated caucuses, while in the Primary Speaker's List.

### **AGENDA**

A delegate may motion to set a specified topic first, and followed by the second topic. As soon as this motion is made, the Dais will entertain two speakers for and two speakers against the motion. Should the motion pass, the specified order of topics will be adopted and a secondary speaker's list will automatically be opened on the first topic. Should the motion fail, the default order of topics will be adopted. A secondary speaker's list is opened for the topic first in the default order.

### **SECONDARY SPEAKER'S LIST**

This speaker's list is again set by the chair, and is limited to speeches on the set agenda topic. If motions fail within a set agenda, then the flow of debate will revert to this speaker's list. Should this speaker's list be exhausted, the committee will automatically enter voting procedure on the topic at hand.

Note: Delegates may send a note up to the Dais requesting to be added to the speaker's list. A delegate may only be listed on the speaker's list once.

## **SUSPENSION OF THE RULES**

### **SUSPENSIONS OF THE RULES PRECEDENCE OF SUSPENSION OF THE RULES**

A suspension of the rules is used to suspend formal debate and to move into a different structure of debate. There are multiple different forms of acceptable suspensions of the rules outlined in this section. The order of precedence for suspension of the rules is specified as follows:

- A. Extensions -- longest first, up to one-half the original length of the caucus
- B. Straw Poll
- C. Unmoderated Caucus -- longest first
- D. Round-Table -- longest speaking time first
- E. Moderated Caucus -- longest first, then by max number of speakers
- F. Other suspensions of the rules, entertained at Dais discretion

### **STRAW POLL**

The chair or a delegate can motion for a straw poll to gauge general committee opinions on a simple question, which will be evidenced by the raising of hands or placards. This motion is passed by a simple majority.

### **ROUND-TABLE**

A form of debate where all delegates receive a short amount of time to voice their views on a specific topic. Delegates will speak in accordance with speaking order, or at the discretion of the Dais. This motion is passed by a simple majority.

Note: Delegates proposing a round-table must specify the speaking time for the round-table and must specify a topic.

### **MODERATED CAUCUS**

A moderated caucus serves to facilitate detailed debate at critical points in the committee. This form of caucus involves specifying a set total time, which is divisible by the speaking time (e.g. 9-minute caucus with 45 second speaking time) and is on a relatively narrow topic. Delegates

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can motion for any combination of times and topics within the scope of committee. When motioning for a moderated caucus, delegates must specify the total time, the speaking time, and the topic of the moderated caucus. This motion is passed by a simple majority.

Should the motion pass, the dais will call on delegates at their discretion to speak for the specified amount of time. The delegate who proposed will have the opportunity to speak either first or last in the caucus. Even if a delegate does not use all of their time, each speech is counted as taking up the full duration of the specified speaking time. Delegates may not yield their time during a moderated caucus.

Note: If multiple moderated caucuses are proposed, the longest moderated caucus takes precedence. Should two moderated caucuses of equal length be proposed, the one that can allow more speakers to speak will be considered more disruptive.

Second Note: The total number of speakers in a moderated caucus cannot exceed the amount of committee members. For example, if a 9 minute moderated caucus with 30 second speaking time were proposed in a 15-member committee, the chair would rule it out of order. The caucus would allow for 18 speakers, but there are only 15 members in the committee.

### **UNMODERATED CAUCUS**

The purpose of an unmoderated caucus is to allow for the informal discussion of ideas and the development of working papers. This is a less organized form of debate limited only by its total time. Delegates motioning for an unmoderated caucus must specify the total time of the caucus. Delegates can leave their seats and can discuss freely amongst themselves. This motion is passed by a simple majority.

### **EXTENSIONS**

Delegates can motion for an extension of the current caucus by up to half the original time. A given caucus can only be extended once, and an extension can be rejected at the discretion of the Dais. This motion is passed by a simple majority.

Note: Delegates may not extend an extension.

### **DILATORY**

The chair can rule a motion to be dilatory if they believe it is not conducive to proper flow of debate in the committee or time restrictions.

### **OUT OF ORDER**

The chair can rule a motion to be out of order if it does not follow standard rules and procedure. Separate and distinct from the ruling of Dilatory, as Out of Order is an objective conclusion reached through the rules of this document.

### **INTRODUCTION OF A PARTY**

A delegate may motion for the introduction of a party if more information is required for a certain topic. Valid parties to request using this motion are any parties mentioned by the chair during the course of debate, topic experts, and/or major stakeholders regarding the topic at hand, such as representatives of governments. This motion requires a simple majority to pass.

## **CLOSING DEBATE**



### **CLOSURE OF DEBATE / MOVING INTO VOTING PROCEDURE**

This motion is made after draft resolutions have been introduced and debated. This motion requires simple majority to pass, with two speakers for and two speakers against by default. Upon passing, all doors will be locked and no persons will be allowed to enter or leave the committee room until the end of voting procedure. If a Motion to Move into Voting Procedure is passed prior to the recognition of draft resolutions, the topic will be concluded by default, and the committee will move to the next topic, or whatever is deemed prudent by the Dais.

Delegates may also elect to specify whether or not the draft resolutions themselves should be voted on with speakers for or against when making this motion. The chair may accept this specification at their discretion, and it should be considered more disruptive than a motion to simply Close Debate without any specifications.

### **TABLING A TOPIC / REOPENING DEBATE ON A TOPIC**

Delegates may move to table debate if debate on the topic has been exhausted or the committee feels like another topic has become more imperative to address immediately than the topic at hand. Tabling a topic requires  $\frac{2}{3}$  majority.

If delegates wish to reopen debate on a topic, they may motion for it. Reopening debate on a topic requires a simple majority to pass.

By default, both tabling a topic and reopening debate require two speakers for and two speakers against.

### **SUSPENSION / ADJOURNMENT OF THE MEETING**

At the end of each committee session, debate must be suspended to allow all delegates to formally leave. At the end of the conference, debate must be adjourned to formally dismiss the committee.

## **RULES GOVERNING WORKING PAPERS AND DRAFT RESOLUTIONS**

### **WORKING PAPERS**

Working papers are to be considered by the committee. They may be written by any delegate during the course of committee. Working papers are to be referred to as such until they have been approved as draft resolutions by the Chair.

Working papers may not be voted on or introduced during the course of debate. At the chair's discretion, a working paper may be displayed to the entire committee using an electronic aid, such as a projector, to show current progress on a working paper.

### **DRAFT RESOLUTIONS**

Draft resolutions are working papers that have been formally approved by the committee Dais. A draft resolution must have a minimum of one-third of the committee as sponsors or signatories. A delegate may only be the sponsor of one draft resolution, but they may be the signatory of multiple. A sponsor is a lead author of a draft resolution, while a signatory wishes to see the proposed draft resolution discussed further in committee.



Draft resolutions may be introduced to the committee and may subsequently be voted upon by the entire committee.

## **AMENDMENTS**

### **A. FRIENDLY AMENDMENTS**

These amendments are approved by all the original sponsors of the draft resolution and are added to the draft resolution automatically after being introduced by the chair. A friendly amendment would be made when the author country's stance is in line with that of the resolution sponsors' stances.

### **B. UNFRIENDLY AMENDMENTS**

These amendments are not approved by all the original sponsors of the draft resolution. They require a  $\frac{2}{3}$  majority to pass and are then added onto the draft resolution. By default, unfriendly amendments will require two speakers for and two speakers against during voting. An unfriendly amendment would be in order if the authors country's stance does not align with that of the resolution sponsors'.

Note: Amendments must be introduced before voting procedure.

## **INTRODUCTION OF DRAFT RESOLUTIONS AND AMENDMENTS**

Draft resolutions and amendments may be introduced to the committee after being approved by the Dais. After they have been accepted by the Dais a delegate may motion to introduce the draft resolution or amendment during a moderated caucus. If passed by a simple majority, the main sponsors of the paper may read the text aloud to the committee.

## **QUESTION OF COMPETENCE**

A question of competence may be raised on a specific draft resolution. This motion asks the body to decide whether or not the solutions proposed within the specific draft resolution are within the scope of the committee. This motion requires a simple majority to pass and will entertain two speakers for/against. Should the motion pass, the draft resolution in question is tabled.

## **RULES GOVERNING VOTING**

### **REORDERING**

By default, a motion to move into voting procedure will introduce the draft resolutions in the order they are received. Delegates can motion to vote on draft resolutions in any order they choose to suggest. In cases of conflict, the resolution which was passed latest takes precedence.

### **SPEECHES FOR / AGAINST**

Delegates can motion for voting on resolutions with an equal number of speakers for and against the draft resolution. The speaking time and number of speakers are to be specified to be made before voting on each individual draft resolution. The default is 2 speakers for/against with a 30 second speaking time. This type of motion can also refer to for/against speeches on the topic of moving or not moving into voting procedure.

Note: If a resolution or motion has speakers for, but no speakers against, it automatically passes.



Second Note: If there are an unequal number of delegates wishing to speak for or against a resolution or motion, the lesser number of speakers will be entertained. For example, if a motion to enter voting procedure has two speakers for, and only one speaker against, then only one speaker for the motion would be entertained in order to preserve balance in debate.

### **ORDER OF VOTING**

Draft resolutions will be voted on in the order they are received, or, if a motion to reorder passes, the order specified in that given motion. Should a draft resolution have unfriendly amendments, the unfriendly amendments will be voted on first, and then the amended draft resolution will be voted on.

Note: It is not necessary to vote on friendly amendments. If a draft resolution has no amendments, then it is only necessary to vote on the main document.

### **VOTING TYPES**

#### **A. VOTE BY ACCLAMATION**

Delegates can motion to vote by acclamation, meaning that the chair will call out for all who support the draft resolution to say “aye,” and then all who oppose it to say “nay.” In the case of unanimous support, the draft resolution will pass. If any delegate voices opposition, then an alternate method of voting must be used.

#### **B. VOTE BY PLACARD**

The standard voting procedure, in which the chair will call for all in favor of the draft resolution passing, then all opposed, and then all abstaining; delegates participate by raising their placards and waiting to be counted by the dais.

#### **C. VOTE BY ROLL CALL**

Delegates can motion for a vote by roll call, meaning that the chair will call out each individual delegation. Roll call voting will occur in two rounds. During the first round, delegates may vote “Yes, No, Abstain, or Pass.” If a delegate votes “yes” or “no”, they may vote “with rights,” allowing them to explain why they voted in that manner. In the second round, all delegates who voted “Pass” must vote either “Yes” or “No” and may also vote “with rights.” At the conclusion of the second round, all delegates who voted “with rights” will be given the chance to explain their position in a 30-second speech. The chair will announce the result of the vote after all delegates have completed their speeches.

Note: Delegates may not “Abstain with Rights”

Second Note: If a delegate has declared themselves to be “Present and Voting,” they must vote “Yes” or “No” in the first round. Delegates also cannot abstain in the second round of voting.

### **DIVISION OF THE QUESTION**

A delegate may motion to “Divide the question”, which entails three parts. A delegate would motion for this directly after moving into voting procedure.

First, the committee must decide whether or not it is appropriate to divide the question for the given resolution. This requires simple majority to pass, and is a procedural matter, so all delegates must vote.



Next, delegates may propose clauses or groups of clauses to divide out of the resolution. These will be voted on in the order received, and these are substantive votes. Dividing out a clause requires a simple majority to pass. Delegates will vote by placard after delegates have finished proposing clauses to be removed, and delegates will have the right to vote For, Against, or Abstain when removing a clause.

Finally, the committee will vote by placard to adopt the resolution after clauses have been divided out. This is once again a substantive vote and requires a simple majority to pass. Just as in other forms of voting, if the resolution passes, it is adopted by the committee.

## PRECEDENCE

### GENERAL PRECEDENCE OF ALL MOTIONS

The general precedence of motions is specified as follows:

- A. Right of Reply
- B. Suspension of the Rules
- C. Extensions -- longest first
- D. Straw Poll
- E. Unmoderated Caucus -- longest first
- F. Round-Table -- longest speaking time first
- G. vModerated Caucus -- longest first, then by max number of speakers
- H. Other suspensions of the rules, entertained at Dais discretion
- I. Introduction of a Draft Resolution d. Introduction of an Amendment
- J. Tabling of Debate
- K. Resumption of Debate
- L. Closure of Debate/ Moving into Voting Procedure h. Suspension or Adjournment of the Meeting

In voting procedure, the motions will have the following precedence:

- A. Reordering of the Draft Resolutions
- B. Voting by Acclamation
- C. Division of the Question
- D. Voting by Roll Call