

WINTHROP UNIVERSITY
MODEL UNITED NATIONS

RULES OF PROCEDURE

Rules of Procedure

Revised Fall 2002

IT IS IMPERATIVE THAT EACH DELEGATE TO THE WINTHROP UNIVERSITY MODEL UN CONFERENCE HAVE A THOROUGH KNOWLEDGE OF THE RULES OF PROCEDURE. DELEGATES SHOULD BE ADEPT IN USING THESE IMPORTANT PRODCEDURAL RULES FOR THE FOLLOWING REASONS:

- A. General Assembly and Committee meetings will run smoothly and focus on substantive matters;
- B. Delegates will have a better understanding of the Conference and its proceedings; and,
- C. Knowledge and appropriate use of the Rules of Procedure is one criterion used in judging the delegate's overall performance.

ALSO, THE CHAIR AND VICE-CHAIR OF EACH RESPECTIVE COMMITTEE WILL HAVE FINAL SAY IN ANY AND ALL DISPUTES OVER THE INTERPRETATION AND IMPLEMENTATION OF THESE RULES.

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1. OFFICERS:

All officers are appointed their posts by the Secretariat for the duration of the conference.

2. POWERS OF THE CHAIR:

In addition to powers enumerated herein, the Chair has authority to:

- A. Declare sessions open and closed;
- B. Direct all discussions of the body;
- C. Call delegates to order if they exceed time constraints or make remarks irrelevant to the current discussion;
- D. Set time constraints on speeches and debates at discretion;
- E. Interpret these rules and rule on all Points of Order;
- F. Retain the right to speak, put questions, and announce decisions; and,
- G. Exercise control over all proceedings of the body to ensure the smooth functioning of the body.

3. CREDENTIALS:

All credentials of member-states and observers have been received by the Credentials Committee. No action may be taken with regards to credentials without a specific mandate from the Credentials Committee.

4. QUORUM:

One-third of the member-states constitutes quorum for debate in plenary and committee sessions. No body may come to a vote unless it has a majority of member-states present.

5. ESTABLISHING AND CHANGING THE AGENDA:

A. Committee Agendas:

After Roll-Call, the Chair will conduct a straw vote to decide the first resolution to be discussed. After said resolution has been disposed of by the body, a second straw vote will be held to decide the second to be discussed. This process is to be followed throughout conference.

B. Plenary Agenda:

At the beginning of the second Plenary session, the establishment of an agenda will proceed as in Committee session. The resolutions that are available to be discussed will be those that passed in previous Committee sessions, as amended, and any resolution deemed by the Secretary-General to be of major importance.

6. WITHDRAWAL AND INTRODUCTION OF RESOLUTIONS

At the discretion of the Chair, a member-state may withdraw a resolution that it has sponsored from the body until such time as the body has decided to discuss that resolution by a straw vote. Any resolution that has been withdrawn may be re-introduced by the sponsor at any time between resolutions. Both the motion to withdraw and re-introduce resolutions must be submitted to the Chair in writing.

7. SPEAKER'S LIST

The Speaker's List will consist of lists for speaking for, against, and to a resolution or amendment. The Speaker's List recorded by the Chair is the official Speaker's List by which the order of speakers will be determined. The Rapporteur of each Committee will also record a Speaker's List, but this list is solely for the convenience of the body.

Any member-state wishing to be added to, removed from, or moved on the Speaker's List must make such request to the Chair in writing.

8. TABLING AND RECALL

Any member-state may move to table a resolution. The tabling may be either until a specific time or indefinitely. This motion is in order until such time as the Chair closes debate on the resolution or amendment. Resolutions and amendments that are not tabled indefinitely may be recalled by the member-state who made the motion to table.

Both the motion to table and the motion to recall will be debated by two speakers for and two speakers against the motion, and will be decided by a majority vote. A motion to table or recall that fails to win a majority vote cannot be entertained again until after two speakers have spoken on the subject at hand.

9. AMENDMENTS

Any member-state may propose an amendment to a resolution from the Speaker's List. The written amendment must have been received by the Chair prior to the beginning of debate. At the Chair's discretion, the sponsor of the amendment may be given first right to speak for the amendment. No amendments may be amended. In Plenary sessions, amendments require five co-sponsors, and in Committee session, amendments require two co-sponsors.

10. FRIENDLY AMENDMENTS

An amendment to a resolution sponsored or co-sponsored by the sponsor of the resolution being discussed will become part of the resolution without vote, provided that the resolution has not been previously amended by other means. In Plenary session, friendly amendments are not in order at any time.

11. CLOTURE OF DEBATE

- A. Resolutions:
After three speakers have spoken for a resolution and three have spoken against, a motion for cloture is in order.
- B. Amendments:
Cloture of debate on an amendment is not in order until after two speakers have spoken for the amendment and two speakers have spoken against it.
- C. General:
The motion for cloture will be debated by one speaker for and one against. To pass, the motion must receive an affirmative vote by two-thirds of the body. If the motion fails, it will not be in order until after two speakers have spoken for and two have spoken against the amendment or resolution being discussed.

12. VOTES

Voting will be executed using either placard or roll-call votes. The mode of voting is at the Chair's discretion, but roll-call votes may be suggested by any member-state.

13. MAJORITY AND TWO-THIRDS VOTE EXPLAINED

For a matter requiring a majority vote, more than fifty percent of member-states voting yes or no must vote yes for that motion to be approved. Matters requiring a two-thirds vote require the consent of sixty-six and two-thirds percent or more of the member-states voting yes or no to be approved.

14. DIVISION

The motion to divide a resolution must be received by the Chair in writing, and is in order only after debate has been closed and before voting begins. The motion will be debated by one speaker for and one against, and requires a two-thirds vote. If the body consents to division, each operative clause of the resolution will be voted on separately. Finally, after all operative clauses have been voted on, the approved clauses will be voted on as a whole.

15. EXPLANATION OF VOTE

A member-state may explain its vote to the body during a roll-call vote. The intention to do so must be signaled to the Chair and the body by announcing that their vote is "with rights" at the time that they announce their vote.

16. CHANGES OF VOTE

Member-states may change their vote only in the case of roll-call votes. Votes may only be changed from the time the last vote is announced or the last speaker has explained their vote, whichever occurs last, to the time the Chair announces the vote. Member-states may only change their vote once per voting procedure.

17. POINT OF ORDER

A point of order is in order at any time when the rules of procedure have been violated, and will be ruled on immediately by the Chair.

18. POINT OF INFORMATION

A point of information is order only when no one has the floor, and takes the form of a question directed at the Chair or another delegate who has just spoken before the body. When a point of information is directed at a delegate, the delegate has the option to either yield or not yield to the point.

However, if the delegate chooses not to yield to two points of information, any remaining points of information that delegate would have otherwise been afforded will be forfeited.

19. RIGHT OF REPLY

At the Chair's discretion, any member-state may be granted the right to reply to answer any serious insults or injuries that would tarnish the dignity of the delegate or the member-state which that delegate represents.

20. APPEALS

Any decision of the Chair may be appealed, with the exception of decisions which are at the Chair's discretion. The delegate asking for and making the appeal will speak for the appeal, while the Chair or the Chair's appointed representative will speak against it. To overturn the Chair's decision, two-thirds of the body must vote in favor of the appeal.

21. RECESS AND ADJOURNMENT

The motion for recess or to adjourn is in order at any time and is not debated. A majority vote is necessary for the motion to pass; however, entertainment of this motion is at the discretion of the Chair.

22. IMPORTANT QUESTION

A resolution may be deemed an important question by a majority vote of the body. This motion is in order only before the first speaker is called to the podium to speak on the resolution. It will be debated by two for and two against. If the motion passes, the resolution will require a two-thirds vote to pass, as put forth in Article 18 of the Charter of the United Nations. No resolution in Committee Session can be deemed an important question, only those resolutions debated in Plenary Session.

23. ALTERATION OF RULES

This motion is only in order after a request for such a motion is made by the Chair. It is not debated, and requires a two-thirds vote to pass.

24. PRIORITY OF RULES

The priority of rules are as follows:

- A. Winthrop University Model United Nations Rules of Procedure;
- B. The Charter of the United Nations; and,
- C. Any subsequent rulings by the Secretary-General.

25. LIMIT OF DEBATE

Unless specifically determined otherwise by the Chair, the limit of debate on one resolution is set at two hours. At the end of this limit, debate will cease, any amendments on the floor will be voted on, and the body will move into an immediate vote on the resolution at hand.

26. POINT OF PERSONAL PRIVILEGE

A point of personal privilege is in order at any time, but this right should only be invoked under genuinely intolerable situations.

27. YIELDING

A delegate who completes a speech before his or her time has expired has the option to yield the remaining time to another delegate. The delegate to whom time is yielded forfeits his or her position on the Speaker's List and must be in the same column in the Speaker's List as the yielding delegate. The delegate to whom time is yielded cannot yield any remaining time to a third delegate.

Whenever time is yielded, the two delegates will be regarded as one speaker for the purposes of procedural matters (*i.e.* points of information, number of speakers for cloture, *et cetera.*)

28. DRESS CODE

Delegates and pages should dress in professional business attire. So-called “national costumes” are not appropriate in this forum and will not be tolerated.

29. CAUCUS

Any member-state may, when recognized by the Chair, ask for a caucus, all of which will be unmoderated. Entertainment of this motion is at the Chair’s discretion, and, whereas the delegate asking for this caucus is asked to specify a time limit for the caucus, the Chair is reserved the right to grant time limits that are longer or shorter than the limit initially asked.

30. PRECEDENCE

Precedence of motions and debate is as follows:

- A. point of order
- B. point of personal privilege
- C. motion to recess or adjourn
- D. motion to appeal the Chair
- E. motion to table
- F. cloture of debate
- G. debate of amendment
- H. debate of resolution
- I. withdrawal or reintroduction of resolution
- J. division
- K. important question
- L. point of information
- M. motion for caucus
- N. explanation of vote
- O. change of vote
- P. alteration of rules