

Miami Dade Model UN Conference

Rules of Procedure

INTRODUCTORY REMARKS

RULE 1. OFFICIAL AND WORKING LANGUAGE

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

RULE 2. DECORUM

Delegates are to maintain a professional demeanor at all times, and follow instructions from conference staff. Those who do not obey directions will be dismissed from the conference.

II. SECRETARIAT

RULE 3. STATEMENTS BY THE SECRETARIAT

The Secretary-General or his/her representative may make oral as well as written statements to any committee concerning any issue.

RULE 4. GENERAL FUNCTIONS OF THE SECRETARIAT

The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions, rule on points or motions, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his or her duties to another member of the committee staff. All procedural matters in committee are subject to the discretion of the Chair. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

III. AGENDA

RULE 5. AGENDA

The Secretary-General or his/her representative shall communicate the agenda to the delegates before the conference.

RULE 6. REVISION OF THE AGENDA

Additional items of an important and urgent nature may be placed on the agenda during a regular session by the Secretary-General, who may do so at his/her discretion. This is most common in the Security Council.

IV. CONDUCT OF BUSINESS

RULE 7. 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 a request in writing to the dais.

RULE 8. LIMITATION OF SPEAKING TIME

The Chair may limit the time allotted to each speaker. However, delegates can move to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order without delay.

RULE 9. SPEECHES

No delegate may address the body without permission from the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion. The automatic default time for speaking is 90 seconds.

RULE 10. YIELDING TIME

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

Yield to another delegate. His/her remaining time shall be given to another delegate. It is not mandatory for a delegate to announce he will yield his remaining time to another delegate before giving his speech.

Yield to points of information. Delegates shall be selected by the Chair to ask one question per speech. 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. It is not mandatory for a delegate to announce he will yield to points of information before giving his speech.

Yield to the Chair. Such a yield should be made if the delegate does not wish to yield his/her time to questions or to another delegate. The Chair shall then move on to the next speaker.

Once a delegate yields his/her time, the second delegate (the one who has been yielded to) may not yield any remaining time.

RULE 11. RIGHT OF REPLY

The Chair may recognize a Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair and may only be granted after a speech is finished. While granting Right of Reply is at the sole discretion of the Chair, afterward the Chair shall inform the Secretary-General of the circumstances surrounding the Right of Reply as submitted, regardless of whether it is granted. No ruling on this matter is subject to appeal.

RULE 12. APPEAL THE CHAIR'S DECISION

An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate must send a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Director-General who will decide if the appeal will be considered. Once the motion is acknowledged, the Director-General will hear from both the delegate and the Chair before making a decision.

V. POINTS

RULE 13. POINT OF PERSONAL PRIVILEGE

During the discussion of any matter, a delegate may raise a Point of Personal Privilege and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal comfort (i.e. room is too warm/cold) or safety and/or the well-being of the members of the committee. The Chair may refuse to recognize a Point of Personal Privilege if the delegate has not shown proper restraint and decorum, or if the point is dilatory in nature.

RULE 14. POINT OF ORDER

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the observance of the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the substance of the matter under discussion. The Chair may refuse to recognize a Point of Order if the delegate has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature.

RULE 15. POINT OF INFORMATION (QUESTION TO OTHER DELEGATES)

After a delegate gives a speech, and if the delegate yields his or her time to Points of Information, one Point of Information (a question) can be raised by delegates from the floor. The speaker will be allotted the remainder of his or her speaking time to address Points of Information. Points of Information are directed to the speaker and allow other delegations to ask questions in relation to speeches and resolutions.

RULE 16. POINT OF INQUIRY

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification on procedure. A Point of Inquiry may never interrupt a speaker.

VI. MOTIONS

RULE 17. SUSPEND DEBATE (MOTION TO CAUCUS)

Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or unmoderated caucus. This motion requires a majority vote.

Moderated Caucus: The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus, as well as an express purpose for the caucus. (e.g., "The country of [country name] moves for a five-minute moderated caucus with a 30-second speaking time, for the purpose of discussing [subtopic]."). During moderated caucuses, the chair shall recognize delegates for remarks without the use of a speakers list and yields shall be out of order.

Unmoderated Caucus: The recommendation for an unmoderated caucus requires a time limit to be made (e.g., "The nation of [country name] moves for a 10-minute unmoderated caucus."). Unmoderated caucuses allow delegates to have informal discussions.

RULE 18. CLOSURE OF DEBATE

A delegate may at any time move for the closure of debate on the item under discussion, after which debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing

the closure, after which the motion shall be immediately put to a vote. This motion requires a two-thirds majority decision. Upon passage of this motion, the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The committee shall also close debate and move into voting procedure when the speakers list has been exhausted, however, the Chair may rule the closure of debate out of order if he/she believes there has not been adequate discussion on the topic.

RULE 19. ADJOURNMENT OF THE MEETING

During the discussion of any matter, a delegate may move to adjourn the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

RULE 20. ORDER OF PROCEDURAL MOTIONS

The motions below shall have precedence in the following order over all other proposals or motions before the committee:

Point of Personal Privilege

Point of Order

Point of Inquiry

Point of Information

Introduction of a Draft Resolution

Motion to Suspend Debate

Motion for Closure of Debate

Motion to Adjourn the Meeting

VII. RESOLUTIONS

RULE 21. SUBMISSION OF DRAFT RESOLUTIONS AND AMENDMENTS

Draft resolutions and amendments shall be submitted to the Director. All submissions must have the proper number of signatures (20 percent of countries present in committee). The Chair may permit discussion and consideration of proposals and amendments once approved, even if the documents have not been circulated through the committee. Delegates may request and the Chair shall provide the number of countries equal to 20 percent in that committee at any time.

RULE 22. INTRODUCING DRAFT RESOLUTIONS

Once the Director has approved a draft resolution and the draft resolution has been copied and distributed, a delegate may raise a motion to introduce the draft resolution. The motion is automatically approved and does not require a vote. The content of the introduction shall be limited to reading aloud the operative clauses of the draft resolution. Such an introduction shall be considered procedural in nature, hence yields and comments are out of order. After the draft resolution is introduced, the Chair will move into a five minute moderated caucus. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list and yields.

RULE 23. AMENDMENTS

Both friendly and unfriendly amendments require the approval of the Chair. An amendment is considered friendly if all 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 of 20 percent of the committee. Amendments to amendments are out of order.

VIII. VOTING

RULE 24. METHODS OF DECISION

All procedural decisions, except for the closure and adjournment of debate, shall be made by a simple majority of the delegations present. Delegations physically present in the committee may not abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the passage of all resolutions and amendments in the Security Council requires nine affirmative votes and an affirmative vote or an abstention on the part of all five permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom).

RULE 25. VOTING RIGHTS

Each present delegation shall have one vote. Observing nations and nongovernmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No or Abstain. On procedural motions, members may not abstain.

This conference does not recognize Voting with Rights.

RULE 26. CONDUCT WHILE IN VOTING PROCEDURE

After the Chair has announced the beginning of voting, only Conference Staff may enter or leave the room, and no representative shall interrupt the voting except on a Point of Personal Privilege, Point of Inquiry or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden. If a delegate must leave the room during voting, they may not return until voting procedures have concluded. A member of the staff will secure the doors during voting procedure.

RULE 27. METHOD OF VOTING

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll-call vote on substantive matters. The roll-call vote shall be taken in alphabetical order of the English names of the countries present.

During a roll-call vote, delegations may answer with an affirmative vote, a negative vote or an abstention (when appropriate), or they may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, at which time they may only answer with an affirmative or negative vote.

RULE 28. ORDER OF DRAFT RESOLUTIONS

If two or more draft resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted.

In the case that two conflicting resolutions are passed, the second one will hold.

RULE 29. VOTING ON UNFRIENDLY AMENDMENTS

During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the committee shall first vote on the amendment that creates the greatest change to the draft resolution, as deemed by the Chair, and then the amendment that creates the second greatest change to the resolution. This process continues until all amendments are voted upon. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. Amendment voting is a substantive procedure and adoption requires the simple majority consent of the delegations present.

RULE 30. PASSAGE OF RESOLUTIONS

If a vote does not result in a simple majority in favor, the resolution shall be regarded as rejected.

Abstentions do **not** count as votes, and will not be considered in whether or not a resolution's vote passes.

*Exceptions: The Security Council requires nine affirmative votes for the passage of resolutions and amendments. In addition to the nine affirmative votes, an affirmative vote or an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America and United Kingdom) is required for the passage of all resolutions and amendments.

This conference does not recognize division of the question.

IX. SUSPENSION OF THE RULES

RULE 33. SUSPENSION OF THE RULES

These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.