

LahnMUN 2017

MUNs' Rules of Procedure

General Guide

United Nations Society Marburg e.V.

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Rules of Procedure

This document contains the *Rules of Procedure* for LahnMUN 2017. To make life a lot easier on you, we are providing you with a narrative explanation of the rules, a detailed explanation of the individual points and motions, as well as some overviews and diagrams (annex). You will find this narrative explanation of the rules also in the Conference Handbook, which every Delegate receives at the registration on the first day of LahnMUN 2017. Do not hesitate to contact the Conference Management prior to and while LahnMUN, whenever you encounter any question concerning the rules or if you like to see the more formal version of the rules in the charter-like structure which can be rather hard to decipher in some instances. During the conference, both your committee's Chairs and the staff at the conference office are there for assistance.

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A Narrative Explanation of the Rules of Procedure

This text is designed to give you an outline of the general proceedings at the LahnMUN Conference and other Model United Nations. Therefore we have tried to give this text a structure that is as linear as possible in order to provide beginners with an idea of what to expect. Another excellent explanation of the *Rules of Procedure* may be found on the homepage of HamMUN (www.hammun.de), as they have included little dialogues for each motion and action to be taken during session, and they have produced a very comprehensive and precise description of the rules.

How to start a session

Before a session starts a nation may move for a minute of silent prayer that is then executed. Each session will be opened by the Chair of the committee. First, there will be a *roll call* in alphabetical order. Each nation is required to state whether it is '*present*' or '*present and voting*'. Nations that are '*present and voting*' may either vote '*yes*' or '*no*' on substantial questions, those nations that are '*present*' may also abstain. Substantial questions concern the votes on resolutions. In a procedural vote you may only vote either with '*yes*' or '*no*'. Procedural questions are all points or motions on the floor.

The Chair also declares the speakers' list to be opened. This is the opportunity to rise your placard and to be put on the speakers' list. No nation will be put on the speakers' list twice. Only after a nation has delivered its speech it may move to be set on the speakers' list again. If you would like to be set on the speakers' list again or have not been on it at all but you would like to make a contribution now, you can simply send a letter up the Chair. »Nation X wishes to be set on the speakers' list« is the appropriate sentence to use. Please note that you can be put on the speakers' list whenever you have something to say.

Motion you can entertain before the session starts

- *Minute of Silent Prayer: » I move for a minute of silent prayer ... (e.g. for the victims of landmines). «*

How to address someone

During the session you will frequently have to address someone, be it in order to talk to him or to refer back to a speech held or to ask about something. The correct address of the Chair is »Distinguished Chair« or »Distinguished Mr. /Madam President«. The correct address of another delegate is »Honorable fellow delegate« or »Honorable delegate of (e.g. Canada)« .

Please begin all your speeches in a formal debate with an address to the Chair and to the other delegates and also stick to this very polite form when things get a bit rough.

Formal Debate

After the roll-call and the establishment of the speakers' list, the Chair will declare the session to be in formal debate. In formal debate you will hold and hear speeches from different delegates on



the topic under discussion. The length of the speeches depends on the speakers' time. The speakers' time can be set with the motion setting of *speakers' time*. This motion requires a debate (i.e. 1 delegate will speak in favor of the motion and one will speak against it), the committee decides upon the motion via a simple majority. Please, consult the table on page 13 for an overview of the required debates and majorities of the motions.

There is basically no chance of answering directly to a question asked or a statement made by a delegate. If you want to refer to a speech held, you will have to hold a speech yourself. You may only speak directly to a delegate when that delegate has insulted your delegation (*Right of Reply*) or you can ask a question when a delegate has not used up all of his/her speaking time and is open to points of information. If someone has not used up all the speaking time, the Chair will ask whether the speaker is open to points of information. If this is the case the Chair will ask the plenary to ask questions. Then you may raise your placard and ask a question after you have been called to do so by the Chair (*Point of Information*).

The first thing to do in a formal debate is to set the agenda. Usually you will have two or more topics on the agenda of your committee. You will have to make up your mind about which topic is most important for your country. A country can state its preferences by holding a speech or you can debate the order of the agenda in a caucus (the caucus is discussed below); please note that you may not speak on the substance of the topic while being in the process of the *agenda-setting*. All speeches that are delivered prior to the agenda-setting will have to be on the order of the agenda. If you have made up your mind of your preferences you can move to set the agenda (*Setting of the Agenda*).

After the agenda has been set substantial speeches will be held by delegates and motions will be entertained. A few motions have already been mentioned, that is the *Right of Reply*, the *Setting of the speakers' Time* and the *Point of Information*. Frequently one delegate or the other may not know how to proceed with a matter or how to introduce a certain motion. Then you may rise to a *Point of Information* to the Chair. This is a way of asking the Chair about procedural matters. Obviously, this motion does not exist at the United Nations. However, as LahnMUN is there to give you the possibility to learn all the rules, we explicitly invite you to use this motion as often as is required.

Sometimes a delegate representing another nation may make a procedural mistake or will violate diplomatic conduct. Sometimes even the Chair could do a mistake. Then you can point this out to the Chair by rising to a *Point of Order*. The Chair will then decide whether your *Point of Order* was all right or not. If you believe that a ruling of the Chair was not correct (e.g. because he was not granting a caucus or refused to entertain a motion), you can *Appeal to the Decision* of the Chair. Please bear in mind that this motion is only to be used if a Chair's ruling was absolutely not in order; please do not use this motion to obstruct the working of the committee. With this motion you leave the question, whether the ruling of the Chair was correct or not to the plenary, which then votes on the Chair's decision. If you ever want to point out something to the Chair or have a question of minor importance you may as well send a letter up to him/her or approach the dais during a caucus.



Motions you can entertain during formal debate:

- *Setting of speakers' Time: »I move to set the speakers-time to (1, 3, 5 etc. minutes). «*
- *Setting the Agenda: »I move to set the agenda in the following order (e.g. topic 2, topic 3, topic 1). «*
- *Right of Reply: »I move for a right of reply. «*
- *Point of Information to the Chair: »I rise to a point of information to the Chair. «*
- *Point of Order: »I rise to a point of order«*
- *Appeal to the Decision of the Chair: »I move to appeal to the decision of the Chair to (specify the decision). «*

How to get into Caucus

As you have seen above formal debate is heavily regulated and it leaves virtually no room for discussions. In order to negotiate on a working paper or to clarify points or to research a few points that have suddenly become important, you may wish to interrupt the formal debate. This is done by introducing a *caucus (motion to suspend the meeting for an un-moderated caucus)*. The suspension of the meeting needs to be voted upon and will be executed when a majority of the delegates has agreed to have a caucus.

Although a caucus is not regulated, which means that there are no rules how to speak or when or in what order, there are still a few *codes of conduct* to observe. Please, be reminded that a delegate has to be addressed in the right way also during caucus (see above). Please, also observe the length of the caucus. It may be used tactically against you when you get back into the session room too late. The Chair will always post the time you are due back. If you feel that you need more time in caucus, you will have to get back into formal session first and then move for another suspension of the meeting for the purpose of caucus.

If you like to discuss a specific aspect of the topic with the whole committee in a more structured way than in the usual caucus, you may bring in the motion for a *moderated caucus*. Therefore, please define in your motion the specific aspect you like to discuss, the speakers' time within the moderated caucus and who should manage the moderated caucus. You may ask the Chair or any delegate of the committee to moderate the caucus.

Motions you can entertain to get into un-/moderated caucus:

- *Motion to suspend the meeting for un-moderated caucus: »I move to suspend the meeting for the purpose of un-moderated caucus for (e.g. 10 or 45) minutes. «*
- *Motion to get into moderated caucus: »I move to suspend the meeting for the purpose of a moderated caucus for (e.g. 10 or 45) minutes about (the specific aspect 1, aspect 2, aspect 3 etc. of the topic), with a speakers time of (e.g. 1, 3, 5 etc. minutes), under the presidency of (the Chair, the honorable delegate of country A, B, C etc.). «*

How to produce a draft resolution



The purpose of the formal and informal debates is the production of a working paper on the topic under debate. A working paper is nothing more than a draft of a resolution. Working papers look the same as a resolution; the only difference is that they are still worked on. Usually countries with similar ideas about the topic get together to work on the paper and then go about lobbying for their ideas.

Frequently, another country will come along and agree to a few points on your paper and suggests adding something or changing one clause or the other. Those ideas can be incorporated in your working paper in basically three different ways. If you have not yet handed the working paper in to the Chair, you can simply change everything that finds consensus of all states working together with you. However, at a given time you may have handed in the working paper because you believe that it is good as it is. In order to be able to hand it in, you need a few signatures of states that agree to your paper. You need at least three sponsors (that is the delegates who have worked out the paper and are responsible for it) and one quarter of the whole amount of delegates in your committee as signatories (delegates who agree that this paper should be debated in front of the committee). The Chair will then give the paper a code and will publish it, so that all delegations know what it is about. When the paper has received a code it is referred to as draft resolution. A draft resolution “belongs” to the whole committee, not only to its sponsors.

At this stage you can still amend the paper. This is done either through a “friendly” or an “unfriendly” amendment. A friendly amendment is one that the sponsors of the paper agree to and hand in themselves. An unfriendly amendment is one that the sponsors do not agree to and is handed in by somebody else. An unfriendly amendment also needs a sponsor and one quarter of the delegates as signatories. Friendly amendments will be adopted automatically; unfriendly amendments need to be voted upon.

As soon as the plenary moves into voting-procedure no working papers can be handed in anymore and all papers on the floor (that means papers that have been handed in and have been given a code by the Chair) are voted upon.

How to write a resolution

Probably a few of you have already written resolutions at previous MUNs. Those don't need to read further and can go on to the next section. For all of you who are new, we would like to make your life at our MUN a lot easier by explaining how to write a resolution.

The first step to a resolution passed in a UN body is a working paper. Form and content of a working paper are the same as in a draft resolution or in a resolution. The working paper is the first stage of production; it is the draft that is written by delegates during caucus and sometimes even during formal debate. The working paper will contain all the ideas you have concerning the topic. As soon as you have put your ideas on paper you will go about lobbying for your paper, you will have to find allies and supporters. Frequently somebody will tell you that he likes your paper, but nevertheless would like to change one or two things. You can then decide whether to negotiate on his proposals or not. However, you will never be able to retain your original



wording if you look for support, and it will only make your paper better the more ideas and proposals you have incorporated. Nevertheless, your original idea will also be watered down by the incorporation of other delegate's wishes.

The entire resolution consists of one long sentence, with commas and semi-colons throughout, only one period at the very end and is subdivided in a head, preamble clauses and operative clauses. Working papers should be single-spaced, with each line numbered in the left-hand margin. The first word in each clause should be underlined or put in *italics*.

Each Resolution has a head consisting of the following:

- *CODE: (will be assigned by the Chair)*
- *COMMITTEE: E.g. General Assembly Plenary*
- *TOPIC: (fill in the topic currently under debate)*



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- *SPONSORS: ...*
- *SIGNATORIES: ...*

Next comes once again the name of your committee:

- *The General Assembly, ...*

Then you continue with the preamble clauses. Preamble clauses contain the following aspects:

- *reference to the topic*
- *reference to the occasion of consideration of the topic*
- *reference to recent incidents, and recent developments*
- *reference to previous resolutions*
- *reference to treaties and declarations and principles*
- *reference to the UN Charter*
- *call on the attention of parties involved in the negotiation, or dispute, or issue at hand*

Each preamble clause begins with a participle; you may use one of the following phrases. Always underline this first phrase, or put it in italics.

- *Affirming*
- *Deeply disturbed*
- *Guided by*
- *Alarmed by*
- *Deeply regretting*
- *Having adopted*
- *Having considered*
- *Observing*
- *Having considered further*
- *Aware of*
- *Emphasizing*
- *Having devoted attention*
- *Believing*
- *Expecting*
- *Realizing*
- *Bearing in mind*
- *Having examined*
- *Recalling*
- *Confident*
- *Having studied*
- *Recognizing*
- *Contemplating*
- *Fulfilling*
- *Having heard*
- *Convinced*
- *Fully aware*
- *Having received*
- *Declaring*
- *Fully alarmed*
- *Keeping in mind*
- *Deeply concerned*
- *Fully believing*
- *Noting with regret*
- *Deeply conscious*
- *Further deploring*
- *Noting with satisfaction*
- *Deeply convinced*
- *Further recalling*
- *Noting with deep concern*
- *Taking note*
- *Welcoming*
- *Desiring*
- *Noting further*
- *Seeking*
- *Referring*



Each preamble clause is followed by a comma. Following the preamble clauses are the operative clauses. The operative clauses contain amongst other things:

- *recommendations for specific action*
- *statements of opinions*
- *calls for negotiations*
- *requests of considerations*

Each operative clause is introduced by an active, present tense verb. Again, underline the first phrases. Sample phrases:

- *Accepts*
- *Affirms*
- *Approves*
- *Authorizes*
- *Calls*
- *Calls upon*
- *Condemns*
- *Confirms*
- *Considers*
- *Declares accordingly*
- *Deplores*
- *Designate*
- *Draws attention*
- *Emphasizes*
- *Encourages*
- *Endorses*
- *Expresses its hope*
- *Further invites*
- *Further proclaims*
- *Further recommends*
- *Further reminds*
- *Further requests*
- *Further resolves*
- *Notes*
- *Proclaims*
- *Reaffirms*
- *Recommends*
- *Regrets*
- *Reminds*
- *Requests*
- *Resolves*
- *Solemnly affirms*
- *Supports*
- *Takes note of*
- *Urges*

Each operative clause is followed by a semi-colon, and the last clause is followed by a full-stop. The complete text (i.e. each line) except the head needs to be numbered.

How to end formal debate

When a couple of working papers have been produced, negotiations have come to a close and you've got the feeling that the current topic has been dealt with, you may wish to end formal debate and caucus in order to move into voting procedure. There are a few different possibilities to end formal debate. One possibility is to let the speakers' list run out. As soon as the last speaker on the list has finished his or her speech the assembly automatically moves into voting procedure. However, if there are still speakers on the speakers list, you can either close debate or close the speakers' list. The *Closure of the Speakers' List* means that those entire delegates still



on the list may speak, but no new speakers will be admitted and thus the speakers' list will run out. If the speakers' list has been closed and new aspects of debate arise that need discussion you can also move to re-open the speakers-list.

The *Closure of Debate* will be voted upon and means that you directly delete all speakers from the speakers' list and move into voting procedure.

Another possibility is to *Adjourn the Debate*. This is done if no consensus on any working paper can be reached or the debate is made impossible due to other reasons. If the debate is adjourned the plenary will move directly to the next topic on the agenda without voting procedure. The last motion belonging to this complex is the motion to *Adjourn the Meeting*. With this motion you end not only the debate on a specific topic but the session altogether. Usually this is in also done at the United Nations at the end of a session or conference until the body will reconvene in the next year. At MUNs this is used to finish the session altogether.

Motions you can entertain to end the debate (on a topic):

- *Closure of the debate: »I move to close the debate. «*
- *Closure of the speakers' List: »I move to close the speakers' list. «*
- *Re-opening of the speakers' list: »I move to re-open the speakers' list. «*
- *Adjournment of the debate: »I move to adjourn the debate. «*
- *Adjournment of the meeting: »I move to adjourn the meeting. «*

How to vote

Once your committee has produced at least one draft-resolution, you will have to vote upon that. During the vote special regulations apply. One regulation prohibits talking, note-passing, leaving or entering the room. Once the room is locked during the voting procedure you can only stay inside and vote. The vote cannot be interrupted. Only the points and motions listed below may be introduced during voting procedure.

Everybody present in the room has, at the beginning of the session, stated whether he or she is present or present and voting. If you are present, you may abstain during the vote on an amendment or on a resolution, if you are present and voting you may only say either 'yes' or 'no'. You vote by holding up your placard, except in a *Roll-Call Vote*. A roll-call vote has to be demanded by a delegate and will come immediately into effect. Then the Chair will call on each and every delegate in the committee and note the vote taken -please consider that a roll-call vote might take a huge amount of time, especially in large committees.

First of all the assembly will vote on all amendments to a working paper. The amendment that will alter the paper most severely will be voted upon first, and then all the others follow. After all amendments have been voted upon, the paper is voted upon as a whole.

There are two other possibilities to take clauses out of their original context. One opportunity is the *Motion to Vote Clause by Clause*. This means that each and every operative clause is voted upon and is thus kept or thrown out. In the end the paper is voted on as a whole.

A means to single out certain phrases is the *Motion to Divide the Question*. The division of the question is a difficult one and consists of two parts: In the first (*procedural*) vote the assembly



decides whether a clause shall be divided out or not. Delegates may either vote with *yes* or *no*. If this vote passes (the majority is in favor of dividing out a clause) the next vote is cast on whether the clause divided out shall be removed from the paper all together or whether it shall be divided out and be added to the resolution as an annex, which makes it much more important. This second part of the division is a substantive part and therefore delegates who are not present and voting may abstain. If the assembly decides to divide out a few operative clauses and also decides to keep them as an annex, these clauses will be put on a separate piece of paper together with the preamble clauses of the original draft resolution and it will be published together with the original resolution. A little diagram in Appendix B shall help you with this motion.

Motions you can entertain during voting procedure:

- *Roll-Call Vote: »I move to vote by roll-call. «*
- *Vote Clause by Clause: »I move to vote Clause by Clause. «*
- *Division of the Question: »I move to divide out operative clauses number (e.g. 3, 5 and 6). «*
- *Point of Order*
- *Point of Information to the Chair*
- *Motion to appeal to the decision of the Chair*



Points and motions explained individually

Minute of Silent Prayer or Meditation

The Minute of Silent Prayer or Meditation may only be introduced at the very beginning of the first session, prior to the roll-call. It is possible, yet not necessary to specify a certain dedication (e.g. for the victims of HIV/AIDS). This motion is not voted upon, and the Chair decides whether he/she approves the motion.

Point of Order

Should an error in procedure occur, you may rise to a Point of Order. In order to distinguish a Point of Order from an ordinary motion delegates shall call out “Point of Order” while rising their placards.

Right of Reply

If another delegate insults your delegation/country during a speech you may ask for a Right of Reply. In most cases, you will need to explain briefly your request to the Chair, who will then decide upon the motion. If the right of reply is accepted you will be granted a certain amount of time for an answer to the speech in question. Note: You may not use a right of reply for a general speech or an insult in reciprocity. Under Rule 21, any decision of the Chair in a right of reply is not subject to appeal.

Appeal of the Chair

Should the Chair decide against the willing of the body, it may decide to challenge this decision by putting it to a vote. This is done via the Motion to Appeal to the Decision of the Chair. It is a simple majority vote and does not require debate.

Suspension of the Meeting

In order to enter informal debate (un-moderated caucus) you will use the Motion to Suspend the Meeting. Delegates need to specify either a point in time («... until 10.00 am») or an amount of time (« ... for 15 minutes»). In moderated caucus delegates have to specify the topic for the caucus, the speakers’ time and the moderator. This is a simple majority vote and does not require debate.

Adjournment of the Meeting

This motion is used to end the session; hence the Chairs will not accept it prior to the last day of conference. This is a simple majority vote and does not require debate.

Adjournment of the Debate



This motion, if passed, will end the debate on the current topic without any vote on draft resolutions. It will be entertained when the committee is not able to find a consensus on the issue under debate. This motion requires two speakers in favor and two against and is decided upon by a simple majority. Note: You might re-open the debate on an issue that was closed via this motion (also see below).

Closure of Debate

In order to enter directly into voting procedure (therewith skipping the list of speakers), the Closure of Debate is introduced. Given its serious implications for the course of debate, requirements for passing are rather high. Two speakers will be allowed to speak opposed to closure of debate and the motion requires a two-thirds majority to pass.

Roll Call Vote

Vote via roll call instead of vote by show of placards is neither debated nor voted upon but will be executed as soon as one delegate introduces it. Applicable in voting procedure only.

Vote Clause by Clause

Vote clause by clause (i.e. operative clauses are voted upon separately) is neither debated nor voted upon but will be executed as soon as one delegate introduces it. Applicable in voting procedure only.

Division of the Question

See Appendix B.

Reconsideration

Agenda items that have been adjourned without vote (see above) can be re-opened with this motion. This motion requires two speakers opposed and is decided by two-thirds majority.

Setting of Speakers' Time

With this simple majority vote, the amount of time granted to each speaker is set. The motion requires one speaker in favor and one opposed.

Closing/Re-opening Speakers' List

By closing the speakers-list, the assembly limits formal debate on the current topic to those speakers already on the list; no new speakers will be added. If new points arise in the debate, the body may consider re-opening the list. Both motions do not require debate and are decided via simple majority.



Specific Committee Rules - Security Council:

Voting at the Security Council

In accordance with Article 27 of the Charter of the United Nations, all votes on procedural matters require a majority of nine votes in favor.

All votes on any other matters require a majority of nine votes in favor, including the concurring votes of all permanent members. If one of the five permanent member votes against a draft resolution, amendment or on any other substantial matter, that item, you have voted upon, fails, by reason of the veto right of the permanent member.

Motion to declare the vote substantial

This is a motion which may only be used by the permanent members of the Security Council. It may be entertained on any procedural motion.

The aim of the motion is to change the required vote on the procedural motion into a substantial vote. On a substantial vote, all delegates who are “present” may abstain, and, even more important, the required majority for that motion to pass is nine including all permanent members. This gives the five permanent members the possibility to veto a customarily procedural motion.

As soon as any permanent member introduces this motion, the other (procedural) motion is thereby declared substantial. The Chair will ask then, whether there is any objection to declare the motion substantial. If there is objection you will vote on whether to re-declare the motion procedural. If you want to have a procedural vote on the motion you have to vote in favor, if you want to have the motion substantial you have to vote against.

The difficulty is, that the vote to re-declare the motion procedural is a substantial vote (with all consequences, including the right to veto that decision).



Appendix A: Overview in Order of Precedence

This is an overview over all points and motions you might use during LahnMUN. Additionally, this list constitutes the order of precedence. When more than one motion is on the floor, the Chair will entertain them in order of precedence.

Motion	Purpose	Debate	Vote
Minute of Silent Prayer	Minute of Silent Prayer	None	None
Point of Information to the Chair	Question to the Chair	None	None
Point of Order	Correct an error in Procedure	None	None
Right of Reply	Reply to an insult	None	None
Appeal of the Chair	Challenge a decision of the Chair	None	Majority
Suspension of the Meeting	Recess Meeting	None	Majority
Adjournment of the Meeting	End Meeting	None	Majority
Adjournment of Debate	End the debate without substantive vote	2pro/2con	Majority
Closure of Debate	Move to immediate vote	2con	2 / 3 r d s majority
Declare an Important Question	All substantive votes require 2/3rds majority	2pro/2con	Majority
Roll Call Vote	Vote by roll call	None	None
Clause by Clause	Vote clause by clause	None	None
Division of the Question	Divide out part of the resolution	2pro/2con	Majority
Reconsideration	Re-open debate on issue	2con	2 / 3 r d s majority
Set the Speakers' Time	Set or change speakers' time limit	1pro/1con	Majority
Close Speakers' List (also applies to re-opening list)	No additional speakers added to list	None	Majority
Amending/Setting the Agenda	Amending or setting the agenda	None	Majority



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Appendix B: Diagram: Division of the Question

The division of the question consists of two parts: In the first (procedural) vote the assembly decides whether a clause shall be divided out or not. A debate is required for this vote, the Chair will ask for two delegates each to speak in favor and against dividing out the clause under consideration. Please note that you may only speak procedural on this question, you may not touch the content of the clause!

Since it is a procedural vote, delegates may either vote with *yes* or *no*. If this vote passes (the majority is in favor of dividing out a clause) the next vote is cast on whether the clause divided out shall be removed from the paper all together or whether it shall be added to the resolution as an annex which makes it much more important. This second part of the division is a substantive part and therefore delegates who are not present and voting may abstain. If the assembly decides to divide out a few operative clauses and also decides to keep them as annex, these clauses will be put on a separate piece of paper together with the preamble clauses of the original draft resolution and it will be published together with the original resolution.

