

MIMUN Rules of Procedure: Long Form

The Long Form is the official wording of the rules by which MIMUN committees conduct themselves.

SECTION 1: INTRODUCTION

Rule 1.1: Scope

The rules of procedure contained in this handbook are the official rules of procedure of the Mexico City International Model United Nations (MIMUN). They are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of the session. No other rules apply to all delegates at MIMUN.

Rule 1.2: Model United Nations Development Organization, Inc.

MIMUN is a program of the Model United Nations Development Organization, Inc. (MUNDO), an educational social enterprise. MUNDO is managed by a Board of Managers.

Rule 1.3: Language

English will be the official working language in committees at MIMUN unless otherwise specified in the committee rules. All speeches and documents presented in another language will be ruled out of order unless it is accompanied by a written English translation.

Rule 1.4: Sessions

The commencement and adjournment of the session each year shall be declared by the Secretary-General. All general sessions of meetings shall be held in public unless it is decided otherwise by the committee, using a Motion for a Closed Session (see Rule 4.21).

SECTION 2: DELEGATIONS AND CREDENTIALS

Rule 2.1: Delegations

The composition of a member state's diplomatic delegations will be represented by either one or two delegates on each committee of which it is a member and one vote on each committee. No delegation may cast a vote on behalf of another country.

Rule 2.2: Credentials

The credentials of delegates and the names of members of a delegation shall be submitted to the Undersecretary General of Committees before the opening of the session, for accreditation by the Secretary-General. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General and the Master Sergeant-at-Arms.

During the conference, Sergeants-at-Arms or any representative of the Department of Protocol appointed by the Master Sergeant-at-Arms reserves the right to inspect the credentials of all delegates.

Rule 2.3: Diplomatic Courtesy

All delegates must conduct themselves in a diplomatic manner. This includes but is not limited to, showing courtesy to fellow delegates, ministers, and staff, respecting others who have been given time to speak, and showing utmost respect for national dignity. The chair will immediately call to order any delegate who fails to comply with this rule.

Rule 2.4: Delegate Decorum during Formal Debate

A substantive speech is an address to the chair. Delegations may only address the chair during formal debate and may not directly address another delegate.

Rule 2.5: Use of Electronics in Committee

The Chair or Presiding Officer may discontinue the use of electronic devices at her discretion if she views

them as counterproductive to the engagement in debate.

SECTION 3: MIMUN AND MUNDO STAFF

Rule 3.1: MUNDO Board of Managers

The MUNDO Board of Managers acts as the supervising authority over the entire organization. This supervising authority is exercised via the Office of the Secretary-General and through directives issued to the Secretary-General and Director-General.

Rule 3.2: Secretariat and Steering Committee

The Secretariat consists of all the staff of MIMUN. The Steering Committee manages the operations of all matters pertaining to MIMUN and consists of the Secretary-General, Chief of Staff, Master Sergeant-at-Arms, and the Undersecretaries-General.

Rule 3.3: Secretary-General

The MUNDO Board of Managers appoints the executive authority to conduct the conference via the Office of the Secretary-General and appoints the Secretary-General as the Chief Executive Officer and Program Director of MIMUN. She shall provide and direct the staff required by MIMUN and be responsible for all arrangements that may be necessary for its meetings. She may designate a member of the Secretariat to act as her representative. She reserves the right to modify the MIMUN Rules of Procedure at any time. The Secretary-General holds an ex-officio position on the MUNDO Board of Managers.

Rule 3.4: Director-General

The Director-General is directly appointed by the MUNDO Board of Managers to the Office of the Secretary-General as a direct representative of the interests of the MUNDO Board, as Chief Inspector-General of the conference.

Rule 3.5: Chief of Staff

The Secretary-General may appoint a Chief of Staff to assist in directing the staff required by MIMUN. The Chief of Staff shall hold the rank of an Undersecretary-General and is a member of the Steering Committee. The Chief of Staff may act as a representative of the Office of the Secretary-General and answer directly to the Secretary-General. In the event of the incapacitation of the Secretary-General, the Chief of Staff shall act in her place.

Rule 3.6: Statements by the Secretariat

The Secretary-General or a member of the Secretariat designated by her may at any time make either written or oral statements to the committee. The Secretariat will be responsible for keeping delegates abreast of international incidents that may affect committee operations.

Rule 3.7: Departments

MIMUN staff are broken down into six administrative departments, each with an Undersecretary-General ranked staff member as its executive:

- Department of Administration
- Department of Committees
- Department of Media
- Department of Operations
- Department of Protocol Department of Simulations

Rule 3.8: Department of Administration

The Department of Administration shall act as the primary liaison officer between faculty advisors and the MIMUN Secretariat. This includes the establishment of credentials, conference revenues and collections, records, and conference-wide hospitality and accommodations. The Undersecretary-General of Administration shall appoint a Director of External Affairs to assist him or her in these duties who will retain a Director-level rank.

Rule 3.9: Department of Committees

Committee Department is responsible for the conduct of business and debate in all committees and cabinets. The department is additionally responsible for maintaining and enforcing the rules of procedure as they relate to debate and substantive developments. Each body has a designated chair, moderator, registrar, or president, appointed by the Department to maintain the rules of procedure during any and all committee sessions.

The Committees Department works in tandem with the Department of Protocol to enforce credentials and maintain decorum within the committee setting.

The Undersecretary-General of Committees shall appoint a Director of Committees and a Director of Cabinet Committees.

Rule 3.10: Department of Media

The Undersecretary-General of Media is responsible for overseeing all media content related to the conference, including all official social media accounts. The Media Department comprises the International Press Delegation (IPD) and the MIMUN News Network (Telemundo). The Undersecretary-General of Media shall appoint an Executive Editor of the IPD and Executive Producer of Telemundo, both of whom will retain a Director-level rank.

The IPD allows delegates to cover the conference through print and online articles. The Executive Editor of the IPD, along with the IPD communication officers and assistant editors, are responsible for guiding delegate press coverage of the conference and coordinating opportunities for press delegates to work with Telemundo. Delegates are not authorized to enter the Telemundo studio at any time and should always be accompanied by a media staffer when using any Telemundo equipment.

MIMUN Press is also home to all of the newscasts and broadcast coverage created by Telemundo, the staffers-only broadcast arm of the department that occasionally invites IPD delegates to assist with broadcast projects. Telemundo's team is responsible for breaking news to delegates across the conference to advance the simulation. Committees will screen-recorded Telemundo episodes during committee sessions, as they become available.

Rule 3.11: Department of Operations

The Department of Operations manages all logistical matters as they pertain to the workflow and maintenance of conference operations. For this purpose, the Undersecretary-General of Operations shall appoint a Director of Conference Services to provide for document and information processing as required to conduct the business of the conference. The Undersecretary-General of Operations shall also appoint a Director of Technology to provide for the informational technology backbone of conference operations. The Director of Conference Services and Director of Technology shall retain a Director-level rank.

Rule 3.12: Department of Protocol

The Department of Protocol maintains protocol, enforces rules, and provides for the safety and general welfare of the conference. The Master Sergeant-at-Arms is the chief administrator of the Department of Protocol and retains both the rank of an Undersecretary-General and extraordinary powers, real and ceremonial, as determined by the Office of the Secretary-General.

The Master Sergeant-at-Arms appoints Sergeants-at-Arms to aid him or her in the conduct of their duties. A Deputy shall be provided at director level rank. Sergeants-at-Arms may be posted on committee Daises or hold at-large appointments.

Rule 3.13: Department of Simulations

The mission of the Department of Simulations is to develop interactive, real-time (“running-time”), hierarchical, event-driven, and fast-paced Historical and Present-Day simulations for MIMUN participants. The Undersecretary-General of Simulations shall appoint a Director of Simulations for each time period simulation at the conference. Directors of Simulations retain a Director-level rank.

The Simulations Department will also post a Political Officer to each Dais represented at the conference. The Political Officer shall serve as chief liaison between the committee and the simulations department, communicate simulation developments to maintain consistency of the Director of Simulations’ timeline, review substantive documents for purview and policy consistency, evaluate delegates’ political and rhetorical accuracy, and maintain information security in the committee.

SECTION 4: CONDUCT OF BUSINESS IN UNITED NATIONS COMMITTEES, REGIONAL ORGANIZATIONS, AND MULTILATERAL CRISIS COMMITTEES

INTRODUCTION

Rule 4.1: Scope

All United Nations committees, regional organizations, and multilateral crisis committees, will only use the rules contained within Sections 1, 2, 3 and 4 for the conduct of their business, except for those committees that fall under sections 5 and 6 (e.g. Cabinet committees).

Rule 4.1: Committee Formal and Defaults

Committees can have different default formats and can make procedural motions to switch from one format to another. Default format is Formal Debate for all United Nations committees and other non-Cabinet and non-specialty committees. Under Formal Debate, the full accordance to the rules of procedure is required.

Rule 4.3: Agenda

The agenda for all regular sessions shall be developed by the Secretary-General and communicated to the delegations attending MIMUN at least 60 days before the opening of the session.

Committees reserve the right to select open agenda items not listed in the background guide, as long as they remain within the purview of the committee. (talk to mark about how they should adopt emergency agenda items/crisis agenda items).

Rule 4.4: Quorum

The Chair may declare a committee open and permit debate to proceed when a quorum of at least ¼ of the members of the committee (as declared at the beginning of the first session) is present.

- The presence of a majority of the members will be required for the vote on any substantive motion.
- Quorum will be established by the principal of the committee at least once per session. Additional quorum calls can be made at the discretion of the principal or by a motion from a member of the body

A Motion to Establish Quorum can be used to push for a roll call to determine quorum and to allow delegates to announce voting status (see Rule 4.31). When using this motion, the committee will be sealed.

POINTS AND MOTIONS

Rule 4.5: Point of Order

A Point of Order may be used to indicate an instance of misapplication or violation of the rules of procedure during the discussion of any matter. The Chair in accordance with these rules of procedure will immediately provide a decision regarding the Point of Order.

- A Point of Order has precedence over any other matter.
- A representative rising to a Point of Order must only address the violation of the rule.
- A Point of Order may only interrupt a speaker if there is an exigent need to clarify a rule.

Rule 4.6: Point of Personal Privilege

A Point of Personal Privilege may be used whenever a delegate experiences conditions that he/she feels are impairing his or her or the committee's ability to participate in the proceedings.

- A Point of Personal Privilege can be called out when the Chair asks for points or motions.
- When a delegate has experienced an affront to their personal or national integrity by another delegate, or a delegate has described their position (by naming them specifically) and has misstated their viewpoint, a Point of Personal Privilege would be appropriate to appeal to the Chair. Should the Chair sustain the Point of Personal Privilege, the delegate may request a Right of Reply in writing (see Rule 4.31). While a Point of Personal Privilege in extreme cases may interrupt a speaker, delegates should use this power with the utmost discretion.

Rule 4.7: Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure, or to inquire as to the appropriate motion. A Point of Parliamentary Inquiry may never interrupt a speaker and should never address substantive matters.

Rule 4.8: Point of Substantive Inquiry in Novice Committee

A Point of Substantive Inquiry will be a written inquiry, used ONLY in the novice committee, submitted to the Dais regarding actions made by other delegates in regard to international events. This rule is to help delegates learn more about the actions they may like to pursue in response to an international event. This point should be used judicially and if possible, should be held off until a request for points or motions or a suspension of debate.

While submitted to the chair, this request will be processed by the Political Officer.

Rule 4.9: Point of Information

After a speech, Points of Information may be raised to ask questions of a delegate following a substantive speech. Points of Information are answered using the remainder of the time, as stipulated by limits on debate. When the speaker's time expires, further points of information can be accepted. Pursuant to rule 4.27, the point and the question are directed at the chair. Points of Information cannot be bundled into individual speeches; delegates can only use the time remaining in formal speeches to yield points of information.

A Point of Information can never be used to interrupt a speaker, and pursuant to rule 2.5, must be referred to the speaker through the Chair.

- In a time-limited debate, the clock will stop for the question and will continue during the response.
- When referred through the Chair, the dialogue will be as follows:
 - Delegate: “Point of Information.”
 - Chair: “Will the speaker be accepting points of información” (If no, the speaker must yield time to the chair or another delegate; if yes, proceed as follows...)
 - Delegate: “Will the chair please direct the following question to the speaker?”
 - Chair: “So directed.”
 - Delegate: Asks questions.

At the end of the question, the speaker must also direct his response through the Chair: ○ Speaker: “Will the chair please direct my response to the delegate?”

- Chair: “So directed.”
- Speaker: Gives his or her response

Pursuant to Rule 2.5, there is to be no back-and-forth dialogue between the speaker and the appointee; the appointee must again raise a Point of Information and it must be accepted by the speaker.

Rule 4.10: Motions

A motion is a formal proposal by a member of a committee that the assembly take certain action. The numerous types of motions include those that bring new business before the assembly as well as motions to take procedural steps or carry out other purposes relating to the body itself. Motions can only be made when expressly called for by the Chair or Presiding Officer.

- Procedural motions are motions that relate to the management or operations of a committee. All procedural motions will be collected at once and voted upon in order of precedence followed by order received until a motion is passed, after the passed motion is completed the committee will return to the remaining motions on the table.
- Please see Rule 4.37: Voting on Procedural Motions For matters of keeping substantive debate flowing in committee, motions that require speakers for and/or against will be brought forward to speak prior to the vote on the specific motion and will be given a limit of up to 30 seconds, at the discretion of the Chair.
- Substantive Motions are motions that directly impact substantive documents, such as the introduction of draft resolutions and amendments. Substantive Motions receive an immediate consideration. The following are the only four substantive motions:
 - Motion to Consider a Draft Resolution
 - Motion to Consider an Amendment
 - Motion to Divide the Question
 - Motion to Adopt by Consensus

Rule 4.11: Motion for a Suspension of the Meeting

A Motion for a Suspension of the Meeting suspends all committee functions for a specified time.

- Before proceeding to a vote on the motion, the chair may ask for the purpose of the suspension.
- This motion is not debatable.
- This motion requires a second and a majority vote of the quorum present for passage.
- Upon passage of the motion, the Sergeant-at-Arms in the committee will relay to the committee areas to which delegates are allowed to go.

Rule 4.12: Motion for an Adjournment of the Meeting

A Motion for an Adjournment of the Meeting will suspend all committee functions for the duration of the Conference.

- The primary use for this motion is to close this annual session after all committee work has been completed.
- This motion requires a second and a majority vote of a quorum present for passage.

Rule 4.13: Motion for the Closure of Debate

A Motion for the Closure of Debate ends substantive debate on the agenda item currently on the floor and immediately moves the body into voting procedure on all substantive documents moved to the floor.

- Two speakers may be permitted against the motion.
- This motion requires a second and two-thirds vote of a quorum present for passage.

Rule 4.14: Motion for a Moderated Caucus

A Motion for a Moderated Caucus is used to facilitate debate at critical junctures in the discussion. In a moderated caucus, the committee will temporarily suspend the rules and informally agree to an organized caucus or discussion, with delegates called on by the moderator to speak within any limits defined by the motion.

- The chair, upon receipt of the motion, may ask the delegate to explain its purpose and specify a time limit for the caucus.
- The delegate may also include a specific moderator for the caucus. If no moderator is specified, the Chair will act as moderator by default.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- No points or motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.
- This motion requires a second and a majority vote of a quorum present for passage.

Rule 4.15: Motion to Open a Speakers' List

A Motion to Open a Speakers' List for the topic being discussed can be used to open a list for speakers during general debate. A delegation may add or remove their position on the Speaker's List by submitting a request in writing to the Chair. At any time, the Chair may call for members who wish to be added to the Speakers' List.

- If the Speakers' List is exhausted (runs out of speakers), the committee will immediately move into closure of debate.
- This motion is non-debatable.
- This motion requires a second and a majority vote of the quorum present for passage.

Rule 4.16: Motion to Table the Agenda Item

The Motion to Table the Agenda Item suspends all substantive debate on the topic and all substantive draft documents under discussion. Debate is moved to the next agenda item without closing the debate, making it possible to resume debate on the item and bring back all suspended substantive documents without redrafting them. Resumption of debate on a tabled item can only be made through the Motion to Reconsider Agenda Item (Rule 4.18).

- This motion requires a second and a majority vote of the quorum present for passage.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion

This motion requires a roll call vote, as only those who vote in the affirmative to table the topic may make a motion to return to the topic.

Rule 4.17: Motion to Consider the Agenda Item

This motion places a particular topic on the floor and limits debate to that topic area. Once an agenda item is

adopted, substantive debate and documents may be brought to the floor. All agenda items must be approved by the chair in writing and within the purview of the committee as determined by the political officer. The background guide contains topics already approved by the chair.

- Only one committee topic shall be considered at any time. Any motions for the consideration of multiple topic areas considered in a particular order will be ruled dilatory.
- The motion to consider an agenda item can only be made when there is currently no item on the floor.
- All formal debate must be germane to the agenda item on the floor and subject to any substantive limits on debate. Any debate or speeches made outside the agenda item or breaching subject limits will be called out of order.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a majority vote of the quorum present for passage.

Rule 4.17b: Important Questions in the General Assembly

The General Assembly has an additional motion available to it per its self-adopted rules as well as the UN Charter. Members may, in a plenary session, vote to declare an agenda item an important question. Agenda items involving budgetary matters, the credentials or admission of member states, amendments to the United Nations Charter, and issues directly involving international peace and security may be declared important questions.

- The motion to declare an agenda item an important question can only be made once the agenda item is on the floor for consideration.
- The motion is debatable, the chair may take 2 speakers in favor and 2 speakers against the motion.
- The motion requires a simple majority for passage.
- Once the agenda item is declared an important question, all substantive matters will require a 2/3 supermajority for passage.

Rule 4.18: Motion to Reconsider Agenda Item

The Motion to Reconsider an Agenda Item brings that item and all its substantive documents out of suspension after a previous successful motion to table the agenda item. In order to make this motion, the motioning delegate must have voted yes on the corresponding motion to table the item.

- This motion requires a second and a majority vote of the quorum for passage.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.

Rule 4.19: Motion to Consider a Draft Resolution

Upon the Motion to Consider a Draft Resolution, the Chair shall introduce an approved draft resolution for debate. A draft resolution will be referred to as a working paper during general debate until it is motioned to the floor by a delegate. When introducing the draft resolution, the Chair shall read the sponsors and operative clauses of the approved draft resolution, as well as distribute copies for the reference of the committee.

- At the Chair's discretion, the sponsors of the resolution may be awarded time to clarify any grammatical or clerical points on the draft resolution. Any substantive points will be ruled out of order during this period.
- More than one draft resolution may be on the floor at any one time and will remain on the floor until debate on that specific agenda topic is postponed.
- This motion requires a second for passage and is not debatable.
- See Rule 4.32 for more information about draft resolutions.

Rule 4.20: Motion to Consider an Amendment

The Motion to Consider an Amendment is used after the Chair approves an amendment. A delegate must formally move to consider the draft amendment before it can be referred to in general debate.

- This motion is not debatable.
- The Chair will read the amendment.
- This motion requires a second for passage.

Rule 4.21: Motion for a Closed Session

The Motion for a Closed Session is used to seal the committee for private discussion. This motion should only be used in extreme circumstances. When the committee is sealed, no person may enter or leave the room. All those who are not staff or delegates from the committee are to be immediately expelled by the Sergeant-at-Arms. The motion must entail whom specifically the session is closed to and the duration of the closure. The closure cannot exceed the duration of a single committee session. All proceeding committee sessions will begin as an open session.

- This motion requires a second and a 2/3rds vote of quorum for passage.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.

Rule 4.22: Motion for the Participation of a Non-Member or a Party to the Dispute The Motion for the Participation of a Non-Member may be used when a Member State, NGO, or other actor is needed to consult with the body. Non-members may be granted either full debate rights or limited debate rights. Non-members recognized with full debate rights shall be accorded all rights in the Committee except a party to the debate may not make or second a motion that affects consideration of a substantive document.

- Adjournment of Meeting, Motion to Table an Agenda Item, Considering a Draft Resolution, and Considering an Amendment.
- Closure of Debate.

Non-members with limited debate rights will only be able to speak when summoned by the committee and may not vote on procedural motions. This motion should be used to request special speakers or to request a presentation from an expert source. In the Security Council, Non-members are known as a Party to the Dispute.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a majority vote of members present for passage.

Rule 4.23: Motion to Appeal the Decision of the Chair

A Motion to Appeal the Decision of the Chair may be used when a member wishes to overturn a Chair's interpretation of the rules. The Chair will immediately recuse themselves to another member of the Dais until a decision on the motion has been reached.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a 3/4 vote of members present for the appeal to stand.
- This motion is ultimately up to the decision of the Dais staff and may be ruled dilatory with a unanimous decision by the Dais and approval by the Secretary-General.

Rule 4.24: Motion to Establish Quorum

A Motion to Establish Quorum can be used to push for a roll to determine a quorum and to allow delegates to

announce voting status. When using this motion, the committee will be sealed by the Sergeant-at-Arms.

- Motion requires a second and majority vote of members present.

Rule 4.25: Withdrawal of a Point or Motion

A delegate who proposed a point or motion may withdraw it at any time before voting on it has begun. Seconds to a motion may also be withdrawn. A withdrawal of a motion or a second is made via a Point of Order.

Rule 4.25: Dilatory & Out of Order Motions

The Chair may rule Dilatory any motion repeating or closely approximating a recent previous motion on which the Council has already rendered an opinion, or a motion meant to delay or obstruct business, annoy the deliberative assembly, or delay consideration of a subject for other reasons. The Chair may rule any motion or point made at a time at which said motion or point is not allowed or inappropriate as outlined by these rules as Out of Order. These rulings are at the discretion of the Chair.

SPEECHES

Rule 4.27: Speeches

All speeches made during formal debate are directed to the chair. Delegates may not speak to the body or address another delegate directly. No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if their remarks are irrelevant to the subject under discussion or are in breach of international protocol norms.

Rule 4.28: Recognition of Speakers

Delegates wishing to speak on an item before the body, or make a motion, will signify this by raising their placards after the Chair asks for points, motions, and/or speakers. The exception to this rule occurs on any Point of Order, Point of Information, Point of Parliamentary Inquiry, and Point of Personal Privilege, at which time delegates should raise their placard and call out "Point of" to the Chair.

Rule 4.29: Limit on Speeches

Substantive Speeches may be given a limitation as set in the Motion to Open a Speaker's List or Motion for a Moderated Caucus. For all procedural speeches, the length of time is at the discretion of the Chair. Chairs must, however, give equal speaking time to pro and con arguments. When a delegate exceeds their allotted time, the Chair may call the speaker to order without delay.

Rule 4.30: Yields

A delegate granted the right to speak on a substantive issue may yield the remainder of their speaking time to another delegate, yield to questions (indicating their willingness to accept Points of Information), or to the Chair. A delegate must declare a yield after her speech. If no yield is made, and the delegate stays at the podium, the Chair will assume that the delegate is open to Points of Information.

- Yield to another delegate: Delegates may only yield to another delegate once per substantive speech. Furthermore, the time it takes for the delegate to walk to the podium will count as part of the speaking time. Yields of this nature should be pre-planned. If a delegate who has been yielded time does not wish to speak, they can Yield to the Chair.
- Yield to questions: Points of Information will be selected by the Chair and limited to one question per point. Follow-up questions will be allowed only at the discretion of the Chair through an additional Point of Information. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, dilatory, rhetorical, and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time. According to Rule 2.5, cross-talk is not allowed at any time during formal debate.
- Yield to the Chair. Such a yield should be made if the delegate does not wish his or her speech to be subject to questions. The moderator will then move to the next speaker.

Rule 4.31: Right of Reply

When a delegate has experienced an affront to their personal or national integrity by another delegate, or a delegate believes that another delegate has egregiously misstated, by name, her position on an issue, a Point of Personal Privilege (Rule 4.6) would be appropriate to appeal to the Chair. Should the Chair sustain the Point of Personal Privilege, the delegate may request a Right of Reply in writing, detailing the reasons why the delegate believes he or she has been affronted.

- After a Point of Personal Privilege is sustained, the delegate must submit a request for a Right of Reply in writing to the committee staff. The Chair will grant the Right of Reply at their discretion and may limit the time of any Reply.
- The decision of the Chair is not subject to appeal.
- After approval, the delegate may then rise to a Right of Reply to respond to defamatory remarks.
- There cannot be a Reply to a Reply.

DOCUMENTS

Rule 4.32: Draft Resolutions

A draft resolution is a written proposal consisting of at least one preambulatory and at least one operative clause. Draft resolutions may be submitted to the committee Chair for approval at any time during MIMUN. For a draft resolution to be considered it must be organized in content and flow, in the proper format, and approved by committee staff.

A draft resolution may be introduced when it receives the approval of the Chair and is sponsored or signed by 25 percent of the quorum. Sponsors are considered parties accountable for the resolution and will be given special rights. Once a draft resolution is on the floor for discussion, additional sponsors may only be added to that draft resolution with the consent of the original sponsors. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in committee.

Pre-written draft resolutions are strictly prohibited at MIMUN.

Rule 4.33: Draft Amendments

An amendment is a written proposal that modifies any part of a draft resolution. Delegates may amend any draft resolution that has been introduced. Preambulatory clauses may not be modified after a draft resolution has been introduced.

There are two types of amendments:

- *Friendly* Amendments – An amendment that has the signatures of all the sponsors may be submitted as a “Friendly Amendment” at any time after the draft resolution has been brought to the floor at the approval of the Chair.
 - Friendly Amendments automatically modify the draft resolution in question.
- *Unfriendly* Amendments – An amendment that does not have the approval of all the sponsors may be submitted as an “Unfriendly Amendment.”
 - The amendment must be signed by 15 percent of the quorum and must be brought to the floor for debate after the Chair has granted approval.
 - Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended.
 - The amendment must be voted on after the closure of debate, before a vote on the final draft resolution.

Rule 4.34: Withdrawal of Sponsorship

Sponsorship of a draft resolution or amendment may be withdrawn at any time before voting on it has begun. Sponsorship of a draft resolution may not be withdrawn after a vote has been taken on an unfriendly amendment.

- If a draft resolution or amendment has all sponsorship withdrawn, any delegation may take up sponsorship of that draft resolution or amendment by informing the Chair.
- If all sponsors withdraw from a draft resolution or amendment and no delegation takes up sponsorship, it is automatically removed from consideration.

Rule 4.35: Presidential Statements

The Security Council may choose to issue a Presidential Statement on issues that do not warrant a resolution. This statement is formally issued by the President of the Security Council but is drafted by the body or its designees.

- This statement must be accepted by consensus.
- As this type of statement does not represent a formal decision of the Council, a formal vote is not recorded on a Presidential Statement.
- Unlike resolutions, Presidential Statements are not binding on Member States.

VOTING PROCEDURES

Rule 4.36: Voting Status

During roll call, a delegation may announce their voting status as either “present” or “present and voting”. If a delegation announces a voting status, they may not abstain from procedural votes at any time. A delegation that announces its voting status as “present and voting” may not abstain on substantive votes – i.e. they must cast a ‘yes’ or “no” vote. Members abstaining from substantive votes are considered as not voting.

Rule 4.37: Procedural Voting

All voting is considered procedural with the exception of voting on substantive documents after a Motion for the Closure of Debate (see Rule 4.38: Substantive Voting Procedure). Procedural votes are, by custom, apolitical and dedicated to the furtherance of committee proceedings. As such, abstentions may not be cast in the interest of parliamentary flow of debate.

A motion that requires a simple majority needs more than 50% of the committee members present to vote affirmatively. A motion that requires a super majority to pass requires more than 2/3 of the committee members to vote affirmatively.

- All delegates must vote on procedural motions.
- Abstentions may not be cast for procedural votes.
- All votes in the Security Council and Historical Security Council require nine (9) affirmative votes for passage, regardless of quorum.

Rule 4.38: Substantive Voting Procedure

Substantive voting occurs after the Closure of Debate and during voting procedure when draft resolutions and unfriendly amendments are being decided on. The Chair will begin Substantive Voting Procedure upon the Chair’s declaration: “We are in voting procedure.” During Substantive Voting Procedure, the Sergeant at- Arms is ordered to seal the chamber. Delegates may not speak or pass notes during the voting procedure. Immediately prior to a vote, the Chair shall state the number and name of the draft resolution or amendment to be voted on. A call for Points or Motions will be announced, though only the following will be entertained:

- Point of Personal Privilege

- Point of Parliamentary Inquiry
- Point of Order
- Division of the Question
- Motion to Adopt by Consensus

If there are no such motions, the committee will vote on all draft amendments before the final resolution is voted on. During substantive voting, each country will have one vote.

- Votes may be cast as Yes, No, or Abstain. If a delegation announced their voting status as “present and voting,” they will not be allowed to abstain from the vote.
- All votes in the Security Council and Historical Security Council require nine (9) affirmative votes for passage, regardless of quorum.
- Non-UN committees follow the substantive voting rules outlined in their charters. **Rule 4.38b: The Effect of Abstentions on Substantive Voting**
- Members who abstain from voting are considered as not voting, and a vote passes if it receives a majority of “yes” votes from all voting members. An abstention in effect lowers the number of total people voting on a resolution or amendment.

Rule 4.39: Division of The Question

Dividing the question is used to highlight a particular part of a substantive document such as a resolution or a presidential statement. After debate on any topic has been closed, a delegate may move that operative parts of a draft resolution be voted on separately. Preambulatory clauses may not be divided. Amendments may not be divided.

- The motion can be debated to the extent of at most, two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Chair will immediately declare a five-minute suspension of the meeting to allow written divisions to be submitted to the dais. Each division consideration requires a member state to sponsor and another member to second. Each written division must clearly state "<Member State>, seconded by <Member State> seeks to divide Resolution <designation>, such that <clause/ word/ subsection> be divided and voted upon separately.
- The body shall consider each division in order of least number of clauses affected to the greatest number of clauses affected, then by order in which each division was passed. The body of the resolution from which clauses are divided shall be voted upon last.
- Once all parts have been voted on, the divisions receiving a passing vote will be recombined into one document. If still properly formatted, it is considered adopted by the committee.

Rule 4.40: Placard Voting

All procedural and substantive votes that are not in Substantive Voting Procedure shall be decided by a show of placards, except for a motion to table an agenda item, which will be conducted via a roll call vote. Placard voting is not an option during voting on draft resolutions and amendments.

Rule 4.41: Roll Call Voting and Rights of Explanation

By default, all substantive votes will be considered Roll Call Votes except if there is a motion to pass the draft resolution or amendment by consensus. In a roll call vote, the Chair will call countries in alphabetical order beginning with a randomly selected Member.

- In the first round of voting, delegates may vote Yes, No, Abstain, Pass, Yes with Rights, and No with Rights.
- A delegate who passes during the first round of the roll call may not abstain or pass during the second sequence. The same delegate may not request to vote with rights.
- A delegate may vote with the Right of Explanation (with rights) to explain her vote only when the

delegation is voting contrary to its expected vote based on its declared foreign policy. The delegate may only explain an affirmative or negative vote, not an abstention from voting.

- All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed 30 seconds.
- The Chair will then announce the outcome of the vote.

Rule 4.42: Adoption by Consensus

After debate has closed, any delegate may move to adopt a draft resolution or amendment by consensus when the chair or presiding officer begins voting procedure on that document.

- If the Chair finds that there are no objections, the draft resolution is adopted by consensus.
- If the Chair finds that there are any objections, this motion fails, and voting reverts back to the default.

Rule 4.3: Changes of Votes

At the end of a Roll Call Vote, but before Rights of Explanation and the subsequent announcement of the vote, the Chair will ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

OTHER RULES

Rule 4.44: Security Council Priority and Seizure of the Topic

The Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security. The Security Council may declare itself actively seized on a topic by stating in an operative clause in a resolution: "Decides to Remain Seized on the Topic." This seizure will prevent the General Assembly from taking action until further notice. Throughout the General Assembly, delegates will be kept informed by the Secretary-General of any seized issues.

- Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject.
- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken.

Rule 4.45: Admission of New Members to the United Nations

Any State that desires to become a Member of the United Nations shall submit an application to the Secretary-General. This application shall contain a declaration made in a formal instrument that it accepts the obligations contained in the Charter.

The Secretary-General shall immediately place the application for membership before the representatives on the Security Council. The Security Council shall decide whether in its judgment the applicant is a peace loving State and is able and willing to carry out the obligations contained in the Charter and, accordingly, whether to recommend the Applicant State for membership.

If the Security Council recommends the applicant State for membership, the General Assembly shall consider whether the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the Charter and shall decide, by a 2/3rds majority of the members present and voting, upon its application for membership.

If the Security Council does not recommend the applicant State for membership or postpones the consideration of the application, the General Assembly may, after full consideration of the special report of the Security Council, send the application back to the Council, together with a full record of the discussion in the Assembly, for further consideration and recommendation or report.

The Secretary-General shall inform the Applicant State of the decision of the General Assembly. If the application is approved, membership shall become effective on the date on which the General Assembly takes its decision on the application.

Rule 4.46: Voting in Special Committees

Special committees may have unique voting rules, which will be observed at MIMUN. Regional military organizations are required to pass all substantive motions by consensus.

PRECEDENCE

Rule 4.47: Precedence of Procedural Points

Points will be considered by the Chair immediately upon submission:

- Point of Order
- Point of Personal Privilege
- Point of Parliamentary Inquiry
- Point of Information

Rule 4.48: Precedence of Procedural Motions

Motions will be considered in the following order of preference:

- Motion to Suspend the Meeting
- Motion to Adjourn the Session
- Motion for Closure of Debate
- Motion for Moderated Caucus
- Motion to Limit Debate
- Motion to Open a Speakers' List
- Motion to Table the Agenda Item
- Motion to Consider Draft Resolution
- Motion to Consider Amendment

Rule 4.49: Precedence of Special Motions

Special Motions are motions that can only take place during certain times and take precedence over all other motions:

- Motion for the Participation of a Non-Member
- Motion to Appeal the Decision of the Chair
- Motion to Divide the Question
- Motion to Adopt by Consensus
- Motion to Establish Quorum
- Motion for a Closed Session
- Right of Reply (Point of Personal Privilege)

SECTION 5: CONDUCT OF BUSINESS IN CABINETS

Rule 5.1: Scope

The Cabinets will only use the rules contained in Section 1, 2, 3 and 5 for the conduct of their business.

Rule 5.2: Default Format

The default format in all Cabinets is Moderated Caucus. The Moderator and shall conduct the committee in a manner consistent with the spirit of a moderated caucus. The Head of Government may, at her discretion, call

the cabinet into formal debate, during which the cabinet will conduct business pursuant to Section 4. The session is called to order by the Moderator upon the request of a Head of Government properly accredited by the Director of Simulations.

Rule 5.3: Motions

Only three motions are valid during a Cabinet Moderated Caucus.

Rule 5.4: Unmoderated Caucus

A Motion for a Suspension of the Meeting suspends the moderated caucus and the custodial responsibility of the Cabinet from the Moderator. The motion must include a time duration is not debatable, requires a second and no objection from any cabinet member, and is immediately terminated, regardless of time duration, upon the entry of the Head of Government.

Rule 5.5: Motion to Limit Debate

In the Cabinets, there is no preset agenda. However, ministers may move to enter a timed moderated caucus with a specific topic for deliberation. This request will be entertained at the discretion of the Moderator and a simple majority vote of the Cabinet.

Rule 5.6: Motion to Adjourn

A Motion to Adjourn ends the ongoing deliberation and executive authority of the Cabinet appointments. This motion is debatable and requires a second and no objection from any cabinet member for passage.

- This motion is used at the end of a term or other constitutional transfer of executive authority.

Rule 5.7: Moderator

The Moderator is the Director of the session and retains a role as a member of the Head of Government's administration. He or she will work to facilitate the progress of deliberations and preside while the Head of Government is away. The Moderator also works with the Political Officer to ensure a smooth workflow in the cabinet. The Moderator holds a Chair-level rank.

Rule 5.8: Head of Government

The Head of Government is the primary executive authority of a country. The Head of Government must approve all decisions, decrees, administrative rules, and regulations brought to them by the Cabinet. Upon approval, all decisions are legally valid and binding pursuant to the constitutional and/or legislative procedures of the state, including actions of a military nature. As Heads of Government have to perform many official duties, they may not be in the cabinet at all times. The Head of Government retains sole executive power in a cabinet.

Rule 5.9: Ministers

Ministers assume the responsibility over the work of their respective ministries, commissions, or offices, as well as preside over the work of their respective ministries, administer or attend ministerial-level meetings, and provide reports to the cabinet and direction to lower levels of government.

While Ministers retain bureaucratic authority and oversight of their particular ministry, commission or office, all Ministers are encouraged to contribute to debate in all policy portfolio areas. Ministers are encouraged to remain in regular contact with their department, ministry, commission or office in order to provide the cabinet with the most up to date knowledge available to them.

Rule 5.10: Speeches

No Minister may speak without first being recognized by the Moderator. There is no Speaker's List in a cabinet. Although under most circumstances there is no set speaking time, one may be established by the Moderator as they deem fit pursuant to rule 5.5.

Rule 5.11: Position Papers

All ministers must submit a black paper that outlines their factual assumptions before the first Cabinet session. This is to be done privately in the cabinet forums.

Rule 5.12: Directives

Directives are actions authorized by the cabinet, with the consent of the Head of Government. Directives originate from the various agencies of government as a brief on a particular set of issues and include possible courses of action the cabinet may take. Although the cabinet may respond to a Directive with a customized set of actions, due to social, economic, and political constraints, execution of a cabinet's customized orders to a Directive is not guaranteed.

Types of Directives include:

A: Enforcement Action: The cabinet may receive Directives that call for administrative measures, regulations, or directives that have the force of law. Executive decrees may include censorship of media, emergency legal measures or the removal of officials at or below the ministerial level.

Directives of this type include:

1. **Arrest Warrant:** An arrest warrant can be issued for a specific individual, a group of individuals, or any persons that apply under a set of conditions. Arrest warrants can be made public to the general population or kept secret. The option for extraordinary rendition may be available.
2. **Police Action:** Military or paramilitary operation designed to contain a particular instance of civil unrest or organized criminal activity.
3. **Martial Law:** Martial Law places all civil, governmental, and municipal power with the central executive authority of the country, the Head of Government. Depending on the government, this may be constitutional or extra-constitutional. Martial Law is often enforced directly through the military. Ministers should bear in mind that Martial Law often brings civil and political blowback and should only be attempted in extraordinary circumstances.

B. Political Directives: The cabinet at the behest of local party organizations, legislative leaders or allies, may issue Political Directives as a method of drumming up political support internally.

Directives of this type include:

1. **Party or Constituency Action:** Heads of State may request action from patron entities. This can take the form of political party organization, organized protest, corporate action, and operations by foreign and domestic non-governmental organizations.

C: Internal Communication: The cabinet may communicate and issue memorandums to all bodies of the government. Internal communication is meant to provide Ministries with specific directives, instructions, reminders, or suggestions.

Directives of this type include:

1. **Ministerial Directives:** Request relating to any particular Ministry.

Diplomatic Directives: Messages directed to the diplomatic corps of your country. Official statements or changes in position should be drafted to be communicated to all delegates representing your country. All Diplomatic Directives will be distributed to all of your country's embassies and consulates around the world.

2. **Talking Points Memo:** Talking points highlight particular language and messages that a government or ministry uses to maintain a consistent political message. These are useful when the cabinet wants to be particular about policy points, public image, propaganda, or purposefully omitting ministerial knowledge.

D: External Communication: The cabinet may wish to use external communication to deliver messages to

those that are not within in the bureaucratic structure of your government to be reached by an internal communication.

Directives of this type include:

1. **Communiqué:** Communiqués are used to communicate with foreign governments or bodies through diplomatic channels expressing policy, intentions, or whatever the cabinet may decide to express. Communiqués must be routed through the Foreign Ministry to the recipient foreign ministry. The default procedure would involve the UN Ambassador from the sending cabinet (who also serves as head delegate) delivering the communiqué to the head delegate of the recipient country.
2. **Public Service Announcement:** Public Service Announcements are messages that the cabinet wanted to communicate to the general public, branches of government, and/or the military on a wide-scale basis. This is usually used as a tool for internal propaganda.
3. **Press Release:** The cabinet may decide to issue a press release or statement to the International Press Delegation. The cabinet may decide to which media sources the press statement shall be released, and towards whom. Press releases can be made public, and if so directed, will be available to all the committees in the simulation. Press releases are an effective way to let the public know of policy and intentions. These statements may be transmitted through any or all means available to the cabinet, including the printed press, radio, telephone, and telegraph.
 - a. Press releases can be part of both an internal and external propaganda campaign. (Note that the Press Release has no material effect on any executive action and is simply a statement. The International Press Delegation and MIMUN News Network may or may not see or heed such statements, and it is the weakest form of public diplomacy available.)
4. **Invitations and Requests:** The cabinet may decide to issue invitations or requests for any person(s) or a representative from a particular organization to appear before the body. There is no guarantee of the acceptance of these invitations or requests.

Military Directives: The cabinet may order any of its armed forces to conduct any specific military operations. *Directives of this type include:*

- **Operation Order:** A military order used specifically to launch a multiunit, small to large-scale military operation. The cabinet is **not** empowered to draft such orders themselves, as operational readiness and resources available require consultation with the country's military personnel. The procedure for drafting military orders are as follows:
- The cabinet will determine what objectives it seeks to achieve with the military operation. • The highest military officer (eg Chairman of the Joint Chiefs) and possibly the Defense Minister will proceed to a defense ministry site to consult with generals and/or admirals on what methods are available to achieve these objectives.
- The officer, defense minister and generals/admirals will identify which options to present to the cabinet.
- The cabinet will receive a briefing on the options and will select one or more to carry out as appropriate.

Intelligence Directives: The cabinet may direct their intelligence assets to secretly obtain information about another state. Also, intelligence operatives, already undercover in foreign countries, can perform a number of tasks other than espionage.

Directives of this type include:

- **Information Collection:** Secret information about other countries can be obtained through the direction of spies. Limited intelligence resources and knowledge may make some espionage difficult, and spies may not be on location. Movement by intelligence officers may increase the risk of being exposed.
- **Sabotage:** To perform deliberate action aimed at weakening another country through subversion, obstruction, disruption, or destruction, the cabinet may direct intelligence officers to sabotage productive or vital facilities. The objective of the sabotage must be clearly noted.

- Counter-intelligence: Special measure can be ordered by the cabinet to prevent hostile or enemy intelligence organizations from successfully gathering and collecting intelligence against them.
- Surveillance: Surveillance can be conducted on a specific individual, a group of individuals, or any persons that apply under a set of conditions. The monitoring of the behavior, activities, or other changing information, of people or groups of people, in a surreptitious manner, is an excellent method of collecting information about both enemies and friends, domestically or internationally.

Other Directives: If the cabinet feels that there is some action that it should take that does not fall within above categories, the various ministers may submit the proposal to the Head of Government for consideration.

Rule 5.13: Press Releases and Conference

Each cabinet has a Press Secretary or other Minister whose responsibility it is to speak to IPD journalists on behalf of the cabinet and respond appropriately to journalists' questions. There will be press conferences scheduled throughout the conference, when the Press Secretary will be directed to the press briefing room. If the cabinet has not prepared the Press Secretary in time or is otherwise late to the scheduled conference, they will forfeit the opportunity. (The Press Corps/IPD is likely to not take this kindly if they have interrupted their own activities to attend a scheduled conference.) Press Secretaries are prohibited from organizing unsanctioned press conferences or publish unsanctioned press releases.

Rule 5.14: Policy Menu Items

Ministers will have the option of executing certain special Policy Menu Items prepared for them by their respective ministries, commissions, or offices under a set of specified conditions. These conditions may range from approval of the Head of Government, to the consent of a majority of the Cabinet, to unanimous support. Not all items require formal consent of the cabinet and some may be enacted without the knowledge of some ministers. Delegates should exercise extreme caution when acting independently of the cabinet. (It might be tempting but is rarely a good idea).

MIMUN Rules of Procedure: Short Form

The default Rule # found on the left column is the actual rule number for the Motion in the Long Form. Note that all Security Council votes, procedural and substantive, require nine votes for passage.

Rule #	Rule	Description	Debatable? Speeches Pro/con?	Interrupt?	2 nd Req?	Vote Req
4.5	Point of Order	To address a misuse of the rules	No	Yes	No	Ruling of Chair
4.6	Point of Personal Privilege	To address any factors hindering debate, or an affront to national or personal dignity	No	No	No	Ruling of Chair
4.7	Point of Parliamentary Inquiry	To ask a question to the Chair about rules or proceedings of the committee	No	No	No	N/A
4.8	Point of Information	To ask a question to a delegate directly after they give a substantive speech	No	No	No	Yield by delegate
4.10	Motion to Suspend	“Pauses” formal committee proceedings for caucus or break	No	No	Yes	Majority
4.11	Motion for Adjournment of the Meeting	Ends the conference	No	No	Yes	Majority
4.12	Motion for the Closure of Debate	Ends debate on topic and brings all documents to vote	Yes - 2 con	No	Yes	2/3
4.13	Motion for Moderated Caucus	Suspends rules of procedure for rapid discussion	Yes - 2 pro, con	No	Yes	Majority
4.14	Motion to Limit Debate	Limits substantive speech by time or content	Yes - 2 pro, con	No	Yes	Majority
4.15	Motion to Open a Speakers’ List	Opens a list to which nations are added in speaking order	No	No	Yes	Majority

4.16	Motion to Table the Agenda Item	Suspends debate on agenda item and moves to next w/o a vote	Yes - 2 pro, con	No	Yes	Majority
4.17	Motion to Consider Agenda Item	Sets the agenda in a particular order	Yes - 2 pro, con	No	Yes	Majority
4.18	Motion to Reconsider Item	Returns tabled item to floor, must have voted yes to table	Yes - 2 pro, con	No	Yes	Majority
4.19	Motion to Consider Draft Resolution	Used to bring a draft resolution to the floor for debate	No	No	Yes	None
4.20	Motion to Consider Draft Amendment	Used to bring an amendment to the floor for debate	No	No	Yes	None

SPECIAL MOTIONS

The following special motions can only be made at specific times and are immediately addressed without regard to precedence.

Rule #	Rule	Description	Debatable? Speeches Pro/con?	Interrupt?	2 nd Req?	Vote Req
4.22	Motion for the Participation of a Non-Member	A non-member state, NGO or other entity is needed to consult with the body	Yes - 2 pro, con	No	Yes	Majority
4.23	Motion to Appeal the Decision of the Chair	A member wishes to overturn the chair's ruling or interpretation of the rules	Yes - 2 pro, con	No	Yes	3/4
4.39	Motion to Divide the Question	Separates a part or element of a resolution to vote on them separately	Yes - 2 pro, con	No	Yes	Majority
4.42	Motion to Adopt by Consensus	Adopts the document without a vote; signifies global accord with no negative vote count	No	No	No	Any objection defeats

4.31	Motion to Establish Quorum	Reestablishes roll and hence the number for passage established by previous quorum; triggers sealing of doors and roll read by the Chair	No	No	Yes	If sustained by Chair, passes
4.21	Motion for a Closed Session	Seals the committee for private discussion	Yes - 2 pro, con	No	Yes	3/4
4.30	Right of Reply	Request is submitted in writing to Chair after rising to Point of Personal Privilege. Chair grants time for requestor to respond to defamatory remarks. There is no right of reply to a right of reply.	No	No	No	Chair grants right and time based on review

Order of Committee Proceedings

This is a schedule of the general order of committee proceedings as it pertains to the UN committees, multilateral crisis committees, and regional organizations.

- **Meeting is called to order**
 - Chair makes announcements
 - Chair may not set a Speakers' List or speaking time
 - Previously set Speakers' List or speaking limits continue
- **Roll Call**
 - Quorum checked every session (1/4 of all member states must be present)
 - Present or Present and Voting
 - Latecomers should give a note to the Dais staff to be registered as present.
 - Majority, 2/3 and 3/4 of quorum set and announced, with sponsorship requirements
- **Opening Statements** - At the discretion of the Chair
- **Agenda Item Considered** - Selection of the agenda item, after discussion
- **Discussion (formal)** - Speakers are recognized to address the body
 - *Chair calls for points or motions*
 - Points can be called out when the Chair asks for them
 - Motions must be called on by the Chair after raising your placards
 - Second is usually required
 - Chair will take motions until there are no more on the floor
 - *Chair calls for speakers*
 - Chairs will only ask for speakers when there are no Points of Motions to be considered
 - After making a speech, a delegate can:
 - If time remains, yield to Points of Information (questions)
 - If time remains, yield to another country
 - Yield to the chair, if speech finished and you do not wish to entertain Points of Information
 - At the time limit, the Chair will interrupt the speaker.
 - Debate continues
- **Discussion (informal)**

- Motion to suspend the meeting or for moderated caucus
 - Second is usually required; Chair may rule this motion dilatory vote
- A moderated caucus must specify its Moderator
- Reconvene from caucus or recess
- **• Topic Closure: Tabling, Debate Closure and Exhaustion**
 - Motion to table is made
 - Discussion of whether to table the topic/resolution
 - Roll call vote on tabling
 - Debate is closed and draft resolutions are voted on
 - Motion to close debate is discussed and passed
 - Amendments are voted on first, and then full resolution will be voted on
 - Committee is sealed during voting procedure
 - Exhaustion occurs when the Speakers' List has no more remaining speakers
 - Debate will immediately close and the committee will enter voting procedure (also, please see Rule 4.26)
- Another topic may be brought to the floor, or meeting suspended or adjourned.

Order of Voting Procedure

The motion to close debate and enter into voting procedures requires a second and a simple majority vote. Two speakers for and against may speak for the motion. Once the motion has passed, the committee immediately moves into voting procedure. There is no talking, note passing, etc., and the Sergeant-at-Arms or other committee staff will physically seal the room.

The chair will announce that voting procedures have begun. Delegates are given a (very) short amount of time to settle themselves before the Sergeant-at-Arms seals the room.

- **The Chair will repeat exactly what is being voted on.**
 - Resolutions are voted on in order that they were brought to the floor.
 - Amendments are voted on before resolutions.
 - Any Motion to Divide the Question should have already been submitted to the Dais in writing.

Chair will call for any points or motions.

- **There are two types of substantive voting:**
 - Roll Call Vote (Default).
 - This is the default format for voting.
 - A member of the Dais staff will ask for votes by calling out each country's name. The Chair starts at a random point and goes alphabetically through the list. Responses may be 'yes,' 'no,' 'abstain,' or 'pass.'
 - Responses may include a 'with rights' (i.e. 'no with rights')
 - A request for rights is when a delegate wishes to explain why they voted in the manner that they did. It should only be used when one is voting contrary to what might generally be expected.
 - A delegate is granted their rights time (as determined by the Chair) at the end of voting.
 - A 'pass' or an 'abstain from the order' is a request to be skipped once. The person tallying will continue with the vote then return to passed countries at the end. Two passes on the same vote is the same as abstaining.
 - After calling each country, the Chair will ask if anyone wishes to change his/her vote at the end. Votes cannot be changed, for example, from 'no' to 'no with rights.'
 - Motion to Adopt by Consensus
 - Delegates generally must request this as a special motion – use it in situations where no country will object to a specific amendment or resolution.
 - The Chair will ask if there are any delegates opposed to the measure, if a delegate

- indicates he/she is opposed, default voting procedures resume.
 - If no delegate indicates opposition, the amendment/resolution is adopted without a further vote.
- The Chair will then announce the tally. Any measure with an equal number of yes and no votes fails to pass.
- Abstentions are counted as not voting. A resolution needs only the majority of those voting yes or no to pass.

Resolution & Amendment Writing

Resolutions are formal recommendations and actions of committees at MIMUN and are the outcome of discussion and a majority vote of delegates with seats in the committee. Resolutions have many capacities – keep the following points in mind when drafting a resolution:

- Once a resolution is passed, it is the official policy of the body that passed it;
- While most resolutions are statements of policy, some may include an entire treaty, declaration or convention;
- Resolutions can be either general statements or directives to specific organizations, UN bodies, or States;
- Resolutions can condemn actions of states, call for collective actions or, as in the case of the UN Security Council, impose economic or military sanctions.

For a resolution to ultimately be successful, a majority of the body must vote to pass it. For this to occur, certain steps must be taken on the part of the delegations sponsoring the resolution. The initial step at developing a resolution is through a brainstorm called a **working paper**. The views and ideas of a number of other delegations should be incorporated into a working paper. Ideally, the ideas of members from as many different caucusing blocs as possible should be included in reviewing the working paper so as to increase the support from as many blocs as possible. To become a **draft resolution**, a working paper must be approved by the Chair of the committee, as well as the Political Officer. Furthermore, the working paper must have received support in the form of sponsorships or signatures from 25 percent of the quorum in committee.

<i>What is the difference between a sponsor and signatory?</i>
<i>Sponsors</i> of a resolution are those countries that have been the principal authors of the document and agree with its substance.
<i>Signatories</i> are countries that may or may not agree with the substance of the resolution but would like to see it debated on the floor.

Parts of a Resolution

1. The Heading

Committee: Committee or organ in which the resolution is introduced

Topic: Topic under consideration

Sponsored by: List of country sponsors

Signed by: List of country signatories

The heading includes the topic of the resolution, the committee in which it is introduced and the sponsoring nations. A document number will be given to the resolution as part of the heading and this number will be used for the remainder of the simulation.

2. The Preambulatory Clauses

The preambulatory clauses explain the purpose of the resolution and state the main reasons for the suggestions to follow. This is where previous UN resolutions are referred to and relevant precedents of international law are cited. Preambulatory clauses should specifically refer to factual situations or incidents regarding the topic at hand. The preamble may also include altruistic appeals to the common sense or humanitarian instincts of members with reference to the Charter, the Universal Declaration of Human Rights, etc. Each clause begins with an italicized participle and is followed by a comma. Please refer to the chart below for examples.

Sample preambulatory phrases:

Affirming	Determined	Noting with regret
Alarmed	Deeply concerned	Reaffirming
Anxious	Emphasizing	Realizing
Appreciating	Encouraging	Recalling
Aware	Endorsing	Referring
Bearing in mind	Grieved	Reiterating
Concerned	Having considered	Stressing
Conscious	Having received	Taking into account
Considering	Having regarded	Welcoming
Deploring		

3. The Operative Clauses

The operative clauses list the recommendations for action or state a favorable or unfavorable opinion regarding the existing situation. These clauses may request action by member states, by the Secretariat, by any UN bodies or agencies, or other IOs. These actions can be as vague as a denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project. Operative clauses begin with an active, present tense verb and are followed by a semi-colon. The first word in each operative clause should be underlined (please refer to the chart below for examples). Remember, compromise is the key to successful diplomatic relations, but a delegate should never lose sight of his/her country's position on the agenda topic at hand. In essence, a delegate is a salesperson and must try to sell his/her country's views and resolutions, to delegates from other countries.

Sample operative phrases:

Acknowledges	Deplores	Notes with interest
Adopts	Designates	Notes with appreciation
Appeals	Directs	Notes with approval
Applauds	Emphasizes	Reaffirms
Authorizes	Expresses its appreciation	Recognizes

Calls upon	Expresses the belief	Recommends
Commends	Expresses the hope	Requests
Confirms	Expresses its regrets	Regrets
Considers	Expresses its sympathy	Stresses
Decides	Expresses its thanks	Suggests
Declares	Instructs	Supports
Demands	Invites	Urges

Amendments

An amendment is a change, or a clarification made to a draft resolution after it has been formally submitted to the committee. An amendment can be friendly or unfriendly. A friendly amendment is proposed when all the sponsors of the resolution agree on the change that is to be made, thereby making a vote from the committee unnecessary for the inclusion of it into the draft resolution. A vote is needed in the case of an unfriendly amendment, where not all of the sponsors agree on the change. Any member of the committee can propose both types of amendments; the only difference lies in who supports the change. An unfriendly amendment must be submitted to the Chair with the appropriate number of signatures (the number depends on the committee and the conference) and will be voted on before the vote on the resolution.

Friendly amendment – A friendly amendment is a change to the resolution that all of the sponsors feel is appropriate.

Unfriendly amendment – An unfriendly amendment is an amendment that the sponsors of the resolution do not support.

To bring an amendment to the floor, it must have sponsors or signatories equaling 15 percent of the quorum, as well as the approval of the Chair.

Considering a Resolution or Amendment for Debate

To open a resolution or amendment for debate, it must initially be drafted as a working paper. After review by the Chair and Political Officer for relevance, clarity, and grammar, a delegate can make a motion to consider the particular draft resolution (Rule 4.32) and brought to the floor. Approved drafts are given a number designation and copied for distribution. Only after it has been considered can substantive discussion and voting on the draft resolution take place.

Sample Documents

Sample Resolution

Committee: General Assembly 2nd Committee

Topic: Financing for Development

Sponsors: Bangladesh, Myanmar, Rwanda, Timor-Leste

Signatories: Afghanistan, Azerbaijan, Bahrain, Cyprus, Iran, Malaysia, Nepal, Pakistan, Qatar, Thailand,

Vietnam The General Assembly:

Reaffirming the importance of state sovereignty as inherent in Article 2.1 of the Charter of the United Nations,

Guided by the tenets inherent in the Millennium Development Goals and by extension, the Johannesburg

Summit on Sustainable Development and Monterey the Consensus,

Emphasizing the importance of collaborating with all developing nations, without regional distinction,

Recognizing that representation within existing multilateral lending institutions do not allow for the concerns of developing states to be adequately addressed,

Acknowledging that the lack of a stable and secure infrastructure inhibits developing nations from attracting foreign direct investment (FDI) necessary for development,

Considering that donor states are often skeptical of the use of donated or lent funds to governmental administrations of developing countries, which may or may not act in the best interest of the people,

Noting that donor country contributions toward Official Development Assistance (ODA) are concerned with the efficient allocation and utilization of aid flows,

Cognizant of the fact that infrastructure development issues on local and regional levels are often overlooked by existing aid structures,

Aware that the majority of developing nations are not in a position to acquire additional loans from international lending institutions, as servicing these debts may impede in the implementation of the Millennium Development Goals,

1. Desires the creation of a special committee under the auspices of the United Nations Development Program (UNDP), hereafter named the International Organization for Infrastructure Development (IOID), which will administer the collection and allocation of Official Development Assistance (ODA) funds between developed and developing countries purely for the usage of infrastructure development;

2. Calls upon the IOID to facilitate the usage of ODA funds through collaboration between the UN and recipient countries;

3. Further provides the recipient country with expertise, while ensuring efficient usage of funds and focusing on community developmental initiatives;

4. Requests the intimate cooperation between the IOID and other United Nations bodies, such as the International Labor Organization (ILO) and the Food and Agricultural Organization (FAO), to further ensure that funds are being used in a productive manner;

5. Calls for complete transparency between the IOID and donor countries to provide assurance that their funds are being used as agreed upon;

6. Affirms that the focus of the IOID be the utilization of ODA funds for infrastructure development so that developing countries can create an increasingly attractive environment for foreign direct investments and ultimately decrease their dependence on foreign aid flows.

Sample Amendment

Committee: General Assembly 2nd Committee

Subject: Financing for Development

Sponsors: France, Romania, and Poland

Signatories: Togo, Australia, Fiji, Brazil, St. Lucia, Vietnam, New Zealand, Pakistan, Kuwait, and Argentina

- Delete operative clause 2
- Add operative clause: “Requests developing countries take preventive actions to avert the danger of financial crises through the rapid reform of capital flow structures and convertibility mechanism;”