




# TLVMUN2019

18 - 22 August 2019 • Tel Aviv University



## Rules of Procedure

## TABLE OF CONTENTS

---

Chapter I - Definitions	2
Conference Roles	3
General Definitions	4
Speaker's List and Caucusing	4
Motions and Yields	5
Voting Procedure Definitions	5
Resolution-Related Definitions	6
Resolution Roles	7
Amendments	7
Chapter II - Points	8
Chapter III - Beginning of Formal Session	10
Chapter IV - Debate	11
Yields	11
Motions	12
Chapter V - Closure of Debate	16
Chapter VI – Miscellaneous Terms	20
Chapter VIII - Order of Motions	21
Definitions	23
Formalities	24
Perambulatory Clauses	24
Operative Clauses	25
Amendments	26
Directives - Crisis	26
Chapter IX – SECURITY Council Rules of Procedure	28
Definitions	28
Special Motions	29
Resolution Writing	30
Voting Procedures	30

This document or any portion thereof may not be reproduced or used in any manner whatsoever without the express written permission of its writers.

Commercial reproduction or reference to this document requires the express written consent of the current Secretary General of the Tel Aviv Model United Nations Conference – TLVMUN.

Further terms of use for commercial purposes will be determined on a case-by-case basis.

All rights reserved.

### Member Delegate ("Delegate")

A participant in a committee who is given the task of representing a recognized United Nations party, including, but not limited to representatives of sovereign states, non-governmental organizations (NGOs), corporations and individuals; contemporary, historical or persons created for specific roles in the simulation. Delegates shall participate in formal session only after their presence is recognized by the chairing staff of the relevant committee (this can be done through the roll call procedure or through sending a note to the chairing staff).

### Observer State in a Committee

A state that does not have full voting rights as a member of the committee, but rather a state that has been allowed to attend the proceedings and take part in the committee's workflow due to the expertise the observer nation holds on the topic discussed by the committee, or the relevance that the specific state has to the topic being discussed. The following are the detailed rights of an Observer State in an MUN committee: An Observer State can:

- Give an Opening Statement
- Speak on the General Speakers' List
- Motion for Moderated and Unmoderated Caucuses
- Vote in procedural voting procedures
- Sponsor or sign draft resolutions and amendments

#### An Observer State cannot:

- Vote on substantive votes
- Be counted towards the minimum sponsors or signatories to present a draft resolution or amendment

### Chair / Vice-Chair

The official moderator of the formal MUN sessions. The chair/vice chair's responsibilities consist of managing the formal debate, running the MUN software and evaluating and ranking the delegates performance.

### Secretariat

The Secretary General of the conference, along with any and all other academically relevant positions that fall under the auspices of the Secretary General, including but not limited to the Undersecretary General and the Academic Advisor(s)

---

## GENERAL DEFINITIONS

---

### Formal Session

Any official committee session conducted under the auspices of the dais. The formal session begins with the roll call procedure and culminates with the suspension of the meeting.

### Formal Debate

The standard form of debate utilized by the United Nations, wherein speakers address the entire committee in an organized, predetermined fashion. The order of speeches is to be determined by the Speakers' List. Opening Statements are classified as formal debate.

### Quorum

The minimum number of delegates that must be present to allow committee session to formally commence. Formal session commences only when a minimum of one third of the members of the committee in question are present. To conduct substantive votes, a simple majority (meaning fifty percent of committee members, plus one) must be present.

### Agenda

The list of topics that will be discussed by a committee. The procedure of determining the order in which the topics at hand will be discussed is called '*agenda setting*.' The agenda setting process may include both formal and informal debates.

---

## SPEAKER'S LIST AND CAUCUSING

---

### General Speakers' List

The official order in which countries are permitted to address the committee. The order of the speakers' list is determined via recognition by the chair. If the list is exhausted, the committee automatically moves into voting procedures. If no draft resolutions have been introduced, the committee automatically moves to agenda setting for the next topic.

### Moderated Caucus

A form of informal debate that is moderated by the chairing staff. Members are given the floor for a limited time, after being recognized by the chair. Only one speaker is permitted to speak at a time.

### Unmoderated Caucus

A form of informal debate that allows for direct communication between the member delegates without moderation by the chairs. An Unmoderated Caucus is only limited by its duration, which is set prior to the beginning of the caucus.

## **Question of the Whole**

Similar to a Moderated Caucus, except that the next speaker is chosen by the delegate that just ended his speech instead of the Chair.

---

## **MOTIONS AND YIELDS**

---

### **Motion**

A motion is the method in which a delegate conveys his or her desire to have a specific action take place. This can range from the desire to have a moderated caucus to the desire to turning down the temperature in a cold room. For example, the delegate would raise their placard, and, once recognized by the chair, would state “Brazil motions for a 10-minute moderated caucus, with a two-minute speakers’ time, to discuss medical aid to Nigeria”

### **Yield**

If a delegate has ten seconds or more left of his or her speaking time, the time must be yielded, either to the chair, to questions or to another delegate. If the delegate fails to yield his or her time, any delegate may stand up and utilize the speaking time until the time has elapsed. [See more on yields on page 9]

---

## **VOTING PROCEDURE DEFINITIONS**

---

### **Substantive Vote**

A vote pertaining to the topic at hand, including, but not limited to, decisions on draft resolutions, amendments, and motions that modify resolution content.

### **Procedural Vote**

A vote that pertains to a committee's workflow. Any vote that is not considered a substantive vote is considered a procedural vote. Abstentions are not allowed on procedural votes.

### **Vote by Roll Call**

The voting procedure in which members cast their votes verbally and individually, either in alphabetical order or via a set seating plan. This type of voting procedure only applies to substantive votes.

### **Reorder Draft Resolution**

This will reorder the order in which the submitted Draft Resolutions will be voted upon superseding the default order in which they were introduced to the committee.

## **Press Conference**

The suspension of a committee's regular workflow, for the purpose of allowing members of the press corps to conduct official interviews. The format of the press conference is to be determined by the press corps staff and the chairing staff of the relevant committee. This step is not mandatory, and its implementation should be left to the discretion of the Secretariat.

---

## **RESOLUTION-RELATED DEFINITIONS**

---

### **Resolution**

An official legal document adopted by a committee, stating its position on a specific topic. A resolution is the final product of a committee's debate and negotiations on a given topic.

### **Draft Resolution**

An official document containing the draft of a resolution which has passed through and been recognized by the chairing staff. Draft resolutions are referred to by numbers, which are assigned by the chairs according to the order in which the draft resolutions are recognized.

### **Perambulatory Clauses ("preamble")**

The introduction to a resolution; the preamble indicates the reasoning behind the establishment of the resolution's operative clauses. The preamble cannot be amended once the draft resolution has been submitted. If the resolution is voted on clause by clause, the preamble is automatically adopted, without a vote.

### **Operative Clauses**

The primary part of a resolution, which specifies the actions that the committee has approved with regard to the topic at hand.

### **Formal Text**

Any document that has been submitted for or has already been granted the approval of the chairing staff. This includes resolutions, draft resolutions and amendments.

### **Draft Paper**

Any piece of text ranging from an idea to a clause to a fully written resolution that is still being worked on and has yet to be approved by the chairing staff.

### **Presenting Quorum**

The minimum number of sponsors and signatories required for the introduction of a draft resolution. Each required signatory may be substituted by an additional sponsor. Presenting quorum for draft resolutions requires one fifth (20%) of the member delegates as sponsors, and one tenth (10%) as signatories. The chairing staff may impose a different size presenting quorum.

---

## RESOLUTION ROLES

---

### **Sponsor**

A member state that has expressed full support for a specific draft resolution or amendment. Sponsors are required to vote in favor of their draft resolution or amendment, the exception being in cases where the adoption of unfriendly amendments has changed the content of the resolution significantly. A sponsor must show this significant change before being allowed to vote against the resolution. A delegate may sponsor more than one formal text if the texts do not contradict one another.

### **Signatory**

A member state that supports entering into a discussion on the draft resolution or amendment at hand but may or may not support the adoption of the resolution or amendment in its current form. Signatories are not required to vote in favor of the draft resolution or amendment.

---

## AMENDMENTS

---

### **Amendment**

A piece of formal text that is presented as an alteration to a draft resolution.

### **Friendly Amendment**

An amendment that has the support of all of the draft resolution's sponsors. Friendly amendments become part of the draft resolution automatically without necessitating a vote.

### **Unfriendly Amendment**

An amendment that is opposed by a minimum of one of the draft resolution's sponsors. An unfriendly amendment becomes part of a draft resolution only after a substantive vote, where it requires a simple majority to pass. Before being allowed to vote against a resolution, the sponsor of that resolution must explain how the addition of an unfriendly amendment has changed the resolution in a way that forces them to withdraw their support of the entire resolution.



## CHAPTER II - POINTS

---

### Point of Parliamentary Inquiry

A delegate may raise a "Point of parliamentary inquiry" to request an explanation from the chair regarding the Rules of Procedure. This point may not interrupt a speaker.

### Point of Information

A point of information allows a delegate to ask a question about a speech immediately following its delivery. This can include, but is not limited to, clarification of what was said, as well as a question on the content of the speech and policy.

A point of information must be motioned for immediately following the speech that it is relevant to and may be motioned for by any delegate other than the delegate who just finished speaking. As soon as the point is motioned for, the chairing staff will ask if the delegate that the point is directed at if he or she is open for points of information. A maximum of two points of information are allotted per speech, with the questions themselves being allocated fifteen seconds each, and the answers thirty seconds each.

Delegates reserve the right to refuse to answer a point of information but once accepted they must answer all questions. The time given to answer a point of information cannot be yielded to another delegate. When a delegate finishes his or her answer, he or she should sit down. Points of information can only be raised on the General Speakers' List. Points of information cannot be raised if the speaker has yielded time to questions. If time was yielded to another delegate during the initial speech, the points of information are directed at the last delegate to speak.

### Point of Personal Privilege

Delegates may raise a Point of Personal Privilege if a matter arises that will prevent them from properly participating in committee activities. Examples of such matters include the need to use the restroom, or an inability to hear the current speaker. The chairs shall try to effectively address the source of impairment. This is the only point that may interrupt a speaker.

If the delegate wishes to address the chairing staff privately, they can motion **to approach the chair**. A delegate can also address the chairing staff privately by writing a note or approaching the chairs during an unmoderated caucus. The chairing staff reserves the right to deny any motion or action of this type, without the possibility of appeal.

### Point of Order

A delegate may raise a point of order if he or she believes that a procedural rule has not been properly observed by a delegate or by the chairing staff. The chair will then rule on the validity of the point raised. A delegate raising a point of order may not use this point to comment on the topic of discussion. A point of order ruled out of order by the chairing staff may not be appealed. This point may not interrupt a speaker.

### Right of Reply

A delegate who believes that his or her personal or national integrity has been impugned by another delegate's comments may raise a "right of reply". Right of reply can only be requested while the committee is utilizing the General Speakers' List. "Right of reply" is to be given immediately after the speech to which it is relevant. Disagreement with the content of another delegate's speech is not grounds for a "right of reply." The chairing staff has the ability to recognize "right of reply" at their discretion. The chairing staff may choose to set a time limit for a "right of reply". No delegate may call for a "right of reply" on a "right of reply."

**NOTE:** A "Point of Parliamentary Inquiry" is used to clarify the Rules of Procedure. A "Point of order" is a complaint that the rules have not been followed.

### The Roll Call

At the beginning of each formal session (at the beginning of every day of the conference), the chair will conduct a roll call, either according to seating arrangement or in alphabetical order by country name. Each delegate will declare his status in the committee, noting "present" or "present and voting". Quorum is required to allow for formal session to proceed.

Delegates who are **"present"** may abstain in any substantive votes of the session.

If a delegate arrives after their designated country has been called, he or she may send a note to the chairing staff to declare him or herself "present" or "present and voting". The delegate is given observer status until the chairing staff recognizes the delegate's status.

### Moment of Silence/Minute of Silence

During a moment of silence, all present individuals (this includes delegates, chairing staff, and observers) must stand in silence for sixty seconds. Any delegate may motion for a moment of silence following roll call but before opening statements, during the first session of the debate.

### Agenda Setting

The first order of business for the Committee will be the setting of the agenda- the order in which the topics will be discussed. The debate on the agenda starts with the opening statements. A delegate's opening statement for setting the agenda should contain his other preference for the next topic to be discussed, as well as the reason for this preference. If necessary, the debate may proceed to formal debate and informal debate regarding the agenda. After the opening statements, a 'motion to set the agenda' is in order. This motion requires seconds. At this time a delegate makes a motion, stating - "The country of [name] moves to place [topic A] next on the agenda". Setting the agenda requires a simple majority vote.

In the case of two topics to be discussed: the motion and subsequent vote are with regard to the next topic to be discussed. Should the topic not meet the simple majority needed to pass, the committee will return to the General Speaker's List. One should not assume that there is an automatic majority to pass the second item as there may very well be undecided voters.

In the case of three topics to be discussed: the situation is very similar to the case of two topics. The motion and vote are always with regard to the next topic to be discussed, even if two topics have already failed to pass.

Once the next agenda item has been set, a new speaker's list is opened and a new round of opening statements begins on the topic at hand.

## Opening Statements

Each delegate is given the time to present an opening statement following the setting of the agenda. Opening statements should state the delegate's position on the given topic and their suggested course of action ("call to action"). Time for opening statements is set at a default of one minute per speaker, the exception being when it is defined as otherwise by the chairing staff prior to the commencement of the conference. Delegates can motion to change the speakers' time prior to the presentation of the first opening statement.

During "opening statements" the floor is not open for motions, however points are accepted. Neither yielding time nor motions for a right of reply are acceptable at this point in the debate.

---

## CHAPTER IV - DEBATE

---

### General Speakers' List

Also known as "the speakers' list", delegates will address the committee in the order specified by the General Speakers' List.

In order to be added to the speakers' list, a delegate must be recognized by the chairing staff. A delegate can also send a note to the chair requesting to be added to the speakers' list, should the chairing staff not verbally ask as to who wishes to speak. A country may not appear multiple times on the speakers' list, however countries will be removed from the list immediately following their speeches and they may immediately request to be re-added. The speakers' list is the default activity of the committee; if there are no motions on the floor, debate automatically returns to the speakers' list.

The chairing staff will only open the floor for motions after a minimum of two delegates have spoken. Each topic will commence with a new speakers' list.

---

### YIELDS

---

Description	Yield to
Another delegate is allowed to speak until the end of the speaking time (this is not in order unless there are a minimum of ten seconds remaining in the original speaking time.	Another Delegate

<p>Opening the floor to questions allows members of the committee to ask the speaker questions until speaking time has elapsed</p> <ul style="list-style-type: none"> <li>• The speaker may choose not to answer any of the questions asked</li> <li>• The time allotted for any question is fifteen seconds; the speaker's time remaining only "runs" while the speaker gives his or her answer</li> </ul>	Questions
The chairing staff retakes control of the committee and the unused speaking time is forfeit	The Chair

---

## MOTIONS

---

### **Motion to Set Speakers' Time**

A motion to set the time limit for each speech on the General Speakers' List. The default speaker's time is forty-five seconds, unless otherwise specified by the chairing staff. This motion is always in order during formal debate. This motion is never in order during informal debate.

If there are two or more motions on the floor to re-set the speakers' time, the motion for the longest amount of time is considered to be the most disruptive and is to be voted upon first.

### **Motion for Moderated Caucus**

This is a motion to temporarily suspend formal debate in favor of a moderated caucus. This motion requires the specification of a topic for the caucus, its total time limit, and the individual speaker's time. Once the caucus has started the only points that are 'in order' during a moderated caucus are 'Point of Personal Privilege' and 'Point of Order'. The 'Point of Order' is only with regard to a speaker being off topic though may not interrupt a speaker.

The chairing staff reserves the right to suggest a more appropriate caucus length, speakers' time or may rule the entire proposed moderated caucus out of order, without the possibility of appeal. Moderated caucuses are still a part of the debate, meaning that standard parliamentary rules of decorum are still applicable. The delegate who proposed the motion will be the first delegate allowed to address the committee within the framework of the moderated caucus. Yielding time is not permissible within the framework of a moderated caucus.

### **Motion for an Unmoderated Caucus**

This is a motion to temporarily suspend formal debate in favor of an unmoderated caucus. The motion requires only the specification of total caucus length. The chairing staff may suggest a more appropriate caucus length and put their amended version of the caucus to vote, or may rule the motion out of order, without possibility of appeal. Should the motion pass, the committee will enter an unmoderated caucus, whereupon most rules of parliamentary decorum are suspended, and delegates are able to move freely around the room and conduct more direct negotiations. In the framework of an unmoderated caucus, delegates are only constrained by the set time limit of the caucus and the dress code. No motions may be made during an unmoderated caucus except “Motion to Extend Moderated Caucus.”

### **Motion for a Question of the Whole**

Similar to a Moderated Caucus, except that the next speaker is chosen by the delegate that just ended his speech instead of the Chair. The motion requires total time limit only. This is considered as informal debate however the standard parliamentary rules of decorum are still applicable.

The delegate who proposed the motion will be the first delegate allowed to address the committee within the framework of the Question of the Whole.

The chairing staff reserves the right to suggest a more appropriate caucus length, speaker's time or may rule the entire proposed motion out of order, without possibility to appeal.

### **Extending a Caucus**

If a delegate feels the discussion in a moderated or unmoderated caucus is productive, the delegate may “Motion to extend the [moderated/unmoderated] Caucus”. If there is a simple majority in favor, then the caucus is extended. Extensions cannot total more than the original time of the caucus. Extensions on the extensions cannot be longer than the previous extension. The speakers' time of the caucus will remain unchanged, in the case of a moderated caucus.

A maximum of two extensions are allowed. Additionally, the extensions of a caucus cannot exceed the total length of forty minutes.

### **Motion to Introduce a Draft Resolution**

A draft resolution can only be introduced after being formally approved by the chairing staff and having been determined to have met all of the necessary requirements. A draft resolution can only be recognized if it has sponsorship from a minimum of twenty percent of the committee, or a minimum of three sponsors, should twenty percent of the committee constitute less than three delegates. Additionally, a draft resolution must also have at least ten percent of the committee listed as signatories. A draft resolution may only be introduced after it is assigned a number by the chairing staff, a sponsor has publicly presented its operative clauses and given a brief explanation of said clauses, and the committee is given time to read the full content of the document. It is permissible for more than one draft resolution to be on the floor at any given time. The chairing staff shall start the vote with the first draft resolution that came onto the floor.

## Motion to Introduce an Amendment

An amendment can be introduced only after it has received approval by the chairing staff and has been determined to meet all minimum requirements. An amendment only requires one sponsor yet requires 15% of the committee to be signatories (rounded up). An amendment is considered to have been introduced after it has been assigned a number by the chairing staff, the sponsor has publicly announced and explained it, and the committee has been given time to review its content.

Following the chairing staff's approval of the proposed amendment, one of the sponsors shall "Motion to introduce amendment [x] to draft resolution [A]. [b]"; this motion requires a second and a simple majority in order to pass. If the motion passes, the sponsor who motioned to introduce the amendment will be given forty-five seconds to present and explain the amendment. After the presentation, the delegates will be given two minutes to review the amendment.

At this point, the floor will be open to motions for panels of authors regarding the amendment only. A simple majority is needed for the panel of authors to pass.

Next, the chairing staff will ask the sponsors of the draft resolution that the amendment pertains to if they find the amendment friendly or unfriendly. If all of the sponsors consider the amendment friendly, the draft resolution will be amended automatically. If one or more of the sponsors finds the amendment unfriendly, the amendment needs to be voted upon. The vote is conducted immediately, and the amendment requires a simple majority in order to pass and become part of the resolution. Voting procedures pertaining to amendments are considered to be substantive.

No amendments may be offered, introduced, or debated once the committee has 'closed the debate'.

**Note:** You cannot amend an amendment. If you want to change an amendment that is being discussed, you need to withdraw that amendment and reintroduce the updated version. When reintroducing the updated version, you need to comply with all of the guidelines for introducing an amendment.

### *Summary:*

- 1- *Write the Amendment*
- 2- *Gather the required amount of signatories*
- 3- *Receive chair approval and code*
- 4- *Motion to introduce the amendment*
- 5- *Sponsor introduces the amendment – 45 seconds*
- 6- *The room gets two minutes to read the amendment*
- 7- *Panel of Authors – If passes (simple majority needed to pass)*
- 8- *Chairs check if the amendment is Friendly or Unfriendly*
  - a. *If Friendly – Passes Automatically*
  - b. *If Unfriendly – Vote (simple majority needed to pass)*

### **Motion for a Panel of Authors**

Authors are representatives from a given bloc that supports a specific resolution. They are selected by the bloc from within the bloc. They represent the resolution in front of the committee as part of the Panel of Authors, where they answer questions related to the draft resolution the bloc has introduced. The total time limit of the panel must be stipulated in the motion. The motion requires a simple majority to pass.

### **Motion to Suspend the Meeting**

This is a motion to temporarily suspend the debate for pauses in workflow, in order to accommodate necessities such as 'lunch', 'coffee break' or the end of the debate for a given day. The delegate motioning must state the reasoning for the motion. Once the motion is accepted, the chairing staff will announce what time the committee will be reconvening for the next session.

### **Motion to Withdraw**

Delegates may withdraw procedural motions that they have proposed prior to the entry of voting procedure on the proposals in question. The only requirement for a withdrawal is that the committee as a whole must not have already adopted the proposal. A withdrawn motion may be reintroduced at any point when the floor is open for motions.

**NOTE:** If a motion gets seconds, but no objections, it automatically passes. If a motion gets no seconds, it automatically fails. If a motion gets both seconds and objections, it is voted upon. The delegate who brought forward the initial motion cannot second or object to the motion. No delegate can both second and object to a motion – a delegate may either second or object. It is only necessary to have one second and/or one object



## CHAPTER V - CLOSURE OF DEBATE

---

Once the committee has begun 'voting procedures' the doors of the committee room are closed and no individuals are allowed to enter or leave the room. All delegates must remain in their designated seats until voting procedures have concluded, and any delegate not present in the committee hall when voting procedures begin will not be able to return until voting has concluded.

Observers may remain in the room for the duration of the procedures, although they are not allowed to cast votes. Additionally, the practice of note passing is not permissible during voting procedures.

### **Motion to Close the Debate**

This is a motion to close the debate on the topic at hand and move to voting procedures on the draft resolutions that have been introduced. No further formal or informal debates on the proposed official document are possible, should this motion pass. The chairing staff must entertain two speakers for and two speakers against the proposed motion. After the delegates have spoken, a vote is conducted, requiring a two-thirds majority in order to pass the motion. It should be noted that the voting procedures on the motion to close the debate are considered procedural but should the motion pass and cause the committee to enter voting procedures on the draft resolutions on the floor, the second set of voting procedures (on the draft resolutions) will be considered substantive.

### **Motion to Adjourn the Debate (on a specific topic) –**

This motion ends all debate on the topic at hand, and prevents resolutions from being adopted, if none have been adopted prior to the passing of the motion. Delegates may motion to adjourn the debate at any point during the formal debate of on an agenda item. The chairing staff will entertain two speakers in favor of the motion and two speakers against the motion before a vote is conducted. After the delegates have spoken, a vote shall be taken with a two-thirds majority required for the motion to pass.

### **Motion to Reopen the Debate (on the topic)**

With this motion, a topic on which debate has been adjourned may be put back on the floor and debated. The motion to reopen the debate works the same way as the motion to adjourn debate: the chairing staff will entertain two speakers for the motion and two against it. A new speakers' list will then be established on the topic, should the motion pass. This motion requires a two-thirds majority in order to pass.

### **Motion to Vote by Roll Call**

This is a motion to initiate a vote according to either the alphabetical order of the voting states' names, or the formal seating arrangement of the committee. This motion requires no procedural vote, which means that the committee will vote by roll call should a single delegate

motion for this. A roll call vote is similar to the roll call at the beginning of each session; the chair will read out all of the countries names (either in alphabetical order or based on the seating arrangement). When a country is called, the delegate may answer 'Yes', 'No', 'Pass' or 'Abstain.' If a delegate is present and voting, he may answer 'Yes', 'No' or 'Pass'. If a delegate answers with 'Pass', the chair will continue with the roll call procedure and, immediately afterward, return to the delegates who 'Passed,' in the order which voting was conducted. At this point, delegates may only answer 'Yes' or 'No'. A delegate may not answer 'Pass' a second time. This motion will be voted upon by a procedural vote. It requires a simple majority to pass.

#### **Motion to Reorder Draft Resolution**

This motion will reorder the order in which the submitted Draft Resolutions will be voted upon superseding the default order in which they were introduced to the committee. The motion can be raised after closure of debate (but before voting on the draft resolution). Requires a simple majority to pass.

#### **Yes/No with Rights**

When voting by roll call, a delegate may wish to justify his or her vote by voting "with rights." In doing this, the delegate will be given thirty seconds immediately following the casting of all votes, to explain why his or her state is voting in the manner that it voted. Rights should only be requested should a delegate believe that his or her vote can be perceived to be contrary to state policy, or the sentiments that have been expressed throughout the duration of the proceedings.

#### **Motion to Vote Clause by Clause**

This motion causes the committee to vote on the resolution clause by clause, and not as a whole document. Only the operative clauses are voted upon, with the preamble remaining unchanged from the form in which it was originally submitted. After voting on all clauses, a second vote will be conducted on the resolution as a whole document. The chair will entertain one speaker for and one speaker against this motion. This motion is mostly used to strike out clauses that could not be satisfactorily amended. This motion will be voted upon by a procedural vote. It requires a simple majority to pass.

***In the case of a combination of roll call and clause by clause voting, the procedure will be as follows:***

1. The votes on the separate clauses will be taken by show of placards.
2. The draft resolution as a whole will be voted upon by roll call

### **Motion to Divide the Question**

This motion is used to split the proposed draft resolution into two separate documents; this can be used to rule out a specific group of operative clauses.

This motion cannot be used to split the perambulatory clauses; the preamble will be adopted in its entirety as part of any passing resolution. This motion can be entertained only after the closure of debate.

When proposing a motion “to divide the question”, the delegate who raised the motion must state the preferred grouping of operative clauses – meaning that the delegate has to state which clauses he or she wishes to include in the new draft resolution. Operative clauses may be grouped in any number of combinations; however, each clause may not be included in more than one group.

This motion requires a second, in order to be voted upon. If there is no objection, it automatically passes without moving to voting procedures. In the event of an objection to the motion, the chairing staff will entertain two speakers in favor and two speakers against, following which the motion will be voted upon. This is a substantive motion, which requires a simple majority in order to pass. If the motion passes, it effectively creates two new draft resolutions; the original draft, without the clauses specified by the division of the question is renamed "Resolution x.1", and the clauses that were excluded from the first resolution, along with the entire text of the preamble is designated "Resolution x.2". The committee will vote on Draft Resolution x.1 first, after which it will vote on Draft Resolution x.2.

Note: The preamble of the original resolution becomes the preamble for the two new resolutions. After the two new draft resolutions are edited, the Committee will proceed to a substantive voting procedure. The committee will adopt the first of the two resolutions to pass.

In case of multiple motions to divide the question, the order of voting will follow the rule of most disruptive to least disruptive. This means that the resolution where group A (the group chosen to be included by the motioning delegate) is least similar to the original document is to be voted upon first. If there is a tie then the vote is will follow the same order in which the motions were motioned for.

### **Example For the proceeding of the Motion to divide the question -**

**<after debate was closed>**

**Delegate:** Motion to divide the question by grouping operative clauses 3,4,7.

**Chair:** This is in order. Are there any seconds? [seeing seconds]. Are there any objections? [seeing objections]. I need two speakers in favor and two speakers against.

**<picks speakers>**

**Delegate A:** <speaks in favor>

**Delegate B:** <speaks against>

**Delegate C:** <speaks in favor>

**Delegate D:** <speaks against>

**Chair:** <casts a substantive vote, assuming it received the required votes>

This motion passes. Operative clauses 3, 4, & 7 are divided out from draft resolution 1.0 and hereby considered as new draft resolution 1.1. The rest of the clauses will be renamed draft resolution 1.2. We will proceed voting on the new draft resolution 1.1 (that only has the preamble and operative clauses 3, 4, & 7.) The other draft resolution is 1.2 (The preamble and all of the operative clauses except 3, 4 & 7).

**Chair:** <casts a substantive vote on draft resolution 1.1> This motion (passes/fails), draft resolution 1.1 was (adopted/rejected) as a resolution.

**\*Chair:** (assuming 1.1 did not pass) We will proceed now the voting procedure on the draft resolution 1.2 that include only clauses 3,4,7.

## **Motion to Adjourn the Meeting**

At the conclusion of the last committee session of a specific MUN conference, the committee will need to come to a conclusion. A motion to adjourn the meeting is the final motion that must be passed at any given conference. This motion requires a simple majority to pass. Decisions concerning this motion are not subject to appeal.

**IMPORTANT:** All motions require seconds in order to move to voting procedures; the only motions that pass automatically are:

- 1) Motion to Withdraw (a Proposal).
- 2) Motion for a Moment of Silence/Minute of Silence.
- 3) Motion for a Vote by Roll Call.

---

## **CHAPTER VI – MISCELLANEOUS TERMS**

---

### **Motion to Appeal**

A delegate may not appeal any decision made by the chairing staff if the appeal explicitly contradicts the Rules of Procedure. A delegate may appeal a judgment call by the chairing staff if they feel it is unfair to them or the committee as a whole. The delegate who wishes to file an appeal must state their intention to do so immediately after the chairing staff has announced the disputed decision. Such an appeal must be made orally in the presence of the committee. In the appeal, the delegate must state his or her reasons for disputing the chairing staff's decision, and afterwards the chairs may speak briefly in defense of their decision. The appeal will then be put to a vote, wherein two-thirds of committee members voting against the chairing staff's decision will be enough to refer the issue to the Secretariat where they will have supreme authority over decisions made. This process is applicable in situations including but not limited to plagiarism and questions on relevance of topic to the committee mandate.

### **Usage of Other Delegates Materials/Resolutions**

It is not in the spirit of MUN for a delegate to use someone else's work and pass it off as his or her own, without giving due credit. This extends both to trying to pass off another delegate's work as though it was one's own work, and to taking preexisting work from a third-party source, such as the internet (for example, taking an operative clause off of a pre-existing resolution on the internet and passing it off as one's original idea). This definition extends to but is not limited by study guides, draft resolutions, amendments and position papers.

In such a case, proof must be presented before the accusation is publicized and should include documentation, preferably time-stamped. With regard to delegate plagiarism, plagiarism can only be declared once the document in question (i.e. a draft resolution) has been officially submitted. In such cases, all plagiarized clauses are automatically stricken from the draft resolution and the draft resolution in question will then move to the bottom of the voting order. Additionally, the Secretariat should be notified, and how to proceed is to be left to their discretion.

## Homemade Resolutions

The goal and spirit of MUN is to work together to deliver the best solution to the problem at hand. That cooperation is not possible when delegates do most of the work from home and arrive to sessions prepared with a comprehensive resolution. Prewritten resolutions, or parts of them, are strongly discouraged.

## CHAPTER VIII - ORDER OF MOTIONS

---

In accordance with standard United Nations practice, as well as recognized Model United Nations Rules of Procedure, the Order of the Consideration of Motions is determined according to descending level of disruptiveness to the committee's workflow. Under the aforementioned specifications, motions made during debate will be considered in the following order:

1. P5 Caucus (If relevant to your committee)
2. Points
3. Motion to Withdraw
4. Motion to Appeal
5. Motion to Set the Agenda
6. Motion to Reopen the Debate
7. Motion to Adjourn the Debate
8. Motion to Close the Debate
9. Motion to Suspend the Meeting
10. Motion to Introduce Draft Resolution
11. Motion to Introduce Amendment
12. Motion for an Unmoderated Caucus
13. Motion for a Moderated Caucus
14. Motion to Extend the Caucus
15. Motion to Set the Speaker's Time
16. Motion to Adjourn the Meeting

**During Voting Procedure, Motions will be considered in the following order:**

1. Motion to Divide the Question
2. Motion to Vote Clause by Clause
3. Motion to Vote by Roll Call

**NOTE: When multiple motions for caucuses arise, the voting order will be determined by the following:**

1. An Unmoderated Caucus takes precedence over a Moderated Caucus.
2. If there are multiple caucuses - the caucus with the longest total time takes precedence.
3. If there are multiple caucuses with the same total time – the caucus with the longest speakers' time takes precedence.
4. If there are multiple caucuses with the same total time and speaker's time then the voting order is determined by the order in which the original motions were taken.

## CHAPTER VIII – RESOLUTION WRITING

---

Ultimately, the goal of Model United Nations committees is to find solutions to the problems presented in each simulation. These solutions are presented in the form of resolutions. Even though in most cases resolutions do not solve the entire problem in a foolproof manner, resolutions can be a good stepping-stone to a final solution.

The effectiveness of a resolution depends on the authority of the committee, the intent of the sponsors and its acceptance among Member States. The only body that has the mandate to adopt legally binding resolutions is the Security Council. Delegates should be aware of the mandate and purpose of their committee within the UN-System.

---

### DEFINITIONS

During the conference a delegate will, on numerous occasions, hear terms such as ‘draft paper’, ‘draft resolution’ and ‘resolution’. At IMUNA conferences, all documents approved by the Chairs are considered draft resolutions and should be written and formatted accordingly.

A ‘draft paper’ is any form of the resolution before it is handed in to the chair and accepted. At this time the paper has no requirements as far as writing or format and is mainly to be used between the delegates with the aim of eventually turning it into a draft resolution.

During this time the delegates should formulate phrases, negotiate with delegates to find compromises and look for sponsors and signatories. During this phase the whole paper, perambulatory and operative clauses, may be changed without any formal procedure.

Once the resolution has been formatted correctly, it may be submitted to the chairing staff. The chairing staff will then review the document, correct it if necessary and decide whether or not to accept it as a draft resolution. If the chairing staff has remarks, corrections or clarifications, the sponsors will be informed and asked to correct the paper accordingly. Once the chairing staff has decided to accept the draft resolution, it will be allocated a code, and the sponsors will be allowed to introduce the draft resolution to the committee at large.

As of this point, the draft is considered on the floor and belonging to the whole committee and its operative clauses may be altered only by amendments or by the draft resolution being withdrawn by its submitters.

The paper stays a draft resolution until it has been voted upon. If it is adopted, it then becomes a ‘resolution’.



## FORMALITIES

---

All resolutions start with the heading on top of the first page. A delegate should start by naming his committee, the topic the paper is referring to, as well as the sponsors and signatories. The chair will later add the code of the draft resolution.

A resolution at the UN consists of one, in most cases rather long, sentence. The starting phrase of each clause should be italicized. (For example: '*Recalling* all relevant resolutions'; '*Noting with deep concern* the on-going acts of violence in the region')

## PERAMBULATORY CLAUSES

---

The perambulatory clauses explain the committee is taking the actions specified in the operative clauses. They supply historical background, refer to past actions on the topic or important declarations, conventions or the UN Charter specifically. They may justify a specific action and include altruistic appeals to the common sense or humanitarian instincts of members.

Perambulatory clauses always begin with in a present participle tense and always end with a comma.

### Examples of Perambulatory phrases (this is not an absolute list):

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

## OPERATIVE CLAUSES

---

The action taken by the committee via its resolution is written down in the operative clauses. They may recommend, urge, condemn, encourage, request certain action or state an opinion regarding a specific situation. The Security Council (SC), and only the SC, may also decide on any action concerning Chapters VI and VII of the UN Charter, including sanctions or the installation of UN-peacekeeping forces.

Operative clauses always begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period.

All operative clauses are sequentially numbered to make it easier to refer to a specific clause.

### **Examples of Operative phrases (you are not limited only to them):**

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

## AMENDMENTS

---

An amendment is usually aimed at clarifying or changing parts of a draft resolution. As stated before, once on the floor a draft resolution may only be changed by a formal amendment. A delegate should also keep in mind that changes to perambulatory clauses are possible only in a draft paper which has not yet become a draft resolution. Once the document is officially a draft resolution, no changes in the perambulatory clauses are possible.

Amendments may add or strike words, phrases or whole operative clauses of a draft resolution. A delegate may not attempt to strike out all of the operative clauses of a draft resolution. Amendments require only one sponsor though require 20% of the committee to be signatories unless stipulated otherwise by the chairing staff.

There are two types of amendments, **friendly and unfriendly**, please refer to their definitions in previous sections.

If a draft resolution has been successfully amended by unfriendly amendment and that unfriendly amendment has changed the content of the resolution significantly, the original sponsors of that draft resolution are no longer obliged to vote in favor of the draft resolution. The original sponsors must show how this unfriendly amendment significantly changed the content of the resolution and elaborate as to why this prevents them from supporting the resolution as a whole before being allowed to vote against the resolution.

## DIRECTIVES - CRISIS

---

An alternative to a standard resolution and are only used when directed by the chairing staff. They are usually reserved for dynamic, time-constrained scenarios. Directives use only operative clauses. They should be short, clear, and specific. There are three types of directives:

1. **Action Plans** - Action Plans, are just that - Plans of Action. They are used to order or direct, individuals, agencies, nations or troops, on actions that fall within the scope and authority of the committee.

Action Plans can be used to declare the joint strategy that the committee has decided upon. Action Plans require a minimum of five sponsors to be introduced and a two-thirds majority to pass.

2. **Communiqués** – A formal message from the committee, used to communicate with foreign governments, agencies, or individuals, which are not present in the committee.

Communiqués are limited in their context but are easier to pass. Their content usually centers around warnings or asking for information and expert witnesses. They cannot discuss armed actions or movement of troops. Communiqués require a minimum of three sponsors to be introduced and a simple majority to pass.

3. **Press Releases** – A statement from the committee or a delegate, used in cases where the parties wish to communicate decisions or information to the public.

Press releases require a minimum of one sponsor to be introduced and but a two-thirds majority to pass.

**Process of Passing a Directive:**

1. The directive must meet the minimum sponsor requirement as stipulated above.
2. The directive must pass through chair approval and receive a code.
3. The directive is introduced - no vote is necessary. 30 seconds are allotted for introduction. From this point forward, the 'motion to vote on directive' is in order.
4. A delegate motions to 'Motion to Vote on Directive' - requires a simple majority to move into voting procedure.
5. One Speaker for and one Speaker against are entertained. If there are no speakers against, the motion passes automatically.
6. Voting is conducted, requirements to pass are stipulated above.
7. After the vote, the committee returns to where it was before the 'Motion to Vote on Directive' was introduced.

## CHAPTER IX – SECURITY COUNCIL RULES OF PROCEDURE

---

These rules, make up the Rules of Procedure specifically for the Security Council committee.

---

### DEFINITIONS

---

#### **P5 State**

The abbreviation “P5” refers to the “Permanent 5” members of the United Nations Security Council. These members are the United States of America, the United Kingdom of Great Britain and Northern Ireland, the French Republic, the Russian Federation, and the People’s Republic of China. These states maintain expanded powers that non-P5 states do not have; these powers include the right to call for a ‘P5 Caucus’, the right to declare any procedural vote substantive, the right to declare any procedural vote that has been declared substantive procedural and the right to veto during substantive votes.

#### **Veto**

This is a power reserved for the P5 states, which is invoked automatically whenever a P5 nation votes against an item during a substantive vote. The effect of the veto is that the item being voted upon is immediately thrown out and cannot be discussed in the future by the committee.

#### **Non-P5 State**

A Non-P5 State is any state with full voting rights in the United Nations Security Council that is not one of the P5 states. These states maintain all of the rights and privileges outlined in the IMUNA Rules of Procedure.

#### **Observer State in the Committee**

An observer state is a state that has been allowed to take part in the debate surrounding Security Council proceedings but is not a member of the UNSC at the given point in time. This means that the observer state does not have substantive voting rights within the committee. The Observer state maintains all of the rights, privileges and limitations outlined for Observer states in the IMUNA Rules of Procedure.

#### **P5 Caucus**

A temporary break from the formal debate, in order to allow the P5 States to confer in private. Additional members of the committee may join the P5 states if they have been invited by one of the P5 states and there are no objections from any of the participating P5 states.

### **Motion for a P5 Caucus**

This is a motion to temporarily break formal debate in favor of a P5 Caucus. This motion can only be raised by a P5 state. When motioning, the delegate must specify the duration of the proposed caucus and the status of the states remaining in the committee room (moderated caucus, unmoderated caucus, break). For this motion to pass, all present P5 states must second it. This motion may be raised whenever the floor is open for motions. This motion supersedes all other motions.

### **Motion to Declare Substantive**

This is a motion reserved specifically for P5 states. If passed, it turns a ‘procedural vote’ into a ‘substantive vote’. The main difference between the two is that abstentions are allowed in a substantive vote while they are not allowed in a procedural vote, and that the veto will come into effect should a P5 state vote against the motion. This motion does not require a ‘second’ from another P5 state.

### **Motion to Declare Procedural**

This motion only applies to votes that have started out as procedural and been changed to substantive by a P5 state. The process is identical to that of ‘Motion to Declare Substantive’.

Note: If a motion starts out as procedural, it may be changed to substantive, and then changed back to procedural, then may once more be changed to substantive at which point the vote is set as substantive and is not subject to change anymore. The idea behind this is that it publicly shows the first P5 power that originally motioned to change the vote to substantive that he is facing disagreement. It gives him the chance to rethink his approach while still giving him the ability to proceed with it.

### **Condemning**

Only the Security Council and the Human Rights Council reserve the right to 'condemn'. Other United Nations organs are not allowed to make use of this term in their resolutions.

---

### **VOTING PROCEDURES**

---

#### **Two-Thirds Majority**

A two-thirds majority is required in order to pass a draft resolution whose operative clauses utilize the following:

- Chapter Seven of the United States Charter
- Any call for use of force in a specific situation, including but not limited to the sending of peacekeeping forces

#### **Simple Majority**

Every draft resolution that is not limited by the need for a two-thirds majority only requires a simple majority to pass.