



MUNIST '17

RULES OF PROCEDURE

# MODEL UNITED NATIONS OF ISTANBUL 2017 RULES OF PROCEDURE

## **Rule 1: Mandate of the Secretariat**

The Secretariat shall receive, approve, print and distribute documents, reports, and resolutions of the Committee to the members of the United Nations or other international bodies, approve directives and deliver crises and updates to the Special Committees and generally perform all other work that the Committee may require. For purposes of these rules, the Under Secretaries-General and Academic Assistants, who are designate and agents of the Secretary-General and Deputy-Secretary-General are collectively referred to as the Secretariat.

## **Rule 2: Scope**

The MUNIST Rules of Procedure as they are provided in this document are applicable to all committees hosted in MUNIST 2017. All rules are subject to modification by the Secretariat if deemed appropriate and necessary. If a situation arises that is not addressed in the rules of procedure, the Committee Directors will have final authority upon the matter.

### **Rule 3: Language**

English is the official written, spoken and working language of the conference. If a delegate wishes to present a document in any other language, the translation of this document in English must be provided to the Committee Director.

### **Rule 4: Credentials**

The credentials of all delegations have been accepted upon registration. 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. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

### **Rule 5: Courtesy**

Delegates shall show courtesy and respect to other delegates and the Secretariat, and show outstanding behavior towards the hosts, being, the Organization Team. The Committee Director will immediately call to order any delegate who fails to comply with this rule. Delegates violating the courtesy will be issued an academic warning by the Secretariat.

## **Rule 6: Dress code**

The dress code is formal business attire. This is mandatory during all official sessions of the Conference. Delegates may wear historical or traditional attire as a reflection of the culture of the nation he or she is representing.

## **COMMITTEE RULES**

Please note that these rules apply to the following committees,

- Asia-Pacific Economic Cooperation
- United Nations Security Council
- Organization of African Unity
- United Nations Expert Panel on Sokovia
- Historical General Assembly
- Futuristic World Health Organization

## **Rule 7: General Powers and Duties of the Committee Board**

The Committee Directors are mandated to direct the committee with the powers granted to them by this document. The Rapporteurs are mandated to assist the Directors in their duties and prepare reports on the committee proceedings for the information of the Secretariat.

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The Committee Director may choose to suspend the current Rules of Procedure temporarily in order to clarify certain substantive or procedural issues. The Committee Director also has the right to interrupt the Committee proceedings in order to show a presentation, or to bring in a guest speaker or an expert witness. The Director may temporarily transfer his or her duties to another member of the Committee Board or the Secretariat. Committee Directors and other Secretariat members may also advise delegates on the possible course of debate if deemed appropriate and necessary. In the exercise of these functions, the Committee Directors will be at all times subject to these rules and responsible to the Secretary-General.

### **Rule 8: Quorum**

Quorum denotes the minimum number of delegates who need to be present in order to start a debate session. Quorum is met if at least one third of the registered delegates are present in the committee in this Conference. The presence of delegates of a majority of the Member States of the body concerned is required for any decision on a substantive motion. Committee Directors should declare the session open if the Quorum is met. A quorum will be assumed to be present unless specifically challenged and shown to be absent by a roll call.

### **Rule 9: Statements by the Secretariat**

The Secretary-General or a designated member of the Secretariat may, at any time, make either written or oral statements to the Committee.

## **RULES GOVERNING DEBATE**

### **Rule 12: Attendance**

At the beginning of each session, Committee Directors will call on Member States in English alphabetical order to state their status of presence. Member States may reply “present” or “present and voting”, where “present and voting” means the Member State cannot abstain on the any substantive vote during that session.

### **Rule 13: Speakers’ List**

After the Agenda is set, debate on the topic begins by opening the Speakers’ List. The Speakers’ List is opened by the Committee Director and will show the order of speakers on the topic and it will be followed, except when superseded by a procedural motion or debate on amendments. The Speakers’ List will remain open throughout the duration of debate on that topic of the Agenda. Speakers may speak generally on the topic being considered and may address any resolution only if it is currently on the floor. The Committee will have an open Speakers’ List for the Agenda Item being discussed. A Member State may add its name to the Speakers’ List by

submitting a written request to the Committee Director, provided that the Member State is not already on the Speakers' List. The Speakers' List for the second Agenda Item will not be open until the Committee has proceeded to that Agenda Item.

### **Rule 15: Unmoderated Caucus**

A motion for an Unmoderated Caucus can be entertained at any time when the floor is open. The time limit, not to exceed twenty minutes, and the purpose should be specified while making the motion. The motion will then be put to vote and a simple majority is required for the motion to pass. In the case of multiple motions proposing unmoderated caucuses, the Director will rank the motions in descending order of length and the Committee members will vote accordingly. The Committee Director may rule the motion out of order. An unmoderated caucus may be extended twice with a timeframe not exceeding the previous one.

### **Rule 16: Moderated Caucus**

The purpose of a Moderated Caucus is to facilitate substantive debate on critical junctures in the discussion. In a Moderated Caucus, the Director will temporarily depart from the Speakers' List and call on delegates to speak at his or her discretion. A motion for a Moderated Caucus can be proposed at any time when the floor is open. The time limit of the caucus' total time (not exceeding twenty minutes), the time to be allotted (not exceeding the speakers' time of the formal debate) to each speaker and

the purpose should be specified when proposing the motion. The purpose should be clearly specified and it has (1) to have a connection to the current agenda item and (2) not to be as wide as the current agenda item, considering the purpose of this instrument.

The motion will be put to vote and simple majority is required for the motion to pass. In the case of multiple motions proposing moderated caucuses, the Committee Director will rank the motions in descending order of total duration, then in descending order of the speakers' time in case the total durations are the same. Then the Committee members will vote accordingly. No motions are in order between speeches during a moderated caucus except for motions to alter the speakers' time and to end the caucus. A delegate can and will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. If there is no delegate wishing to speak, the Director may end the moderated caucus at his/her discretion and the committee goes back to the formal debate. A motion for an extension of the current Moderated Caucus can only be given after the Caucus ends. A Moderated Caucus may only be extended twice with a timeframe not exceeding the previous one.

### **Rule 17: Closure of Debate**

A delegate may at any time move the closure of debate on the item currently under discussion, whether it is the general topic, debate on agenda setting, or debate on an amendment; a delegate may propose a motion to close such debate when the floor is open, whether or not any

other delegate has signified his or her wish to speak. The Director may overrule this motion.

When the motion is entertained, permission to speak on the motion shall be accorded only to two delegates at most opposing the closure, after which the debate on the “closure of debate on the motion for closure of debate” automatically ends and motion shall be put to vote. Passing of this

motion requires two-thirds majority of the house voting in favor. If the Committee favors the closure of debate, the debate on the topic finishes. In order to move to the voting of all proposals introduced, a motion to move to the voting procedure shall be given. Before moving to the voting, motions to alter the type of voting (such as roll call vote), to reorder the draft resolutions and to divide the question may be given. Motions to close the debate and move to the voting procedure may be given in a single motion. If this combined motion passes, the type of voting cannot be altered, the question cannot be divided and the drafts cannot be reordered.

The Committee shall immediately move to vote on all proposals introduced under debate. If there are no objections after the Committee Director announces movement to the voting procedure, the motion automatically passes.

### **Rule 18: Suspension and Adjournment of the Meeting**

The suspension of the meeting means the postponement of all Committee functions until the next session. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. A delegate may raise a motion to suspend or adjourn the meeting when the floor is open. If any such motion is entertained, the house will vote on the motion immediately. A simple majority is required to suspend or adjourn the meeting.

### **Rule 19: Tabling and resumption of the Debate**

A delegate may raise a motion to table the debate on a draft resolution or amendment under discussion, which is the postponement of the current debate. Permission to speak on the motion shall be accorded to two or four delegates speaking either for or against, ensuring that the committee hears equal number of speeches for and against. In case there are no delegates speaking against, the motion may be considered to automatically pass upon the Director's decision. After the committee hears speeches, the motion shall be put to a vote immediately. A two-thirds majority is required for the motion on tabling to pass and this motion is debatable. If this motion passes, no debate will be allowed on the tabled draft resolution or amendment.

A motion to resume the debate on a tabled draft resolution or amendment, when passed, allows the committee to reconsider and discuss the tabled

draft resolution or amendment. A motion to resume debate requires a simple majority to pass.

## **RULES GOVERNING SPEECHES**

### **Rule 20: Speeches**

No delegate may address a session without having previously obtained the permission of the Committee Director. The Committee Director may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or are offensive to Committee members or Secretariat. The Director may, at his or her discretion, call a delegate to order if his or her speech is considered personally offensive or infringes upon the sovereignty of a Member State. Delegates should stick to the time limit of speeches. The Committee Director can interrupt the speaker if he/she exceeds the time limit.

### **Rule 21: Yields**

Allotted time and floor cannot be yielded anyhow during a moderated caucus. Yield after another yield is not in order, and the floor shall be yielded to the board. A delegate granted the right to speak during formal debate may yield any remaining time in one of three ways:

***a) Yield to another delegate:*** The delegate's remaining time will be offered to that delegate. If the delegate accepts the yield, the Committee Director shall recognize the delegate for the remaining time. To turn the

floor over to a co-delegate of the same Member State is not considered a yield and is not allowed. The second delegate speaking may only yield the floor back to the Director.

***b) Yield to the points of information:*** Questioners will be selected by the Committee Director and limited to one question each. Follow-up questions will be allowed only at the discretion of the Committee Director. The Committee Director will have the right to call to order any delegate whose question is, in the opinion of him or her, rhetorical, leading and/or not designed to elicit information. The delegate who has yielded his/her time to questions can reject to answer any question at his/her discretion.

The answers and the questions shall be given in third person and be directed to the Director.

***c) Yield to the chair:*** Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Committee Director will then move to the next speaker.

### **Rule 22: Right of Reply**

A delegate whose national integrity has been impugned by another delegate may request a Right of Reply. It should be submitted in writing. The delegate shall write the statement of the delegate that has violated their national integrity, and also write what the delegate is willing to deliver, when given the floor. The Committee Director shall determine an

appropriate time limit for the reply. A Right of Reply to a Right of Reply is out of order.

*For purposes of this rule, a remark that impugns a delegate's "national sovereignty or territorial integrity" is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty or a portion thereof.*

## **RULES GOVERNING POINTS**

### **Rule 23: Points of Order**

A delegate may rise to a Point of Order if there is improperness in parliamentary procedure. A delegate may not, in rising to a Point of Order, speak on the substance of the matter under discussion. The Committee Director in accordance with the rules of procedure will decide the Point of Order. A Point of Order may not interrupt a speech. Point of Order is the second prior to the points and motions. Points are more precedent to the motions.

### **Rule 24: Points of Personal Privilege**

A delegate may rise to a Point of Personal Privilege whenever there is something that hinders the participation of the delegate to the Committee and request that discomfort to be corrected. A Point of Personal Privilege may not interrupt a speech due to rule of courtesy. Point of Personal Privilege has the utmost priority in the floor and shall be granted immediately by the board.

### **Rule 25: Points of Parliamentary Inquiry**

A delegate may rise to a Point of Parliamentary Inquiry, if the delegate has a question regarding the parliamentary procedure. The Committee Director will answer it according to the present rules of procedure. Questions regarding issues other than parliamentary procedure should not be asked by raising a Point of Parliamentary Inquiry, rather a note should be sent to the Committee Director. A Point of Parliamentary Inquiry may not interrupt a speech. Point of Parliamentary Inquiry has the third place in the priority.

### **Rule 26: Points of Information**

Points regarding issues other than parliamentary procedure and that are not covered in the rules governing other points shall be asked to the Committee Director as a “point of information”. The points of information can only be raised if they are relevant to the discussion and committee on goings, otherwise it shall be submitted in written format. Point of information is the least prior in the floor comparing to other points.

## **RULES GOVERNING SUBSTANTIVE ISSUES**

### **Rule 30: Working Papers**

Working papers are tools for guiding the Committee in its discussion and helping it in the way to create a draft resolution. Working papers are not

official documents and may be presented in any format approved by the Committee Director, but do require the signature of the Committee Director to be copied and distributed. After the distribution, delegates may refer to the working paper by its designated number. Working papers do not require any signatories to be submitted. Previous documents of the United Nations and other organizations/institutions, relevant drawings, tables and charts can also be submitted as working papers. Working papers do not require a minimum number of signatures.

### Rule 31: Draft Resolutions

A draft resolution may be introduced when it receives the approval of the Director and is signed by one-fifth of the number of delegations that are *present* or *present and voting* at the beginning of the Committee session. Signing a resolution need not indicate support of the resolution, and the signer has no further obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in the Committee. There are no official sponsors of draft resolutions. Signatories should be listed in English alphabetical order on every draft resolution. A draft resolution requires a simple majority of members present to pass. Only one draft resolution may be passed per topic. After a draft resolution is passed, voting procedure will end and the Committee will move to the next agenda item (following the rules governing the setting of the agenda).

## Rule 32: Introducing Draft Resolutions

Once a draft resolution is approved by the Committee Director and distributed, it has to be introduced by a motion in order to be addressed as a draft resolution. The Committee Director, time permitting, may read the operative clauses of the draft resolution or call a delegate to read. A procedural vote is then taken to determine whether the resolution shall be introduced. Simple majority is required for the draft resolution to be introduced. More than one draft resolution may be on the floor at any one time. A draft resolution will remain on the floor until that specific draft resolution is tabled, withdrawn or a Resolution on that topic has been passed.

## Rule 33: Withdrawing a Proposal

Its signatory may withdraw a procedural motion or an amendment at any time before voting has commenced, provided that it has not been amended. A motion or amendment thus withdrawn may be reintroduced by any delegate. *For the purpose of this rules the sole 'signatory' of a procedural motion or an amendment is to be interpreted as the delegate who proposed the motion or moved for the introduction of the amendment. A delegate may not withdraw a draft resolution once approved by the Committee.*

## Rule 34: Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of it. An amendment may only include one alteration. Amendments shall normally be submitted in writing to the Secretariat with the names of one eighth of the member states present or present and voting, including observers, in favor of the Committee considering amendment. The Committee Director may, at its discretion, approve the proposal or amendment for circulation among the delegates.

Amendments to amendments are out of order. However, an already amended part of a draft resolution may be further amended. Amendments have no official sponsors, nor are friendly amendments recognized. Preambulatory clauses may not be amended. The final vote on the amendment is substantive; observer members will not be allowed to vote on amendments.

### ***Procedure:***

- 1.) A motion to introduce an approved amendment may be raised when the floor is open.
- 2.) After this motion, the Director may read the amendment aloud, time permitting. The motion requires a simple majority to pass.
- 3.) If the committee moves to the introduction of the amendment, general debate will be suspended and a Speakers' List will be established for and

against the amendment. A motion to close debate will be in order after the Committee has heard from two speakers for the amendment and from two speakers against, or from all the speakers on one side and at least two on the other side. Two-thirds majority is required for the motion to close debate to pass.

4.) If there are no speakers against the motion to close debate, the Committee Director can propose to move to voting by acclamation. If rejected by the committee or delegations spoke against the amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass. After the vote, debate will resume according to the General Speakers' List.

## **RULES GOVERNING VOTING**

### **Rule 36: Voting Rights**

Each member of the Committee, including observers, shall have one vote on procedural motions. Substantive voting on a resolution or a part thereof will be taken among the Member States only.

### **Rule 37: Procedural Voting**

Formal voting on any matter other than passing draft resolutions and amendments are considered procedural. Each member of the Committee, including observers, must vote on all procedural motions. A simple majority requires more positive votes than the half of the members

present or present and voting. A two-thirds majority requires more positive votes than the two thirds of the

members present or present and voting. Observer members are counted in the calculation of votes in procedural voting.

### **Rule 38: Substantive Voting**

Substantive voting refers to voting on any draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion. When formal debate on a topic or amendment has been closed, the committee will move to consideration of passing any (part of) draft resolutions or amendments by substantive voting. Voting rights shall only be accorded to Member States; each member shall carry one vote unless otherwise stated. Each member can move to either vote in favor, against or to abstain its vote. A simple majority requires more positive votes than the half of the members present or present and voting. A two-thirds majority requires more positive votes than the two thirds of the members present or present and voting. Observer members are not counted in the calculation of votes in procedural voting. In the UN Security Council, the five permanent members have the power to “veto” any substantive vote. A vote against a substantive motion by one of the five permanent members in the Security Council shall be considered as a “veto”.

The committee shall only pass one resolution per topic. When committee moves into formal substantive voting, the chambers of the Committee

shall be closed. All points and motions other than: Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order shall be considered out of order. All formal votes shall happen by a show of placards, unless a motion for a roll call vote is accepted.

### **Rule 39: Order of Voting**

If two or more proposals relate to the same question, they shall, unless the Committee decides otherwise, be voted on in order in which they were submitted. For purposes of this rule, ‘proposal’ means any draft resolution, or a portion of a draft resolution divided out by motion.

### **Rule 40: Voting by Acclamation**

Just prior to a vote on a particular proposal or motion, the Director may ask if there are any objections to passing the proposal or motion by acclamation, or a member may move to accept the proposal or motion by acclamation. If there are no objections to the proposal or motion, then the resolution is adopted without vote. Any objection will be considered as a request for a vote.

### **Rule 41: Division of the Question**

Before the substantive voting on a draft resolution, a delegate may move to motion to divide the Question. Division of the Question means voting on the each operative clauses of a draft resolution separately. Division of the question may not alter Pre-ambulatory clauses and sub-operative clauses. If there are calls for multiple divisions, those shall be voted upon

in an order to be set by the Director where the most radical division will be voted upon first.

If there is opposition to the motion to divide the question, the motion shall be voted upon with procedural voting procedure, requiring the support of the majority of those *present or present and voting* to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion receives the simple majority required to pass, the resolution or amendment will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is included in the final draft.

Parts of the resolution that are subsequently passed will be recombined into a final document and

will be put to a substantive vote in the case of a resolution. The final vote requires a simple majority to pass. If all of the operative parts of a resolution are rejected, the proposal will be rejected as a whole.

#### **Rule 42: Roll Call Voting**

Before the substantive voting on a draft resolution, a delegate may move to motion for a Roll Call vote. During a Roll Call vote, the Director shall call upon all member states that have stated to be *present or present and voting* during the attendance roll call or in some other way communicate their attendance to the Director in English Alphabetical order.

In the first sequence, delegates may vote in *favor*, in *favor with rights*, *against*, *against with rights*, *abstain* or *pass*. Delegates who voted with rights (either in favor or against) reserve the right to explain the delegation's vote only when the delegate is voting against the policy of his or her sovereign authority. Delegations shall only be allowed to explain votes in favor or against, abstentions from voting shall not be granted rights to explain. A delegate voting 'pass' in the first sequence shall either vote in favor or against in the second sequence. These delegations shall not be granted the right to explain the delegation's vote. After the Roll Call vote, before the announcement of the voting results, the Director shall call upon the delegations that have requested the right to explain their votes and grant them a time to explain their votes. The Director will set the time.

### **Precedence of Points and Motions**

**Please note that** the motions of moderated caucus have the precedence amongst each other, according to the total time, individual speaking time and lastly, the order that the motions are given. For instance, if two motions have 10 minutes in total time, the one that has the more individual speaking time will take the precedence. If there are two motions given as 10 minutes and 1 minute, the motion that is given first will take the precedence. For unmoderated cauci, due to absence of the individual speaking time, if there are two motions with equal total time, the motion that is given first will take the precedence. Therefore, for the

sake of precedence, firstly, the total time, secondly, the individual speaking time and lastly, the order must be observed.

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Point of Information
- Motion to Adjourn/Suspend the Meeting
- Motion to Close the Debate
- Motion to Table the Debate
- Motion to Resume the Debate
- Motion for Reconsideration
- Motion to Introduce a Resolution
- Motion to Introduce an Amendment
- Motion to Conduct a Roll Call Voting
- Motion to Unmoderated Caucus
- Motion to Moderated Caucus