



RULES OF PROCEDURE

1. **Quorum:** The Quorum is the presence of 50 % +1 of the delegates. The Committee is in session and can proceed with the Roll Call only when the Quorum is met.
2. **Roll Call:** Delegates are seated in an alphabetical order. The Presidency/Chairing Panel will announce the country's name and delegates must respond by "present" or "present and voting". By saying, "present and voting", the delegate is waving his right to abstain, and must vote on all matters whether procedural or substantive.
3. **The Agenda:** The Agenda is the list of topics that the Chair announces in the order in which they will be debated.
4. **Debate:** Delegates may address the council, committee or commission only when recognised by the Presidency or Chairing Panel. The order of speakers and time allocated is at the discretion of the Presidency or Chairing Panel.

Types of Debate

- **Open debate** - time when delegates may speak either in favor of or against a resolution or amendment.
- **Closed debate** - time when delegates speak only either in favor of or against a resolution or amendment.

Determination of the type of debate and its duration is at the Presidency or Chairing Panel's discretion.

5. **Lobbying and Merging:** During these sessions, delegates merge and share their clauses to draft resolutions for the debate.
6. **Resolutions:** Are written proposed solutions for the issue or conflict at hand. A resolution that is being debated upon is called a draft resolution.

Resolution Screening: Draft resolutions must be screened by the Approval Panel.

Draft Resolution Recognition: Must have a minimum of 9 co-submitters to be debated upon. Draft resolutions will only be considered if it is approved by the Approval Panel.

Draft Resolution Debate: Upon recognition of a draft resolution, its main submitter will be called by the Presidency or Chairing Panel to read the operative clauses.

The main submitter:

- shall give a speech on his draft resolution.
- has the choice to accept if he is opened to any points of information, and to specify how many points or any and all.
- can yield the floor to the Chair or to another delegate after he has finished. However, if the main submitter yields the floor to another delegate, this delegate cannot yield the floor to anyone except the chair.

The Chair opens the debate and sets a period of time to debate in favor of and against the resolution. Note that any delegate may send an amendment sheet to the Chairs.

Draft Resolution Failure: A Resolution automatically fails if 3/4th of it is amended

Order of Draft Resolutions: If two or more drafts are presented, the resolution will be discussed with priority to the draft resolution with more co-submitters, or in the other they were submitted.

7. Amendments: Delegates can fix, strike or add an operative clause of the resolution through the Amendment Form sent to the chair. Amendments will only be considered if they are legible and well structured.

Types of amendments

- a) **Amendment of the first degree:** A normal amendment to the resolution.
- b) **Amendment of the second degree:** an amendment to an amendment discussed.
- c) **Friendly amendment:** presented by the main or one of the co-submitters to correct or change minor details this amendment is not up for debate and goes automatically to a vote by the submitters of the resolution; if they all agree on it, it is added. If not, it gets debated upon.
- d) **Unfriendly amendment:** an amendment that has not been approved by the submitters of a resolution. The amendment will be debated and then voted upon.

8. Types of Points

Point of Order: To discuss procedural matters, raise motions or specify errors in the formal committee proceedings.

→ Motions (Types & Priority)

- **Overrule the chair**
- **Suspend the meeting:** Dismiss the committee for a given period
- **Adjourn the meeting:** Dismiss the committee
- **Adjourn the debate:** Close the debate without voting
- **Close the debate:** Close the matter at hand and move to voting procedures
- **Divide the house:** when a vote is particularly close a member can raise a motion to divide the house, forcing all delegates who have abstained to vote either for or against the resolution or amendment at hand.

- **Divide the issue:** dividing a resolution into sections (defined by the delegate). If the motion is approved, the sections that have passed are put to a vote as a whole.
- **Reconsider:** reconsidering a resolution or amendment that has been previously voted upon.
- **Extend points of information:** Only applicable if speaker has accepted **any and all** points and if delegates need more information in order to have a better understanding of the statements.

NB: In case of objections, only 2 speakers against the motion will be allowed before voting. In the exception of the **suspension of the meeting**, where the council moves immediately to voting procedures and the **adjournment of the debate**, 2 speakers in favor and 2 speakers against will be allowed.

Point of personal privilege: to raise any personal matter.

Point of Information: to ask a question to the delegate who has the floor.

Point of follow through: to ask another question following the point of information

Points of information to the chair: If clarification is needed from the Presidency or Chairing Panel.

Right of Reply: The President may accord a right of reply in the event that a speaker makes unusual or inappropriate statements directed at another delegate insulting national identity or dignity.

9. Types of Voting: *Substantive* and *procedural* voting. Substantive voting is voting on matters of substance, actual content (ex: resolutions, amendments...). While procedural voting is to vote on procedural matters (ex: motions to move to informal debate, motion to suspend the meeting....).

<u>Procedural Voting</u>	<u>Substantive Voting</u>
<ul style="list-style-type: none"> ● Requires a 2/3 majority¹ to pass ● Delegates may vote with : YES or NO ● Delegates may not abstain ● Observers CAN vote on procedural matters 	<ul style="list-style-type: none"> ● Requires a 50%+1 majority to pass ● Delegates may vote with : YES or NO or abstain ● Delegates may abstain ● Observers CANNOT vote on substantive matters

During voting procedures

- No more points shall be entertained except points of order on the conduct of the voting.
- Ushers shall refrain from note passing and delegates shall refrain from side talks.
- All doors must sealed.

¹ Only members who have votes with a yes or no will be considered for the majority. Members which have abstained will not be considered