

# **Rules of Procedure**

## **Article I. Introduction**

These Rules of Procedure are to be used for the MUN Team University of Zurich's committee sessions and serve the purpose of creating an efficient and democratic resolution creating process.

Presently, the Articles of Association state that the Board possesses the competence to amend these Rules (Art. X – Articles of Association), however it is suggested that the rest of the Members be adequately notified.

## **Article II. Member Allocation**

1. All members of the committee, i.e. countries and observers, will be allocated to the respective Delegates prior to the beginning of the first session of an agenda topic. Each Member will be represented by a single Delegate unless specified otherwise by the Head of Operations prior to the session.
2. Delegates joining a session after start of debate may be assigned a committee member currently not occupied. The individual allocations will be at the discretion of the Head of Operations.
3. If a Delegate is unable to attend a session, another Delegate may take his or her place. This is to be arranged before the session and must be accepted by the Head of Operations. The Chair may be notified.
4. Accredited observers of a committee have the same rights as those of full members, however they may not vote on substantive matters.
5. Delegates not representing Member States of the United Nations or an Accredited Observer may address a committee only with – prior approval of the Chair at the beginning of the session.

## **Article III. Competence of the Chair**

6. The Chair will have complete control of the proceedings during debate. Adhering to the Rules of Procedure, it will:
  - a. declare the opening and closing of the session;
  - b. declare the majorities at the beginning of each session and whenever these may change during the debate;
  - c. declare the results of procedure and substantive votes;
  - d. declare the passing of a resolution;
  - e. afford Delegations the right to speak;
  - f. rule on points;
  - g. ensure the observance of the Rules of Procedure;
7. In addition, the Chair may:
  - a. declare if quorum is given at the beginning of each meeting;
  - b. ask for and entertain motions;

- c. propose the adoption of procedural motions;
  - d. advise Delegates on possible course of debate by posing questions or providing information as deemed necessary.
8. The Chair is responsible for interpreting the Rules of Procedure, except for in the case of an appeal.
9. The members of the Chair decide on the division of its competences before the session and may change them at any time if deemed necessary.

#### **Article IV. Courtesy and Respect**

10. Delegates will show courtesy and respect to the Chair and to the other Delegates. The following behavior is not tolerated and may be called to order by the Chair:
  - a. cross-talking except for during unmoderated caucuses;
  - b. using electronic devices for reasons unrelated to the Session;
  - c. questioning the authority of the Chair.

#### **Article V. General Rules of Debate**

##### *Roll Call*

11. In order to determine the number of Delegates, the Chair shall conduct a roll call at the beginning of each session. The Delegates shall raise their placard after being called by the Chair and reply 'present', or 'present and voting'.
12. Delegates may change their status by sending a written note to the Chair.

##### *Agenda of the Session*

13. A committee in which only one topic area may be proposed for the agenda, will be considered to have automatically adopted that topic area without debate.

However, the Head of Operations may provide a topic in need of further specification as part of the process. The Chair will then ask the Delegates to set the agenda themselves, using a Motion to place topic X first on the agenda.

A speakers' list will be established 'for' and 'against' the motion; speakers 'for' will speak in support of the topic area suggested, speakers 'against' will speak in favor of the other topic area.

Debate over the agenda can only be closed by a motion after the committee has heard from two speakers for the motion and from two against. The Chair will recognize two speakers against the motion to close debate. A vote of two-thirds majority is required for closure of debate on the agenda. In the situation where the speakers-for and the speakers-against list on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.

Once debate is closed, the committee will move to an immediate vote on the motion to set the agenda, which will require a simple majority to pass. If the motion fails, the other topic area will automatically be placed first on the agenda.

A motion to proceed to the second topic area is in order only after the committee has adopted or rejected a resolution on the first topic area will automatically be placed first on the agenda.

A motion to proceed to the second topic area is in order only after the committee has adopted or rejected a resolution on the first topic area. This motion to proceed requires a vote of two-thirds of the Members present and voting to pass.

#### *Right to Speak*

14. No Delegate may address the committee without having previously obtained permission of the Chair (Art. 8 lit. e).
15. The Chair may call a Delegate to order if his or her speech is not relevant to the subject under discussion, is considered personally offensive to any party, infringes upon the sovereignty of a Member State, or otherwise goes against the Rules of Procedure.

#### *Establishment of the General Speakers' List*

16. After the debate is declared open by the Chair, one continuously open General Speakers' List will be established for the purpose of general debate. The Chair will ask those Delegates who wish to be added to raise their placards. The General Speakers' List will be followed for the whole agenda topic.
17. Once the General Speakers' List has elapsed, the committee shall move directly into voting procedure.

#### *Speaking Time on the General Speakers' List*

18. By default, the speaking time for the General Speakers' List shall be two minutes. The Chair may react to high or low numbers of Delegates by changing the speaking time.
19. Delegates may raise a motion to extend or reduce the speaking time. The minimum time is thirty seconds and the maximum is two minutes.

#### *General Debate*

20. During general debate, speakers on the General Speakers' List are advised to speak generally on the topic, but may address any specific issue of the agenda topic.
21. Delegates may send a written note to the Chair to be added to the list. If a Delegate is already present on the list, the Chair may decide not to add them.
22. The Chair shall keep a written copy of the General Speakers' List for the purpose of continuity.

#### *Yields*

23. When a Delegate has finished a speech on the General Speakers' List and more than ten seconds of his or her speaking time remain, they must yield the remaining time in one of the following ways:
  - a. yield to another Delegate, which entitles the chosen Delegate to hold a speech using the remaining time. The chosen Delegate is not obliged to accept this time;
  - b. yield to questions. The Chair or the Delegate will select any Delegates wishing to ask questions to do so. Only the time used for answers will be deducted from the remaining time;
  - c. yield to the Chair, which will erase the remaining speaking time.

#### *Right of Reply*

24. In cases where a Delegate feels their country's national integrity or their personal integrity has been impugned, they may request a Right of Reply, which is to be submitted to the Chair in writing along with a short explanation. If the Chair deems that such a request is in order, the Delegate may, in a time limit determined by the Chair, reply and state why they feel that the remark being replied to is incorrect or unjustified.

### *Motions*

25. A motion may be raised at any time when the floor is open. The Chair may dismiss a motion as dilatory at its discretion. This decision is open to appeal.
26. Multiple motions may be raised and collected by the Chair at once, there will only be one motion per Delegate at any one time. The motions will be voted upon in the following order of priority:
- a. suspension of the meeting;
  - b. setting of the agenda;
  - c. open debate;
  - d. closure of debate;
  - e. resumption of debate;
  - f. introduction of a draft resolution (Art. 51);
  - g. introduction of an amendment (Art. 64);
  - h. introduction of a friendly amendment (Art. 74);
  - i. introduction of a working paper (Art. 47);
  - j. unmoderated caucus (Art. 38);
  - k. moderated caucus (Art. 36), whereby longer moderated caucuses will be voted upon first;
  - l. motion for a minute of silence (Art. 35).
27. Motions of the same type and priority will be voted upon in the order they are raised.
28. Motions may be withdrawn.

### *Suspension of the Meeting*

29. A motion to suspend the meeting postpones all debate until the meeting is resumed. This is usually done at the scheduled end of a session.

### *Setting Order of the Agenda*

30. If a topic is in need of further specification, Delegates can raise a motion to set the order of the agenda.

### *Closure of the Debate*

31. Delegates may move to close the debate on the agenda item or the agenda setting, which will automatically result in moving to voting procedure if passed by the committee.
32. The Chair shall recognize up to two speakers against this motion.
33. A two-thirds majority is required to adopt this motion.
34. If this motion passes, the Chair will declare the debate closed.

### *Minute of Silence*

35. A Delegate may motion for a minute of silence dedicated to prayer or meditation, which has to be accepted by the Chair, who also decides when it will be conducted.

### *Moderated Caucus*

36. In a moderated caucus, the Chair will temporarily depart from the General Speakers' List and call on Delegates to speak at the Chair's discretion. The Delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. A simple majority is required to adopt the motion.
37. Speaking time for individual speakers will be set in accordance with those defined for the General Speakers' List (Art. 18-19).

### *Unmoderated Caucus*

38. In an unmoderated caucus, the session will depart from formal debate to open negotiations between the Delegates in an informal setting.

### *Extensions of Caucuses*

39. Any caucus may be extended, up to a maximum of three times. Extensions may not last longer than half the duration of the caucus or of the extension being extended.

## **Article VI. Points**

### *Raising of Points*

40. A point may be raised by a Delegate at any time during the debate. Raising a point may not interrupt a speaker at any time.
41. Points always take precedence over motions.

### *Point of Personal Privilege*

42. A point of personal privilege is raised in the case of inability to participate in the proceeding to one's fullest ability, or in the case of personal discomfort. An example would be when a Delegate has not acoustically understood what was previously said.

### *Point of Order*

43. A point of order is raised to indicate an instance of improper parliamentary procedure either by the Chair or by a Delegate that has escaped the Chair's attention.
44. A point of order can also be raised by a Delegate to question the competence of the committee to discuss if a resolution or an amendment is in order before said resolution or amendment has been formally introduced. The Chair can then dismiss the amendment or resolution in question. The Delegate will use the allocated time to explain their concerns.
45. A Delegate may not, in raising a point of order, speak on the substance of the matter under discussion.
46. The point of order will be immediately ruled on by the Chair in accordance with the Rules of Procedure.

### *Point of Parliamentary Inquiry*

47. A point of parliamentary inquiry may be raised for inquiries regarding the Rules of Procedure, to which the Chair may then give information.

## **Article VII. Written Work**

### *Working Papers*

48. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents. Delegates should note that a working paper is not a necessary precursor to a draft resolution.
49. Working papers require the approval of the Chair before they can be introduced.
50. Delegates may propose working papers for committee consideration by raising a motion to introduce a working paper.

### *Draft Resolutions*

51. A draft resolution may be introduced once it has been signed by one-fifth of the number of Delegates present and has received prior approval of the Chair.
52. This list of one-fifth of committee members should include both sponsors and signatories, each to be listed in alphabetical order.
53. A Delegate counts as a sponsor only if he or she has authored, or helped to write, the draft resolution. The role of a sponsor indicates support of the draft resolution.
54. A Delegate counts as a Signatory if he or she has agreed to sign the draft resolution. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further obligations.
55. Observers may both sign and sponsor draft resolutions.
56. Draft resolutions shall be written in the same style with regards to form, grammar and punctuation as those resolutions of the committee being modelled.
57. Before seconds and objections are heard but after the motion is entertained by the Chair, the operative clauses of the draft resolution shall be read out.
58. The motion to introduce a draft resolution is procedural in nature, and can pass with a simple majority.
59. More than one draft resolution may be on the floor and passed at any one time.

### *Panel of Authors*

60. After a draft resolution has been introduced, any of its sponsors or the Chair may call for a panel of authors to be convened for the purpose of answering questions raised by the committee relating to the draft resolution.
61. The granting of a panel of authors shall be decided at the discretion of the Chair.
62. If granted, the Chair shall set a time limit of no more than twenty minutes during which members of the floor may ask short questions of the sponsors for the sole purpose of clarifying the content or meaning of the resolution.
63. Both the time taken for questions and for answers count towards the time limit.

### *Amendments*

64. An amendment is a proposal that simply adds to, deletes from or revises the operative clauses of a draft resolution.
65. Delegates may amend any draft resolution which has been formally introduced.

66. In order for amendments to be considered, they must be submitted in writing to the Chair for approval, along with the names of one-eighth of the committee members present, as signatories of the amendment.
67. Amendments shall have at least one sponsor who has authored, counting towards the required number of signatories.
68. Provided that an amendment has received approval from the Chair, it may be formally introduced by a signatory when the floor is open. This requires a motion to introduce the amendment, which itself requires a simple majority to pass in case of changes to operative clauses, but a qualified majority in the case of changes to a perambulatory clause.
69. Part of a draft resolution which has previously been successfully amended may be further amended through a separate amendment.
70. Amendments to an amendment currently under debate are out of order.
71. Once an amendment has been introduced, the Chair shall then establish a speakers' list, with speakers both for and against the amendment such that there is an equal number of speakers in both. The maximum time limit for these speeches shall be determined by the Chair.
72. Once all the speeches on an amendment are over, the committee shall vote on implementing the amendment in the draft resolution. This is a procedural vote and a simple majority is required to pass in case of changes to operative clauses, but a qualified majority in the case of changes to a perambulatory clause.
73. If an amendment fails, it cannot be reintroduced.

#### *Friendly Amendments*

74. If an amendment is signed by all the sponsors of a draft resolution and once it has been approved by the Chair, it may be introduced as a friendly amendment.
75. Friendly amendments do not require a vote to be introduced or a speakers' list or vote to pass. After approval by the Chair the friendly amendment is automatically added to the draft resolution. The present Delegates must be informed and the signatories may withdraw their signatures if necessary.
76. If the friendly amendment fails, it may be re-introduced as a general amendment.

### **Article VIII. Rules Governing Voting**

#### *Procedural Voting*

77. Each member of the committee, including observers, shall have one vote on a procedural motion.
78. Delegates will express their vote by raising their placards, and a simple majority is required unless explicitly stated elsewhere in these rules.
79. Delegates must vote for or against in procedural votes, abstentions are not in order.

#### *Substantive Voting*

80. A substantive vote is taken only on passing a draft resolution. In a substantive vote, Members may vote 'Yes', 'No', or 'Abstain'; Members 'present and voting' cannot abstain.
81. Observers may not vote on substantive matters.
82. Delegates will express their vote by raising their placards, except in the case of a roll-call vote.



83. In the case of a roll-call vote, Delegates may also 'pass'. Alternatively, Delegates may vote 'with rights' as stipulated in Art. 102.
84. After the Chair has announced the beginning of voting, no Delegate can interrupt the voting except on a point of personal privilege or a point of order relating to the conduct of voting.
85. Delegates may not leave the committee room while voting is taking place.

#### *Division of the Question*

86. After debate on any resolution or amendment has been closed, a Delegate may move for the operative clauses of the proposal to be voted on separately. This should be raised orally after debate has closed but before substantive voting has started.
87. Division of the question may not separate preambulatory clauses and sub-operative clauses.
88. If there are multiple motions for different divisions, those shall be voted upon in an order to be set by the Chair, whereby the most radical division will be voted upon first.
89. The most radical division is considered that which separates the draft resolution into the greatest number of divisions, unless the Chair expressly states that another proposal would be substantively more radical.
90. A motion to divide the question is procedural, and requires a majority of those present to pass.
91. If the motion passes, the resolution or amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft resolution.
92. Parts of the resolution or amendment that are subsequently passed will be recombined into a final document, which is then carried through into the final vote on the proposal. This final vote is procedural if dealing with an amendment and substantive if dealing with a draft resolution.
93. If all of the operative parts of an amendment or a resolution are rejected, the proposal will be considered to have been rejected as a whole.

#### *Definition of Majority*

94. Unless specified otherwise in these Rules, decisions of the committee shall be made by a simple majority of those present during the session.
95. In a substantive vote, abstentions are not counted as votes for or against, so a simple majority of 'Yes' over 'No' votes is required, unless specified otherwise by the committee-specific procedures.
96. A simple majority is defined as more votes in favor than against. A tie is taken as a failure. A two-thirds majority requires at least twice as many votes for as against.

#### *Method of Voting*

97. The committee shall normally vote by a show of placards.
98. During voting procedure on a substantive matter, a Delegate may motion for a roll-call vote. The Chair will select by lot where to begin, and proceed to call on Member States in alphabetical order thereafter. One Delegate per Member State shall reply 'Yes', 'No', 'No with Rights', 'Abstention', or 'Pass'.
99. Only those Member States, who designated themselves as 'present' or 'present and voting' during the beginning of that session or have communicated in some other manner their attendance to the Chair, are permitted to vote. As such, no others will be called upon during a roll-call vote.





100. Any Delegate replying 'Pass', must, during the second and final round of voting, respond with either 'Yes' or 'No' and may not pass again or abstain from voting.
101. A motion to divide the question supersedes a motion for a roll-call vote.

*Rights to Explain Vote*

102. Herein representatives may choose to vote 'No with Rights' in substantive voting and make a brief statement consisting solely of the explanation of their vote after voting has been completed.

**Article IX. Further Rules**

*Cases of Appeal*

103. An appeal is made when a Delegate feels that the Chair has made an incorrect ruling. The Delegate formally challenges the Chair in writing by sending a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Head of Operations who will decide if the appeal will be considered. Once the motion is acknowledged, the Head of Operations will hear from both the Delegate and the Chair before making a decision. In case of absence, the Head of Operations may decide on a representative.