



CMMUN Rules of Procedures

General Rules

RULE 1: SCOPE

These rules are applicable to the committees of the General Assembly, the Economic and Social Council and Regional Bodies. Crisis Committees and Interconnectivity Committees will be governed by specialised rules, as coordinated by the Chairs and Secretariat. In circumstances, which are not foreseen in the Rules of Procedure, procedure will be at the discretion of the Chair or Secretariat.

RULE 2: LANGUAGE

English will be the official and working language of the committee.

RULE 3: DELEGATIONS

Each member nation shall be represented by one voting delegate. In addition, delegations will include one alternate representative only.

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 to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary General.

RULE 5: PARTICIPATION OF NON-MEMBERS

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. A representative that is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Chair.

RULE 6: 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. Delegates can expect to be contact with the Under-Secretary-General of the relevant Committee, General Assembly or International Court of Justice.

RULE 7: QUORUM

The Committee Chair may declare a Committee open and permit debate to proceed when at least one quarter of the members of the Committee (as declared at the beginning of the first session) is present. A member of the Committee is a representative who is officially registered with the Conference. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

RULE 9: COURTESY

Delegates will show courtesy and respect to the Committee staff and to other delegates. The Committee Chair will immediately call to order any delegate who fails to comply with this rule.

RULE 10: ELECTRONIC AIDS

During Committee session, rules regarding the use of electronic equipment will be at the discretion of the Chair.

RULE 11: ABSENCES

If a delegate is absent during role call, upon their arrival are required to send a note to the Chair informing them of his or her presence.

Rules Governing Debate

RULE 12: AGENDA

The first order of business for the Committee will be consideration of the Agenda.

- A motion should be made to put a topic area first on the agenda. This motion requires a second.
- The only topic areas that may be proposed for the agenda are those listed in the preparation materials.
- A committee in which only one topic area may be proposed for the agenda will be considered to have been automatically adopted without debate.
- 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 favour of the other topic area.
- A motion to close debate will be in order after the Committee has heard from two speakers for the motion and from two against, or all the speakers on one side and at least two on the opposite side. In accordance with the normal procedure described in Rule 14, the Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda. If the Speakers 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.
- When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed first on the agenda.
- In the event of an international crisis or emergency, the Secretariat or his/her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. After a draft resolution has been passed on the crisis topic, the committee will return to debate on the tabled topic. If a draft resolution on the crisis topic fails, the committee may return to debate on the tabled topic area only at the discretion of the Secretariat or his/her representative.
- All motions for caucus shall be ruled dilatory during the Consideration of the Agenda.

RULE 13: DEBATE

After the Agenda has been determined, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Debate automatically closes when the Speakers List is exhausted.

RULE 14: UNMODERATED CAUCUS

A motion for an Unmoderated Caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote. A majority of members is required for to proceed to an unmoderated caucus. The Chair may rule the motion dilatory

RULE 15: CONSULTATION OF THE WHOLE

Delegates may motion for a Consultation of the Whole, where Parliamentary Procedure is suspended and informal discussion is carried out in the committee room. Speaking times and delegates taking the floor are determined in an informal, ad-hoc basis at the discretion of the delegates, and where necessary, the Chair. A topic and time limit must be specified by the delegate making the motion. This motion will pass given a simple majority. During the Consultation of the Whole, delegates not taking the floor are required to remain respectful of fellow delegates. The motion may be ruled dilatory or brought to an end at the discretion of the Chair.

RULE 16: MODERATED CAUCUS

The purpose of the Moderated Caucus is to facilitate substantive debate at 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/her discretion. A motion for a Moderated Caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. The Chair may rule a proposed motion dilatory. Once raised, the motion will be voted on, with a majority of members required for passage. Motions will be ranked in descending order of duration, the most

disruptive being voted on first. Motions of identical durations will be voted on in the same order that they were made. No motions are in order during a Moderated Caucus. The Chair may bring the delegate's time to an end if she/he is not addressing the topic of the Moderated Caucus. If no delegate wishes to speak during a Moderated Caucus, it shall immediately end. Delegates are not permitted to yield remaining time during Moderated Caucuses.

RULE 17: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may rule such a motion dilatory. When closure of debate is moved, the Director may recognize up to two speakers against the motion. If there are no speakers against the motion it automatically passes. No speaker in favour of the motion will be recognised. Closure of debate requires the support of two-thirds of the members present. If the Committee is in favour of closure, the Director will declare the closure of the debate, and move the Committee immediately to voting procedure.

RULE 18: SUSPENSION OR ADJOURNMENT OF THE MEETING

Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. The Director may rule such motions dilatory. When in order, such motions will not be debatable but will be immediately put to a vote, barring any motions taking precedence, and will require a majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.

RULE 19: POSTPONEMENT AND RESUMPTION OF DEBATE

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as 'tabling', will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favour and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favour and one

opposed. If there is no speaker against, the motion automatically passes. Resumption of debate will cancel the effects of postponement of debate.

RULE 20: RECONSIDERATION

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the proposal. The Chair will recognise two speakers opposing the motion after which the motion will be immediately put to a vote. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the committee will immediately vote again on the draft resolution or amendment being reconsidered.

RULE 21: APPEAL TO THE CHAIR

Any delegate wishing to express concern over a procedural decision of the Chair may propose an appeal to the Chair. This will not be in order for substantive matters. Once the appeal to the Chair is proposed, a second from another delegate is required for the appeal to be recognised. Once recognised the delegate who raised the appeal will have thirty seconds to explain the reasons for this appeal. The Chair will then explain the reasons for the procedural decision taken. This will be followed by voting procedure, and in order to overturn the decision of the Chair, a two-thirds majority of those present will be required.

Rules Governing Speeches

RULE 22: SPEAKERS LIST

The Committee will have an open Speakers List for the Topic Area being discussed. The Chair will either set a speaker's time or entertain motions to set a speaking time. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers List by submitting a request in writing to the chair, provided that country is not already on the Speakers List, and may remove its name from the Speakers List by submitting a request in writing to the Dais. At any time the Director may call for members that wish to be added to the Speakers List. The names of the next several members to speak will always be posted for the convenience of the Committee. The new Speakers List for the second topic area will not be open until the Committee has proceeded to that topic. The Speakers List is the default activity of the Committee, and will be

returned to when there are no motions on the floor. A motion to close the Speakers List is never in order.

RULE 23: SPEECHES

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to committee members or staff.

RULE 24: TIME LIMIT ON SPEECHES

The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay

RULE 25: YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. Please note that only one yield is allowed. A delegate must declare any yield at the conclusion of his or her speech.

- Yield to another delegate: the delegate's remaining time will be offered to the indicated delegate. If the delegate accepts the yield, the Chair 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.
- Yield to Points of Information: delegates wishing to pose a Point of Information will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Director, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- Yield to the chair: Such a yield should be made if the delegate does not wish his/her remaining time to be open to Points of Information. The Chair will then move to the next speaker. Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter or his/her time has expired. A Delegate must declare any yield by the conclusion of his/her speech. If no yield is made, a yield to the director will be automatically assumed.

RULE 26: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply to the committee staff. The Chair will grant the Right of Reply at his or her discretion and a delegate granted a Right of Reply will not address the committee except at the request of the Chair. The granting of a Right of Reply will not be subject to an Appeal to the Chair (Rule 21).

Rules Governing Points

RULE 27: POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may raise a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege in extreme cases may interrupt a speaker, delegates should use this power with the utmost discretion.

RULE 28: POINTS OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule whether those points that are in order. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

RULE 29: POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Chair during caucus or send a note to the Chair.

RULE 30: POINTS OF INFORMATION

During the time yielded by a delegate to Points of Information, fellow delegates raise Points of Information by posing short, concise and clear questions to the delegate addressing the content of the speech. The Dais may interrupt or stop a delegate's question if it is not addressing the topic or conducive to a coherent exchange of information.

Rules Governing the Path to a Draft Resolution

RULE 31: WORKING PAPERS

Delegates may propose working papers for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents, but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may begin to refer to that working paper by its designated number, but otherwise debate proceeds normally on the topic. No motion or vote is required to introduce a working paper.

RULE 32: AMENDMENTS

Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of the amendment. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and the main submitter country of a resolution. In the case of a main submitter deeming an amendment unfriendly, a simple majority vote within the committee may allow the amendment to pass; however, an amended part of a draft resolution may be further amended. There are no official sponsors of amendments or friendly amendments. Preambulatory phrases may not be amended. The final vote on the amendment is procedural; however NGOs and Observer Nations will not be able to vote on amendments.

- A motion to introduce an approved amendment may be introduced when the floor is open. If the motion receives the simple majority required to pass, the Chair will read the amendment aloud, time permitting. 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.

- Following the normal procedure of Rule 14, the Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure.
- When debate is closed on the amendment, the Committee will move to an immediate vote: Amendments require a simple majority to pass. Following the vote, debate will resume according to the general Speakers List.

Rules Governing Voting

RULE 33: PROCEDURAL VOTING

All voting is considered procedural with the exception of voting on draft resolutions and amendments. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more than half of the committee members to vote in favour. A motion that requires two-thirds to pass needs exactly twice as many votes in favour as those against to pass.

RULE 34: SUBSTANTIVE VOTING

The only substantive voting will be voting on draft resolutions and amendments. All other votes will be considered as procedural votes. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are sealed. At that point, only the following points and motions will be entertained: Division of the Question, Reordering Draft Resolutions, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each country will have one vote. Each vote may be a 'Yes,' 'No,' or 'Abstain.' Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted. A simple majority requires 'Yes' voted from more than half of the members voting. Once any resolution has been passed, the voting procedure is closed.

RULE 35: DIVISION OF THE QUESTION

After debate on any topic has been closed, a delegate may move that operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question.

- The motion can be debated to the extent of at most two speakers for and two against, to be followed by an immediate procedural vote on that motion.

- If the motion receives the simple majority required to pass, the Chair will take motions regarding the division of the question and prioritize them from most to least disruptive.
- The committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution 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. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.
- Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote as a whole, requiring a simple majority to pass.

RULE 39: ROLL CALL VOTING

After debate is closed on any draft resolution, any delegate may request a roll call vote. Such a motion may be made from the floor following closure of debate on an amendment or topic. A motion for a roll call vote is in order only for substantive votes.

- In a roll call vote, the Chair will call countries in alphabetical order starting with a selected member.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” Those having votes “Pass” in the first sequence may only vote “Yes” or “No” in further sequences. A delegate may request the right to explain his or her vote only when the delegate is voting against the policy of his or her country; such a vote is termed ‘with Rights.’ The delegate may only explain a vote in favour or against, not an abstention.
- All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.