

# MtAUN

## Rules of Procedure

The Secretariat of the MtAUN Conference would like to express our deepest gratitude to the Secondary Schools' United Nations Symposium (SSUNS) for allowing us to adopt and adapt their Rules of Procedure. This truncated version, shortened for easier understanding and quicker accountability, is our take on their rules and we greatly appreciate the help they have given us in creating this document.

Like in the United Nations, our prosperity is founded on our cooperation; it is important for us to foster relationships and work together respectfully to see success.

Regards,

M. Cross.  
on behalf of the MtAUN Secretariat

# Table of Contents

General Rules.....	2-3
(Scope; Language; Dias Composition; Duties and Powers; Non-Voting Entities; Censure)	
The Committee.....	4
(Roll Call; Quorum; Majorities; Majorities for Procedural Matters)	
Debate.....	5-6
(Agenda; Crisis Committees; Speaker’s List; Suspension, Tabling, and Closure of Debate; Recess, Motion to Adjourn)	
Speeches.....	7
(Time Limit; Yields; Right of Reply)	
Parliamentary Points.....	8
(Point of Personal Privilege; Point of Order; Point of Parliamentary Inquiry)	
Substantive Matters.....	9-10
(Working Papers; Draft Resolutions; Sponsors; Signatories; Introduction; Q&A Period; Competence of Body; Amendments; Withdrawal of Documents)	
Voting.....	11-1
2	
(Voting Procedure; Method of Voting; Roll Call Vote; Division of the Question; Important Question; Reconsideration; Voting Amendments; Voting; Precedence)	
Precedence.....	13
(*Precedence runs from personal to substantive issues)	

## **GENERAL RULES**

### Scope

These rules shall apply to all regular sessions of the Mount Allison Model United Nations Conference for all committees. These rules are self-sufficient and no other rules shall apply unless otherwise stated in the supplemental rules for Specialized Agencies or Crisis Committees. In situations not covered by the rules, the Chair shall constitute the final authority.

### Language

The working language of the conference is English without exception. Delegates representing non-english states may quote non-english statements if followed by a translation. Delegates may also entertain their opening presence in native language.

### Dais Composition

Each committee shall have a Dais, composed of several staff members, as designated by the Secretariat. Individually or collectively, members of the Dais shall have the capacity to assume the office of the Chair.

### Duties and Powers

The Dais shall be responsible for maintaining the Speakers' List, recording the Roll Call at the beginning of each committee session, and recording the results of all votes in the committee. The Chair shall declare the opening and closing of each meeting, direct discussion, accord the right to speak, equitably and objectively recognize points and motions, put questions to a vote, announce decisions, ensure the observation of these rules, and rule on disputed points. The Chair is also primarily responsible for the substantive content of the committee proceedings. After the Secretariat, the Chair shall be the final authority in each committee. The chair may refuse to entertain any procedural motion at her/his discretion. At any time, the Chair may propose the adoption of a procedural motion without a vote by the committee.

### Non-Voting Entities (Non-Member/Observer States)

A representative of a State that is not a member of the United Nations, or a representative of an organization holding observer status, shall have the same rights as a full member except that they may not vote on substantive matters, and may not be a sponsor or signatory to a resolution. These entities may issue press releases on matters-at-hand.

### Censure

Delegates are expected to know their country's foreign policy. Delegates who clearly and persistently misrepresent their country's foreign policy in speeches and substantive votes are subject to censure. The Undersecretary-General of Committees & Staff, with the advice and consent of the Secretary-General and the Chair, must pre-authorise all motions for censure. Once censure is moved, the delegate in question is allowed two minutes to explain their self and speak against the censure. The motion shall then be voted on. It requires a two-thirds majority to pass. If the delegate is censured, it will result in a silencing for the remainder of the committee session.

## **THE COMMITTEE**

### Roll Call

At the beginning of each session, the Dais shall initiate roll call. Each delegate must respond either “present” or “present and voting”. Delegates who are “present” may vote in favour, opposed or abstain, subject to the rules on abstention. Delegates who are “present and voting” may only vote in favour or opposed; abstentions are never permitted. If a delegation is not present at the time the Roll Call is taken, it is expected to pass a note to the Dais once it arrives.

### Quorum

Before formal debate or voting procedure may begin, the committee must meet quorum. In this case, the quorum is defined as one-third of the voting members of a committee as determined by the roll call list. Any delegate may, at any time, request verification of quorum.

### Majorities

A simple majority is defined as more votes in favour than opposed (a motion fails on a tie vote). Any number of abstentions may not cause the motion to fail. A two-thirds majority is defined as at least two votes in favour for each vote opposed. A unanimous vote is defined as no votes against the motion. Any number of abstentions does not cause the motion to fail. The absence of any number of delegates shall not affect a motion requiring unanimity unless the quorum is not attained.

### Majorities for Procedural Matters

Each delegation has the obligation to vote. Only votes of “yes” or “no” shall be in order.

## DEBATE

### Agenda

The agenda refers to the order in which the committee shall discuss the topics. The first order of business for the committee shall be the consideration of the agenda. Only topics on the provisional agenda shall be considered, except in committees designated by the Secretariat as crisis committees. Once an agenda topic has been closed or tabled and all proposals concerning the topic have been voted upon, the Chair shall return to the primary speakers' list to consider the agenda again.

### Crisis Committees

In a committee designated by the Secretariat as a crisis committee, the Dais may call upon the committee to table debate on the current topic area so that a more urgent matter may be attended to immediately. After the crisis has been resolved, the committee will return automatically to debate on the tabled topic.

### Speaker's List

- 1. Primary Speakers' List:** A primary speakers' list shall be established at first to set the agenda. This speakers' list shall remain open throughout the duration of the conference, and will be returned to upon closure or tabling of the individual topics.
- 2. Secondary Speakers' List:** Once the first agenda topic is set, a secondary speakers' list that deals with the topic in question shall be opened. Separate lists shall be established for specific procedural motions on an as-needed basis.

### Suspension of Debate

During the course of a debate, a delegate may move to caucus. When making such a motion, the delegate must specify a type and purpose, and in the case of a moderated caucus, a time limit, and speaking time for the caucus. There are two types of caucus:

- 1. Unmoderated Caucus:** The Dais is not involved. Delegates may leave their seats; leave the room, to speak to each other in a less formal setting or to write draft resolutions. No points or motions shall be in order during the unmoderated caucus.
- 2. Moderated Caucus:** Delegates remain in their seats and are recognized at the Chair's discretion to speak for the specified amount of time. During a moderated caucus, the Chair shall call to order delegates who are making

speeches not germane to the designated topic. Only points of personal privilege and points of order are in order during a moderated caucus.

#### Tabling of Debate

A motion to table debate may be used to end debate on a given substantive issue without having voted on the resolution. The Chair may rule such a motion out of order. If the motion is in order, the Chair may recognize two (2) speakers for and two (2) against the motion, after which the motion is put to an immediate vote requiring a simple majority to pass. If the motion passes, the debate on the tabled item or topic is stopped and the item is put aside without further actions or votes of any kind.

Closure of Debate A member may, at any time, move for closure of debate on substantive matters under discussion. The Chair may rule such a motion out of order. If the motion is ruled in order, the Chair may recognize up to two (2) speakers against this motion, but none in favour. This requires a two-thirds (2/3) majority to pass. If the motion passes, all draft resolutions and amendments are brought to an immediate vote.

#### Recess

A motion to recess is in order only within the final 15 minutes of a committee session. The Chair may rule this motion out of order. The Chair's decision on this matter cannot be appealed. The motion to recess requires no debate and passes on a simple majority. The effect of the motion is to suspend the meeting of the committee until the next regularly scheduled committee session

#### Motion to Adjourn

A motion for adjournment requires a simple majority to pass, and is in order only when at least one of the following conditions has been met:

1. The committee has considered every topic on its agenda.
2. There remain fewer than 30 minutes in the last committee session of the conference.

## **SPEECHES**

### Time Limit on Speeches

A member of the committee may move to set a time limit on speeches. Such a motion requires a simple majority to pass. The Chair may rule such a motion dilatory without appeal.

### Yields

Each delegate must yield his/her time in one of the following four ways:

1. To the Chair: The remaining speaking time is forfeit and the committee moves on.
2. To comments: Two delegates, selected by the Chair, may make 30-second comments on the speech just delivered. The content of comments must pertain solely to the preceding speech.
3. To another delegate: The delegate speaking may designate another delegate to speak for the balance of his/her speaking time.
4. To questions: The delegate may use the rest of his/her time to answer questions posed by other delegates. The Chair shall select delegates to pose questions. Only the time taken to answer the questions shall be counted against the speaker's remaining time.

No member may address the committee without having obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject matter under discussion. A speech may not be interrupted by another delegate unless that delegate is rising on a Point of Personal Privilege or a Point of Order.

### Right of Reply

In the event that a delegate personally insults another delegate or his or her country during his or her speech, the insulted delegate may request a right of reply from the Chair by writing a note to the Dais. If it is granted, the insulted delegate has 30-seconds to reply to the offensive comment. A right of reply to a speech delivered in a right of reply is never in order.

## **PARLIAMENTARY POINTS**

### Point of Personal Privilege

A delegate may rise to a Point of Personal Privilege during the discussion of any matter when his or her ability to participate in the proceedings is in any way impaired or they feel any discomfort. The Chair shall attempt to remove the cause of the impairment. This point may interrupt a speaker.

### Point of Order

A delegate may rise to a Point of Order to complain of an improper parliamentary procedure. The Chair will immediately rule on the Point of Order. He or she shall rule out of order any points which he or she finds dilatory or improper; such a decision is not subject to appeal. A Point of Order may interrupt a speaker. The member rising to a Point of Order may not speak on the topic of discussion.

### Point of Parliamentary Inquiry

A delegate may rise to a Point of Parliamentary Inquiry in the case that he/she has a question for the Dais regarding the rules of procedure. Points of Parliamentary Inquiry can neither interrupt a speaker nor be in regard to substantive matters.

## **SUBSTANTIVE MATTERS**

### Working Papers

Working papers are informal documents used to communicate ideas with the entire committee. They need not be in resolution format and need no sponsors or signatories.

### Draft Resolutions

Documents submitted to and approved by the Dais, in proper resolution format, shall be considered and referred to as draft resolutions. The term “resolution” is to be used only in reference to documents already passed by that body or other UN bodies.

### Sponsors

A minimum of three (3) states must be designated as sponsors of a draft resolution in order for it to be approved by the Dais. Delegates sponsoring a draft resolution are obligated to vote in favour of the draft resolution. This obligation (to vote in favour of ) is waived upon the passage of one or more unfriendly amendments, or upon the passage of a division of the question motion.

### Signatories

A draft resolution must have the signatures of a minimum of one-fifth (1/5) of the total members of the committee, as determined by the Dais, in order to be approved and introduced, with sponsors counted as signatories. Delegates may sign a draft resolution even though they do not support the document in question; signatories only wish to bring the draft resolution to the debate.

### Introduction

A delegate may motion to introduce a draft resolution or amendment, upon its approval by the Dais and distribution to members of the body. Adoption of this motion shall require a simple majority vote. Sponsors will be invited by the Chair to read the active clauses of the draft resolution or amendment to the body.

### Question and Answer Period

Immediately following the introduction of a draft resolution, any delegate other than a sponsor may move for a question and answer period. When making the motion, the delegate shall specify a length and speaking time for the question and answer period. The Chair may accept or refuse this motion at his or her discretion. The

decision of the Chair is not subject to appeal. The motion passes by a simple majority.

### Competence of Body

A motion to question the competence of a body to discuss a draft resolution or amendment is in order only if made immediately following the introduction of the draft resolution or amendment. The motion requires one speaker in favour and one opposed and requires a two-thirds (2/3) majority to pass. If the motion passes, the document will be withdrawn from the committee and cannot be reintroduced.

### Amendments

- 1. Non-substantive Amendments:** to draft resolutions to correct errors in spelling or format are considered non-substantive and shall be incorporated as part of the original draft resolution without a vote.
- 2. Friendly Substantive Amendments:** approved by all sponsors of the draft resolution and approved by the Dais are considered friendly and are added to the draft resolution without a vote. Friendly amendments may be further amended through the unfriendly amendment process. The Chair may read the friendly amendment out to the body upon its incorporation into the draft resolution.
- 3. Unfriendly Substantive amendments:** not receiving approval from all sponsors of the draft resolution are considered unfriendly and require signatures from one-fifth (1/5) of the total members of the committee, as determined by the Dais, and the approval of the Dais to be introduced. Unfriendly amendments are voted on separately upon closure of debate. Amendments to unfriendly amendments are out of order.

### Withdrawal of Documents

- 1. Draft Resolutions and Friendly Amendments:** A draft resolution or a friendly amendment may be withdrawn from the consideration of the committee if all the sponsors so desire.
- 2. Unfriendly Amendments:** An unfriendly amendment may be withdrawn from the consideration of the committee if all the sponsors of the amendment so desire.
- 3. Reintroduction:** Withdrawn draft resolutions and amendments may be reintroduced by obtaining the signatures of one-fifth (1/5) of the members of the committee, as determined by the Dais.

## VOTING

### Voting Procedure

Voting on draft resolutions, except where otherwise provided, shall occur by placard vote. Draft resolutions, except where otherwise provided, shall require a simple majority to pass, and shall be voted upon as a whole. Once a voting procedure has begun, the doors of the committee room must be secured, and no one allowed in or out of the room except in the case of an emergency. Delegates having left the room during the voting procedure for any reason may not return until the voting procedure has finished. During a voting procedure, no note-passing or caucusing is allowed. Once in voting procedure, when there are no points or motions on the floor, the Chair shall put the unfriendly amendments, draft resolutions, or parts thereof, to a vote. Once voting on draft resolutions has finished, the Chair shall declare the end of the voting procedure, and the committee shall return to the Primary Speakers' List.

### Method of Voting

Each member shall have one vote. All matters shall be voted upon by a show of placards. Delegates must vote "in favour," "opposed," or "abstain" (where applicable). No member may cast a vote on behalf of another member.

### Roll Call Vote

A motion may be made to have a Roll Call Vote only on a substantive matter. This motion is subject to the approval of the Chair; such a decision is not subject to appeal. The roll call shall be done alphabetically, from the beginning of the alphabet. In the case of a Roll Call vote, delegates may vote "with rights" upon the discretion of the Chair.

1. **Pass during a Roll Call Vote:** a member may pass, in which case he or she is placed at the end of the voting roll. Members who pass during the first sequence of voting cannot pass a second time and must cast a vote in the affirmative or negative only.

Delegates voting "with rights" must vote in the affirmative or negative, and shall be given a brief opportunity to explain their vote to the body upon the conclusion of the vote.

### Division of the Question

A member may move to vote on the operative clauses of the draft resolution individually or in groups. This motion shall be considered after all amendments have been brought to the floor, and immediately precedes a vote on the resolution.

Motions to divide preamble will be ruled out of order. A delegate moving to divide the question must specify a method for dividing the question.

### Important Question

A motion to have a draft resolution considered an important question will be ruled out of order unless the draft resolution deals with:

1. Maintenance of international peace and security,
2. Admission of new members to the United Nations,
3. Suspension of the rights and privileges of membership,
4. Expulsion of members,
5. Operation of the trusteeship system,
6. Budgetary questions.

Such a motion is debatable to the extent of one (1) speaker for and one (1) against and requires a simple majority to pass. If passed, the decision on the draft resolution will require a two-thirds majority in favour in order to become a resolution.

### Reconsideration

Only substantive matters may be reconsidered. The motion for reconsideration is in order only immediately after a vote on a substantive matter and can only be made by a delegate on the prevailing side of the vote.

### Voting Amendments

If an unfriendly amendment has been moved to a draft resolution, the amendment shall be voted on first. If two or more amendments have been made to the proposal, the committee shall vote on the amendments in the order of their introduction to the body. Where the adoption of one amendment necessarily implies the rejection of another, the latter shall not be voted on. A simple majority is required to adopt an amendment; a tie will result in the failure of the amendment.

### Voting

More than one resolution may be passed on any given agenda topic.

- 1. Majority:** A simple majority of the members present is required for a draft resolution to pass unless otherwise specified by the committee.
- 2. Tie:** If voting on any substantive matter ends in a tie, the matter fails.

## Precedence

Where multiple points or motions have been made, the committee shall consider them in the following order of precedence, dealing with every point or motion of higher precedence before those of lower precedence. Substantive matters are accorded the lowest precedence.

1. Point of Order
2. Point of Personal Privilege
3. Right of Reply
4. Point of Parliamentary Inquiry
5. Motion to Set the Speaking Time
6. Motion to Adjourn
7. Motion for Recess
8. Motion for Censure
9. Motion for Moderated Caucus
10. Motion for Unmoderated Caucus
11. Motion for the Verification of Quorum
12. Motion for Closure of Debate
13. Motion for Closure of the Speakers' List
14. Motion to Table Topic
15. Motion to Divide the Question
16. Motion for an Important Question
17. Motion to Introduce an Amendment
18. Motion to Introduce a Draft Resolution
19. Motion for Reconsideration
20. Motion to set the Default Yield

We thank you for taking the time to read these Rules of Procedure.