

## **GENERAL RULES OF PROCEDURE FOR AMERICAS MODEL UNITED NATIONS AND UFRGS MODEL UNITED NATIONS**

### **1. Scope**

These rules shall apply to all committees simulated at AMUN 2008 and the VI UFRGSMUN, except in those cases where the committees possess Special Rules of Procedure, which take precedence over these. These General Rules of Procedure shall be considered adopted in advance of the session, and no other rules of procedure will be applicable.

### **2. Language**

The official and working language of the conference is English. Delegates will not be permitted to address the Chair or the committee in another language. The use of foreign expressions will be permitted if followed immediately by a translation into English or if they are considered to be current in the English language.

### **3. Delegations**

Each delegation (country/non-governmental organization/international organization) will be represented by one or two delegates on each committee of which it is a member, according to the number established by the Secretariat in advance of the conference. Delegates allocated to a committee will remain in that same committee for the duration of the conference.

### **4. Credentials**

The names of all members of a delegation shall be submitted to the Secretariat prior to the opening of the Conference. All delegations will be assumed to have proper credentials to participate in the Conference.

Delegates are all presumed to possess the diplomatic authority necessary to discuss and vote for the main issue being dealt with by the committees. The instructions and powers given to any and all delegates do not allow them to declare war, sign or denounce treaties, impose sanctions, or perform any action not strictly within the purview of the committee,

unless so determined by the Chair. If so provided in the committee's Special Rules of Procedure, during the course of the simulation, delegates may write letters to their governments to obtain authorization to undertake further actions or request needed information.

## **5. General duties of the Delegates**

Delegates have the duties of respecting the decisions of the Chair, obtaining the floor before speaking, safeguarding and advocating their country's interests, acting according to their country's foreign policy, and acting with diplomatic decorum at all times.

## **6. General duties of the Secretariat**

The Secretary-General is the highest-ranking member of the staff. He may designate a staff member to act in his place during any session of the Conference. Along with the Under-Secretaries-General, he shall direct all the work of the Conference. The Secretary-General or a member of the staff designated by him as his representative may, at any time, address either oral or written statements concerning any matter to the committees.

## **7. General duties of the Chair**

Each committee will be presided over by a Chair, composed of one or two Directors and Assistant-Directors. In addition to exercising the powers which are conferred upon it elsewhere in these rules, the Chair shall declare the opening and closing of each session of the committee, direct its discussions, ensure the observance of these rules, accord the right to speak, and make announcements. It shall rule on Points and Motions without appeal, stipulate the time limit for speakers, and have complete control over and responsibility for the proceedings of the Committee. The Chair may also suggest motions that it deems beneficial for the flow of debate.

The Chair will treat delegates with due courtesy at all times.

## **8. Rulings of the Chair**

The rulings and decisions of the Committee’s Chair are final and not subject to appeal. The members of the Chair are empowered to supersede and interpret the rules as it seems fit, in order to guarantee the fruitful progression of the committee’s labors.

## **9. Plagiarism**

Plagiarism is understood within the scope of these rules as the unacknowledged use of another individual's words or ideas. When writing position papers, working papers, draft resolutions and during all their participation in the conference, delegates are not allowed to make use of fragments of already existent documents. A participant caught plagiarizing any written work will be dealt with accordingly. Punishment may entail disqualification for awards, denied voting and/or speaking rights and possible exclusion from the conference. Applicable legal measures will be taken at the discretion of the conference's organization alone.

## **RULES GOVERNING DEBATE**

Throughout these rules, a “simple majority” will be understood to be one half of the possible votes plus one, rounded down, whereas a “two-third majority” shall consist of two thirds of the possible votes, rounded up. For example, the simple majority of 5 is 3, and the two-third majority of 10 is 7. Whenever appears the definition “qualified majority”, delegates must check the Special Rules of Procedure to check its exact meaning in a committee. Tied votes always fail.

## **PROCEDURAL MATTERS**

### **10. Quorum**

The Chair may declare a session open and permit debate to proceed when at least one third (rounded up) of registered delegations are present. The presence of a simple majority of registered delegations shall be required for any substantive vote to be taken. The Chair shall

proceed with a Roll Call at the beginning of each session in order to recognize the presence of the delegates. The Chair shall inform the delegates of the Quorum whenever required.

**The following paragraph applies only to UFRGSMUN**

Delegations must respond “present” or “present and voting”. Delegations that announce themselves present and voting will not be allowed to abstain throughout the course of that session.

**11. Agenda**

**The following paragraph applies only to AMUN**

The agenda will be presented by the Secretariat to the delegates at least a week before the date scheduled for the meeting.

**The following paragraph applies only to UFRGSMUN**

When there is more than one proposed topic for discussion by delegates, the consideration of the agenda shall be the committee’s first task. At this time, the only motion in order will be to place a topic first on the agenda, in the form: “I move that topic x be placed first on the agenda”. A speakers list shall be established for and against the motion. Both motions for moderated and unmoderated caucus shall be in order during the debate on the agenda.

A motion to close debate will be in order after the Committee has heard at least two speeches in favor of the Motion and two against it, if available. A vote of two-third majority is required for Closure of Debate on the Agenda. After Closure of Debate, an immediate vote on the Agenda shall be taken. A simple majority is required for the Motion to pass. If the Motion passes, the Committee will proceed to debate on the approved topic. If the Motion fails, the automatic approval of the other topic will be assumed. As was stated above, ties fail.

**12. Speakers list**

The Committee shall have at all times an open General Speakers List, which shall be drawn up at the beginning of debate on it. This General Speakers List will be followed during all the debate, except when superseded by Procedural Motions or by the Introduction of

Amendments, which are discussed on a Special Speakers List. One may add a delegation's name to the Speakers List by raising its placard, provided that the delegation's name is not already on the List. The delegations' names will appear according to the order in which they indicate their desire to speak.

### **13. Speeches**

No delegate may address the Committee without previously obtaining the permission of the Chair. The Chair shall call upon speakers in the order they signify their desire to speak. The speaking time shall be stipulated by the Chair in advance, though it may consult the committee before deciding on the matter. When a delegate has ten seconds of speaking time left, the Chair will make a discreet signal. When the allotted time has expired, the Chair will call the delegate to order.

### **14. Yields**

At the conclusion of the speech, a delegate may yield his/her remaining speaking time to the Chair, to another delegate, or for questions. When a delegate does not yield his/her remaining speaking time, it is understood that it has been yielded to the Chair. A delegate who has been yielded time may not yield that time again to a third delegate or for questions.

If the delegate yields his/her time for questions, the time taken to answer them, but not the time taken to ask them, shall be discounted from remaining time. Once a speaker has yielded his/her time for questions, delegates will indicate their desire to speak, and the chair will recognize them at its discretion. When recognized, the delegate may ask the speaker a single, straightforward question related to his/her speech, having no more than 30 seconds to do so. If there are no questions, the time will be automatically yielded to the chair.

### **15. Right of reply**

There is no right of reply. Real or perceived offenses or untruths should be dealt within the course of normal debate.

## **16. Points**

There are three types of Points by which a delegate may address the Chair directly. Should a delegate wish to consult the Chair on a matter not covered by any of these three points, he/she should do so privately, with the understanding that the Chair will inform the whole committee of the matter if it is deemed to be of general interest.

### **16.1 Point of Personal Privilege**

At any moment during the debate, a delegate may raise a Point of Personal Privilege to indicate that he/she is experiencing extreme personal physical discomfort or being prevented from properly following the discussion. The Chair will attempt to rectify the situation. This point may interrupt a speech if necessary.

### **16.2. Point of Order**

A delegate may raise a Point of Order if he/she feels that the Rules of Procedure are not being properly followed by the Chair. This Point must be directly related to the rules, and cannot interrupt a speech. The Chair will rule the Point in or out of order as it sees fit.

### **16.3 Point of Parliamentary Inquiry**

A delegate may raise a Point of Parliamentary Inquiry when he/she has a doubt regarding the Rules of Procedure or the flow of debate. This Point cannot interrupt a speech.

## **17. Caucuses**

### **17.1 Motion for Unmoderated Caucus**

An Unmoderated Caucus causes the Chair to suspend formal debate so that delegates can discuss without the interference of the Chair, facilitating substantive discussion by relaxing the structure of debate imposed by the regular procedures.

Delegates may move for an Unmoderated Caucus whenever the floor is open , prior to the Closure of Debate. The delegate must state a reason and a time limit for the Caucus. The time requested for the Caucus shall not exceed 15 minutes, although the Chair may grant extensions at its discretion. The Motion shall be put to a vote if there are no other Points or Motions that take precedence on the floor, and requires a simple majority to pass.

### **17.2. Motion for Moderated Caucus**

The purpose of the Moderated Caucus is to make the debate more flexible. During the Caucus, the Speakers List is set aside and the debate is conducted directly by the Chair.

Delegates wishing to speak during the Moderated Caucus may raise their placards, and will be recognized by the Chair at its discretion. Delegates may move for a Moderated Caucus whenever the floor is open. Yields and Motions are out of order during Moderated Caucus.

The delegate must state a reason, a speaking time, and a time limit for the Caucus. The time requested for the Caucus shall not exceed 15 minutes, although the Chair may grant extensions at its discretion. The motion shall be put to a vote if there are no other Points or Motions that take precedence on the floor, and requires a simple majority to pass.

### **18. Motion for tabling of the debate (this rule applies only to UFRGS MUN)**

Whenever the floor is open, a delegate may move for a Tabling of the Debate of the topic under discussion. Two delegates may speak in favor of the motion, and two against it, if available. After these speeches, the motion shall be put to a vote (if there are no other Points or Motions that take precedence). This motion requires a two-third majority to pass; if it does so, the topic under discussion is considered tabled and postponed. The next topic on the Agenda is considered to be automatically adopted. If a Resolution on the new topic is passed, debate automatically returns to the tabled topic. If the new topic is also tabled, debate automatically returns to the first topic.

## **19. Motion for closure and reopening of speaker's list**

During the course of debate, a member may move for Closure of the Special Speakers List on the matter under discussion. This Motion requires a simple majority to pass and means that no delegations can add their names to the Special Speakers List and that only those who were already included in it will be granted their speaking time.

If the Speakers List is closed and a delegate wishes to reopen it, a two-third majority is required for the approval of the Motion for Reopening of Speakers List. In both cases, a reason for the Motion must be stated for the Chair to consider it in order.

The Chair may choose to recognize speeches against and in favor of the Motion at its discretion. If the Committee comes to a situation in which the Speakers List is closed and the Committee does not close debate nor reopen it, the Chair shall decide the best alternative at its discretion.

## **20. Motion for closure of debate**

Whenever the floor is open, delegates may move to Close Debate on whichever matter that is under discussion (the Agenda, a Draft Resolution or an Amendment). After a Motion for Closure of Debate is proposed, the Chair shall recognize two speakers against the motion, if available. In order to pass, the Motion requires a two-third majority. If the Motion to Close Debate passes, the Committee will move to immediate vote on the matters on the floor.

## **21. Motion for adjournment of the session**

During discussion of any matter, a delegate may move for the Adjournment of the Session. Such a motion shall not be debated, and shall be put to a vote if there are no other Points or Motions that take precedence to it on the floor, requiring a two-third majority for approval. After the session is adjourned, the Committee shall reconvene at its next regularly scheduled session time. The adjournment of the final session will adjourn the Conference. As with all motions, the Chair may rule a Motion for Adjournment of the Session out of order.

## 22. Order of precedence

RULE	SPEAKERS	VOTE	COMMENTS
Point of Personal Privilege			In order at any time; used when a delegate's comfort or well being is disturbed.
Point of Order			Used when the adequate following of the rules of procedure is in doubt. Not in order during a speech.
Questions			In order when yielded to; must take form of on straightforward question; limited to one delegate at a time.
Point of Parliamentary Inquiry			In order when the floor is open; addressed to the Director regarding misunderstanding of the rules of procedure.
Adjournment of the session		2/3	In order when the floor is open; refers to dismiss the committee until the next session.
Unmoderated/Moderated Caucus		1/2	Aims at facilitating debate; requires time limit and purpose; time limit may not exceed 15 minutes; yields are out of order.
Closure of Debate	2 against	2/3	Closes the debate on substantive or procedural matters; if passed, committee moves automatically to voting on the current motion; statement of reasons is necessary.
Closure of Speaker's List	Chair's discretion	1/2	Statement of reason is necessary.
Reopening of Speaker's List		2/3	Statement of reason is necessary.
Introduction of Draft Resolution			Must be approved by the Chair; requires 8 signatures.
Introduction of Amendment			Must be approved by the Chair; requires 3 signatures.
Division of the Question	2 for and 2 against	1/2	Four part process: (1) vote on motion to divide, (2) vote on each proposal, (3) vote on inclusion of each part, (4) vote on final resolution.
Roll Call Voting			In order only for substantive matters.

## SUBSTANTIVE MATTERS

### 23. Form of debate

In general debate on a topic, there may be more than one Draft Resolution on the floor at the same time. All the Draft Resolutions shall be discussed simultaneously on the General Speakers List. Nevertheless, the Committee may approve only one Draft Resolution per topic.

A Draft Resolution will remain on the floor until debate on that specific Draft Resolution is closed or another Draft Resolution on the topic passes.

#### **The next paragraph applies only to UFRGSMUN**

There will be no time limit to debate on one topic, but once a Resolution is passed the debate on the topic immediately ceases and the Committee shall start debating on the next topic on the Agenda.

#### **The next paragraph applies only to AMUN**

The time limit to debate on one topic is set by the Secretariat, prior to the conference, through the defined Agenda.

### 24. Working papers

Working Papers are informal documents that aid the Committee in its discussion on substantive matters. Delegates may propose Working Papers for consideration by the Committee at any time during the Conference.

They need not be written in a specific format, but must be approved by the Chair to be distributed for and to be mentioned in the Committee. There is no need for sponsors of Working Papers. Observers may present working papers, but their signatures do not count for purposes of introducing Draft Resolutions or Amendments.

### 25. Draft Resolutions

Before being introduced for debate, all Draft Resolutions require the approval of the Chair. All Draft Resolutions also require 8 signatures to be introduced and a simple majority to pass, unless otherwise stated by the Committee's specific rules.

Signing a Draft Resolution does not necessarily indicate that a delegation supports its ideas, but only that it desires to have the Draft Resolution discussed. A signatory of a Draft Resolution is not required to vote in favor of it.

The Draft Resolution needs its signatories' support to continue on the floor. In the event of all signatories withdrawing their signatures, debate on the Draft Resolution is ceased. Other delegations may add their signatures to the Draft Resolution in the course of the debate.

## **26. Motion for the introduction of a Draft Resolution**

Delegates may move for the Introduction of a Draft Resolution once it has been approved by the Chair and distributed to the Committee.

This Motion does not require a vote to pass; once accepted by the Chair, it is automatically approved. The Chair will then grant the floor to one of the signatories of the Draft Resolution for the time required for him/her to read its operative clauses.

After the Draft Resolution is read, the Chair asks for questions, which shall be limited to grammar or technical matters on the document and may not pertain to the substance of the Draft Resolution.

## **27. Motion for the introduction of an amendment**

Delegates may amend any Draft Resolution that is on the floor. Amendments may add, subtract, or modify part of the Draft Resolution. An Amendment requires the approval of the Chair and the signatures of three members of the Committee. Signing an Amendment does not constitute or require a vote in favor of it.

After a Motion for the Introduction of an Amendment is approved by the Chair, debate on the General Speakers List shall be suspended and a Special Speakers List shall be established for and against the specific Amendment.

A Motion for Closure of the Special Speakers List or a Motion to Close Debate on the Amendment will be in order after the Committee has heard at least two speakers in favor of the Amendment and two speakers against, when available.

When debate is closed on the Amendment, the Committee shall proceed to an immediate vote, which may be a Roll Call Vote if so moved. Following the voting procedure, debate according to the General Speakers List shall resume.

Once an Amendment is approved, it becomes part of the Draft Resolution, which means that it is no longer considered an Amendment.

## **28. Friendly Amendment**

When all the current signatories of a Draft Resolution on the floor agree to modify any part of its operative clauses, they may do so through a friendly amendment, which has the same effects of a regular amendment.

A friendly amendment must be presented on a written format to the Chair for its approval. After approving it, the Chair will ask if all the signatories of the Draft Resolution support the friendly amendment and, if they do so, it will automatically become part of the draft resolution. In case any signatory is absent or does not agree on the friendly amendment, it will be discarded. Yet, it may be presented again as a regular amendment.

## **RULES GOVERNING VOTING**

In every Committee, each country shall have one vote. Observer countries, Nongovernmental Organizations, and International Organizations shall be able to vote on procedural matters only, unless otherwise stated by the Committee's specific rules.

Voting on procedural matters shall be done by a show of placards. Each delegate may vote only in favor and against the Motions proposed; abstentions are not allowed.

Voting on Amendments shall be done by a show of placards, except in the event of a Roll Call Vote procedure being requested and granted. Each delegate may vote in favor, against, or abstain from voting. Amendments require a simple majority of all votes to pass, unless otherwise stated by the Committee's specific rules. At UFRGSMUN, a delegation which has declared itself "present and voting" at the roll call will not be allowed to abstain from voting on Amendments.

Voting on Draft Resolutions shall be done by a show of placards, and delegates may vote in favor, against, or abstain from voting. In the event of a Roll Call Vote procedure being requested and granted, delegates may vote, “In Favor”, “In Favor with Rights”, “Against”, “Against with Rights”, or they may abstain. At UFRGSMUN, a delegation which has declared itself “present and voting” at the roll call will not be allowed to abstain from voting on a Draft Resolution. The Draft Resolution requires a simple majority of all votes cast in order to pass, unless otherwise stated by the Committee’s specific rules.

“Rights” may be asked to explain votes that seem contradictory and will only be recognized by the Chair after the end of voting procedures on a Draft Resolution. The time limit for the rights will be set by the Chair at its discretion. On the roll call vote, delegates may choose to pass their turn of voting and wait for another roll call round to state their actual vote. Delegates are allowed to pass only once and, if they do so, they are not allowed to abstain from voting.

### **29. Conduct during voting on a Draft Resolution**

After the Chair has announced the beginning of voting procedures no Motions will be in order, except for Division of the Question and Roll Call Voting. During voting procedures the chamber will be sealed, and no delegates will be allowed to enter or leave the room.

### **30. Motion for Division of the Question**

After debate has been closed and the Chair has started the voting procedures, a delegate may move for the Operative Clauses of the Draft Resolution to be voted on separately. Preambulatory and Sub-operative Clauses may not be divided this way.

If a delegate moves for a Division of the Question, the Chair shall recognize two speakers in favor and two speakers against the Motion if available. A simple majority is needed for the Motion to pass (this is a procedural vote, with no abstentions allowed).

If it does pass, a five-minute Unmoderated Caucus will be automatically granted to the Committee so that delegates can discuss, prepare, and present to the Chair, in written format, their proposals to divide the question. Upon receipt, these proposals shall be numbered by the Chair.

Once the Unmoderated Caucus expires, the Chair will read all the proposals and arrange them in order of the most severe to the least severe. The most severe proposal will be the one intended to have the Draft Resolution divided in the greatest number of parts. If two proposals are equally severe, the Chair shall entertain the proposal that was first presented.

The Chair shall entertain two speakers in favor and two speakers against the most severe proposal, if available. Then, it shall be voted upon. If it receives the simple majority needed for approval, the Draft Resolution shall be divided in the manner proposed by it. If it fails, the Committee will proceed to voting upon the second most severe proposal and so on.

The Committee will hear two speakers in favor and two speakers against every proposal of division before voting it until one is approved. No abstentions are allowed in these votes, as they are procedural matters.

If no proposals are approved by simple majority, the Draft Resolution shall be voted as a whole. When one of the proposals is approved, a separate vote shall be taken on each divided part to determine whether it shall be included in the Draft Resolution to be voted later on. For the Operative Clauses to remain in the Draft Resolution, a simple majority of the votes is required. The substantive nature of this vote means abstentions are permitted.

Having determined which Operative Clauses shall be included in the Draft Resolution, the final vote on it shall be taken. Abstentions from voting are allowed. If all Operative Clauses are rejected, the Draft Resolution shall be considered to have failed as a whole. However, if any part of the Draft Resolution is approved during the Division of the Question, another voting procedure shall be taken on the whole document.

### **31. Roll Call Voting**

After debate has been closed on a Draft Resolution or Amendment, a delegate may move for a Roll Call Vote. In a Roll Call Vote, the Chair will recognize, in alphabetical order, starting with a randomly selected member, each voting delegate, who must state his/her vote. Once accepted by the Chair, the motion for a Roll Call Vote is automatically approved and it does not require a vote to pass.