

# RULES OF PROCEDURE



DurMUN 2020

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**CHAPTER I. – GENERAL RULINGS**

**Article 1. – Scope**

All rules are valid in all committees comprising DurMUN unless explicitly stated at the discretion of the Secretary-General and shall be considered adopted in advance of the session. No other rules of procedure apply. If a situation arises which has not been addressed by a Rules of Procedure, the Committee Staff has the right to decide on the matter. If the Committee Staff cannot reach a consensus, the Secretary-General holds final authority.

**Article 2. – Statements by the Secretariat**

The Secretary-General or a member of the Secretariat designated by him, may at any time make either oral or written statements to the committee.

**Article 3. – Delegates**

A member of the Committee is a representative who is officially registered with the Conference. Each delegate is entitled to one vote in his/her Committee. Specific exceptions, strictly limited to current working UN principles, apply.

**Article 4. – Credentials**

The credentials of all delegates have been accepted upon registration. Actions relating to 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 shall provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

**Article 5. – Participation of Non-Members**

Representatives of Accredited Observers shall have the same rights as those of full members, except that they may not sign or vote on substantive issues such as resolutions or amendments, but they can vote on procedural matters. A representative of an organization which is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Chair.

**Article 6. – General Powers of the Committee Staff**

1. The Committee Staff consists of a Chair and a Director. The Committee Staff will be at all times subject to the following rules and responsible to the Secretary-General. Any complaints

about the behaviour or the professional conduct of the Committee Staff may be directed to the Secretary-General along with sufficient evidence.

2. The Chair

- a) may appoint Assistant Chair(s) to deputise for him/her when it is appropriate;
- b) opens and closes each committee sessions;
- c) may propose the adoption of any procedural motion to which there is no significant objection;
- d) directs the flow of the debate by granting the right to speak as evenly as possible, ruling on points and motions, allocating speaking time and announcing decisions;
- e) must not show any special preference towards any delegate;
- f) must explain all may choose to suspend the rules in order to clarify a certain substantive or procedural issue;
- g) calls to order and warns delegates not according to the Rules of Procedure.

3. The Director

- a) has the right to advice the Delegates by delivering speeches, raising points or motions. The points or motions of the Director take priority over any other points or motions on the floor.
- b) must always act impartially and in good faith, seeking to guide the Committee towards a productive session;
- c) may discreetly inform Delegates contradicting their country's policies and provide suggestions on how to better represent those policies. Delegates may defend their actions by showing evidence of their claims.
- d) may assist Delegates in writing Working Papers and Draft Resolutions. Working Papers, Draft Resolutions and Amendments can only be introduced after the approval of the Director.

**Article 7. – Appeal**

An appeal can only be made to procedural matters not substantive ones. A Delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the Rules of Procedure. The Delegate can only appeal a ruling immediately after it has been pronounced. The Delegate will be given thirty seconds in order to explain the reasoning behind the appeal. The Chair may speak briefly in defence of the ruling. The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by two-thirds of those

members present and voting. A 'Yes' vote indicates support of the Chair's ruling; a 'No' vote indicates opposition to that ruling. The Director's decision not to sign of draft resolution or amendment is never appealable.

#### **Article 8. – Quorum**

The Chair may declare a Committee open and permit debate to proceed when at least one quarter of the members of the Committee are present. A member of the Committee is a representative who is officially registered with the Conference. The presence of a majority of members shall be required for the vote on any substantive motion. A quorum shall be assumed to be present unless specifically challenged and shown to be absent.

### **CHAPTER II. – ATTIRE AND CONDUCT**

#### **Article 9. – Language**

1. English shall be the official and working language of the conference, including formal and informal sessions alike.
2. Participants are expected to use formal English which excludes the use of acronyms, slang and stereotyped address.
3. All Delegates must refer to themselves in third person singular or first person plural when addressing the committee.

#### **Article 10. – Attire**

1. All participants are expected to wear elegant formal clothing during the Opening and Closing Ceremonies, the Sessions and the formal evening social.
2. Any non-formal clothing such as jeans, t-shirts, sneakers, etc. is only allowed during the informal evening socials.
3. The Committee Staff may decide to discipline any delegates wearing inappropriate clothing, the correction of clothing must be made as soon as possible.

#### **Article 11. – Decorum**

1. Every Delegate will be courteous and respectful to the Committee staff and to other delegates. Any Delegate who feels that they are not being treated respectfully is encouraged to report the incident to the Chair of the committee who will then follow the appropriate protocol.
2. If a Delegate believes that certain disrespectful behaviour is in line with the policy of their state, they may act on such merits only after consulting the Committee Staff.

3. Plagiarism is forbidden during the conference; in case evidence is found of such an act, the Committee Staff may request the Secretariat to initiate disciplinary action.

### **CHAPTER III. – RULES GOVERNING SPEECHES**

#### **Article 12. – Right to Speak**

1. All Delegates present have the right to speak and shall indicate their intention to speak by raising their placards when the Chair asks for speakers.
2. Delegates shall rise from their seats when speaking.
3. Speeches shall be relevant to the topic discussed otherwise it may be overruled by the Chair.
4. The Chair may interrupt speeches if they are offending or held in an inappropriate manner.
5. Points or Motions cannot interrupt speeches unless specified in the Rules of Procedure.

#### **Article 13. – Time limit**

1. The Chair may limit the time allocated to each speaker. When a Delegate exceeds their allotted time, the Chair may call the Speaker to order without delay. However, Chair may allow the delegate to finish their sentence in additional time.
2. If a Delegate finishes their speech before the time set elapses, the remaining time shall not be added to the time the next Speaker is entitled to, unless yielded to them during the General Speaker's List.
3. The minimum time limit shall be 30 seconds; the maximum shall be three minutes.

#### **Article 14. – Yields**

1. A Delegate granted the right to speak on a substantive issue may yield in one of three ways:
  - a) *Yield to another Delegate*: His/her remaining time shall be given to that delegate, who may not, however, then yield back to the original delegate.
  - b) *Yield to questions*: If the delegate opens themselves to questions, other Delegates may ask one question by raising a Point of Information. A Delegate has 30 seconds to ask their question, to which the Speaker has one minute to answer. The Delegate may motion for a follow-up question at the discretion of the Chair. After answering the question(s) of a Delegate, the Speaker may declare themselves not open for more Points of Information and yield the Floor back to the Chair. The total number of questions entertained is at the discretion of the Chair.

c) *Yield to the Chair*: The Delegate must yield the floor back to the Chair before leaving the Floor. This can happen either after they conclude their speech or after they finished answering questions.

2. Only one yield is allowed: a speaker who is yielded to may not yield at all. The only exception is the yield back to Chair after answering question(s). Yields are in order only on substantive speeches. A Delegate must declare yields by the conclusion of their speech.

3. The Chair may ask the delegate to yield the Floor back to the Chair at any moment.

### **Article 15. – Speakers’ List**

1. The General Speaker’s list is the default activity of the Committee. Debating a topic starts with the General Speaker’s list. If there are no motions on the floor, debate automatically returns to the General Speakers’ list.

2. While a topic is being discussed, the General Speaker’s List may never be closed. A motion to close any Speakers’ list is never in order.

3. If the General Speaker’s List has no names on it, the debate automatically ends. A member may add their name to the Speakers’ list by submitting a request in writing to the Chair or by placing their placards vertically, provided that member is not already on the Speakers’ list. The names of the next several members to speak shall always be posted for the convenience of the Committee.

## **CHAPTER IV. – RULES GOVERNING MOTIONS**

### **Article 16. – Raising or withdrawing motions**

1. Any Delegate may raise a motion during debate when the floor is open. This shall be indicated by the delegate raising their placard until recognised by the Chair.

2. Raising a motion must not interrupt the Speaker.

3. After being recognised, the Delegate must briefly describe what type of motion they wish to raise along with other necessary details mentioned below. The Chair may overrule the motion. The Chair’s decision to overrule a motion is not subject to appeal.

4. If there are multiple motions proposed, the committee votes in order of disruptiveness. A more disruptive motion is either higher up in the order of precedence or longer.

5. The Chair shall first call for seconds and objections. If a motion has no seconds, it automatically fails. If it has no objections, it automatically passes. If there are both seconds and objections, the committee votes on the motions with a simple majority.

6. The delegate proposing a motion can withdraw their motion any time before voting on the motion takes place.

**Article 17. – Moderated Caucus**

1. The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion.
2. 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.
3. A Delegate can and will be ruled out in order if the Delegate's speech does not address the topic of the moderated caucus.
4. If no Delegate wishes to speak during a moderated caucus, the caucus shall immediately end.
5. A moderated caucus may only be extended twice but only after the caucus has ended.

**Article 18. – Unmoderated Caucus**

1. During an unmoderated caucus, delegates are free to move around the room and communicate with each other. It is primarily used for working on Working Papers, Draft Resolutions and Amendments.
2. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed 30 minutes.
3. An unmoderated caucus may be extended only twice.

**Article 19. – Consultation of the Whole**

This motion will suspend rules of procedure, in order to consult the entire committee, and committee members will moderate their own discussions. There is no individual time limit, but a total time limit shall be set on the motion. A consultation of the whole shall not exceed 15 minutes and requires a simple majority to pass. Chairs may consider this motion dilatory and the decision is not subject to appeal.

**Article 20. – Suspension of the Meeting**

A motion for the suspension of the meeting requests a short break in committee work. It is primarily used for breaks during sessions. It is always out of order once the Committee entered voting procedure.

**Article 21. – Closure of Debate**

1. A motion for closure of debate request the committee to end the discussion currently at hand and to move straight to voting procedure.
2. The Chair may recognise up to two delegates in favour and two against the motion after which voting takes place. If there is no delegate wishing to speak against the motion, the committee automatically moves into voting procedure.

**Article 22. – Adjournment of the Meeting**

A motion for the adjournment of the meeting requires the Committee to suspend all functions for the duration of the Conference. A motion to adjourn shall be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.

**Article 23. – Postponement of Debate**

1. A motion for postponement of debate asks the committee to temporarily end all debate and action on a draft resolution or amendment currently discussed.
2. The Chair may recognise one speaker in favour and one against the motion after which the committee votes on the motion. The motion shall require a two-thirds majority to pass.

**Article 24. – Resumption of Debate**

A motion to resume debate on an amendment or resolution which debate has been postponed shall require a simple majority to pass and shall be debatable to the extent of one speaker in favour and one opposed.

**CHAPTER V. – RULES GOVERNING POINTS**

**Article 25. – Raising Points**

1. Any Delegate may raise points when there is no speaker on the floor or at other times specified below.
2. A Delegate shall raise a point by raising their placard and shouting the name of the point their wish to raise.
3. A point must not interrupt a speaker unless it is a Point of Order or a Point of Personal Privilege.

**Article 26. – Point of Personal Privilege**

Whenever a delegate experiences personal discomfort which impairs their ability to participate in proceedings, they may rise to a Point of Personal Privilege to request that the discomfort be

corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

**Article 27. – Point of Order**

During the discussion of any matter, a Delegate may raise a Point of Order to complain of improper parliamentary procedure. The Point of Order shall be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule out of order those points which are dilatory or improper; such a decision is unappealable. A Delegate 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 when the speech itself is not following proper parliamentary procedure.

**Article 28. – Point of Parliamentary Inquiry**

When the Floor is open, a Delegate may raise 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.

**Article 29. – Point of Information**

1. A Point of Information grants the opportunity to ask questions once the Speaker has yielded the Floor to questions.
2. The question asked must be concise relating to the speech just delivered or to other statements and actions of the State represented by the Speaker in the context of the speech just delivered. If these conditions are not met, the Chair may rule the Point of Information out of order, relieving the Speaker from answering it. The Speaker can also decide not to answer the question if they find it offensive or irrelevant.
3. If the Speaker did not understand or hear the question, they may ask the Chair to have the Delegate repeat their question.
4. The Delegate may request for a follow-up question at the discretion of the Chair. This decision is not subject to appeal.
5. The Delegate has 30 seconds to ask their question while the Speaker has one minute to answer it.

**Article 30. – Right of Reply**

A Delegate whose personal or national integrity has been impugned by another Delegate may submit a Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at their discretion; this decision is no appealable. A delegate granted a Right of Reply

will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is not in order.

## **CHAPTER VI. – RULES GOVERNING SUBSTANTIVE MATTERS**

### **Article 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 resolutions and need not be written in resolution format. Working papers require the signature of the Director to be copied and distributed. Once distributed, Delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval. No document may be referred to as a ‘working paper’ until it has been introduced.

### **Article 32. – Draft Resolutions**

1. A draft resolution may be introduced when it receives the approval of the Director and is signed/sponsored by one-fifth of members present. Signing a resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. A sponsor is a principal author of the draft resolution and as such, has ownership of the document. Every draft resolution requires at least one sponsor but maximum three. A motion to introduce a draft resolution requires a simple majority to pass.
2. Following the introduction of a draft resolution, a Delegate may raise a motion for Panel of Authors. It requires a simple majority to pass and can be for up to the duration of twenty minutes or for ten questions. Once passed, the Chair may choose up to three Delegates with substantial knowledge of the draft resolution at their discretion, usually the sponsors, to respond to the questions made by the Committee.
3. A draft resolution shall remain on the floor until debate on that specific resolution is postponed or closed. Debate on draft resolutions proceeds according to the General Speakers’ list.

### **Article 33. – Competence**

A motion to question the competence of the Committee to discuss a draft resolution or amendment is in order only immediately after the draft resolution or amendment has been introduced. The motion requires a two-thirds majority to pass and is debatable to the extent of two speaker for and two against.

**Article 34. – Amendments**

1. Delegates may amend any resolution which has been introduced. An amendment must have the approval of the Director and the signatures of one-eighth of the members present. There are no official sponsors of amendments. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. An amendment unanimously supported by the sponsors of the draft resolution passes automatically.
2. An approved amendment may be introduced when the Floor is open. General Debate shall be suspended, and a Speakers' list shall be established for and against the amendment.
3. A motion to close debate will be in order after the Committee has heard two speakers for the amendment and two against or all the speakers on one side and at least two on the opposite side. The Chair shall recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure.
4. When debate is closed on the amendment, the Committee shall move to an immediate vote where a simple majority is needed for the amendment to pass. Once the Committee has acted upon the amendment, general debate according to the general Speakers' list shall resume.

**CHAPTER VII. – RULES GOVERNING VOTING**

**Article 35. – General Voting Procedure**

1. Each country shall have one vote. Each vote may be 'Yes', 'No' or 'Abstain'. On procedural motions, members may not abstain. "Members present and voting" shall be defined as members casting an affirmative or negative vote. Members who abstain from voting on substantive matters are considered as not voting. All matters shall be voted upon by placards, except in the case of a roll call vote. After the Chair has announced the beginning of voting, no delegate shall interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the conduct of the voting.
2. A simple majority requires more 'Yes' votes than 'No' votes. A tie shall fail. A two-third majority requires at least twice as many 'Yes' votes than 'No' votes.
3. In the Security Council, the five permanent members have the power to veto any substantive vote. A 'No' vote by one of the five permanent members in the Security Council is considered a veto.

**Article 36. – Reordering Resolutions**

At DurMUN, only one resolution is allowed to be passed, and Delegates may propose to reorder the order in which resolutions are voted on for strategic purposes. A motion to reorder resolutions requires a simple majority.

**Article 37. – Division of the Question**

1. After debate on any resolution or amendment has been closed, a Delegate may move that operative part of the proposal to be voted on separately. The only substantive vote on a motion to divide the question is the final vote on the resolution.
2. The Chair shall, at that point, take any further motions to divide the question and then arrange them from most severe to least.
3. If an objection is made to a motion to divide the question, that motion shall be debated to the extent of two speakers for and two against, to be followed by an immediate vote on that motion.
4. If the motion passes, a simple majority being required for passage, the resolution shall be divided accordingly, and a separate vote shall be taken on each divided part to determine whether or not it is included in the final draft.
5. Those parts of the substantive proposal which are subsequently passed shall be recombined into the final resolution and shall be put to a (substantive) vote as a whole.
6. If all the operative parts of the proposal are rejected, the proposal shall be considered to have been rejected as a whole.

**Article 38. – Straw Poll**

A motion for a straw poll requires the Committee to vote on the draft resolution. This vote is unofficial and can give an indication whether further debate is needed on the document or not as well as revealing the identities of the opposers of the draft resolution. It requires a simple majority to pass.

**Article 39. – Roll Call Voting**

After debate is closed on any draft resolution or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. In a roll call vote, the Chair shall call the roll call in alphabetical order starting with a randomly selected member. In the first round, delegates may vote ‘Yes’, ‘No’, ‘Abstain’ or ‘Pass’. Delegates who do not pass may request the right to explain their vote. A Delegate who passes during the first sequence of the roll call must vote during the second sequence. This delegate may request the

right to explain his or her vote. All Delegates who requested rights of explanation shall then be granted the right to explain their votes. The Chair shall then announce the outcome of the vote.

**Article 40. – Division of the House**

A motion to divide the house may be raised if the number of abstentions could change the outcome of the vote on the resolution. No abstentions are allowed when the motion is entertained, and all Committee members have to vote again where the same voting procedures are applied. A motion to divide the house is entertained at the Chair’s discretion.

**Article 41. – Reconsideration**

1. 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 substantive proposal.
2. The Chair will recognize two speakers opposing the motion after which the motion will be immediately voted upon.
3. A two-thirds majority of the members present is required for reconsideration.
4. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered.

**CHAPTER VIII. – ORDER OF PRECEDENCE**

Motions	Points
<ol style="list-style-type: none"> <li>1. Adjournment of the Meeting</li> <li>2. Suspension of the Meeting</li> <li>3. Division of the House</li> <li>4. Appealing to the Chair’s Decision</li> <li>5. Questioning the Competence of the Chamber</li> <li>6. Postponement of Debate</li> <li>7. Resumption of Debate</li> <li>8. Straw Poll</li> <li>9. Closure of Debate</li> <li>10. Divide the Question</li> <li>11. Unmoderated Caucus</li> <li>12. Moderated Caucus</li> </ol>	<ol style="list-style-type: none"> <li>1. Point of Personal Privilege</li> <li>2. Point of Order</li> <li>3. Point of Parliamentary Inquiry</li> <li>4. Point of Information</li> <li>5. Right of Reply</li> </ol>