

BELARUSIAN STATE UNIVERSITY
FACULTY OF INTERNATIONAL RELATIONS
MODEL UNITED NATIONS

RULES OF PROCEDURE



Minsk
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General Rules

Rule 1: Scope of these Rules of Procedure

These rules of procedure are applicable to all the bodies being simulated (BBS). No other rules of procedure apply.

These rules may be adapted only by the Secretariat to more accurately reflect the actual procedures of the body being simulated.

Rule 2: Delegate Conduct

Delegates shall be courteous and respectful to all staff and other delegates. The Chair will immediately call to order delegates who do not abide by this rule.

English will be the official and only working language of the conference.

Each member-state can be represented by 2 delegates maximum.

Delegates must wear Western business attire during all BBS sessions.

Rule 3: General Powers of the Chair

Chair is the person who governs all meetings in the body being simulated. In each BBS 2 Chairpersons rule the meetings.

Chair rules all meetings following the Rules of Procedure.

Each BBS session will be announced open and closed by the Chair. Further, the Chair will initiate the Roll Call, direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and ensure and enforce adherence to these rules. Lastly, the Chair may rule any motion dilatory and therefore out of order.

Chair's interpretation of the Rules of Procedure has an advantage.

Rule 4: Quorum & Roll Call

Quorum denotes the minimum number of delegates who need to be present in order to open debate. The Chair may declare the BBS open when

- In Economic and Social Council at least 1/3 of the delegates are present;
- In Security Council at least 9 members of the BBS are present.

At the beginning of each BBS session, the Chair will conduct roll call. Delegates may have themselves recorded as "present and voting," in which case they are not permitted to abstain on any substantive vote (no delegate may abstain on a

procedural vote), or may be recorded as simply “present.” Delegates who are not recorded as either during roll call will not be recognized to speak nor permitted to vote on any matter. Delegates who arrive after roll call should send a note to the BBS Staff to be listed as present or present and voting.

Rule 5: Agenda

Agenda is set before the conference by the Secretariat and cannot be changed.

Rule 6: Flow of Debate

The Speakers List will decide the order of speakers for all debate on the Topic Area, except when temporarily superseded by caucuses, amendments, and other interruptions approved by the Chair. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor.

From time to time, Chair will ask BBS for any delegates who want to be subscribed to the Speakers List. To be added to the Speakers List delegate should raise his or her placard and wait to be recognized by the Chair.

Between speakers on the Speakers List, any delegate may raise his or her placard to make a point or motion. Periodically, the Chair will ask BBS for any points or motions. A delegate attempting to make a point or motion must wait to be recognized by the Chair, at which point he or she should rise. No delegate should raise his or her placard while a speaker is speaking.

Rule 7: Unmoderated Caucus

A delegate may move for an unmoderated caucus at any time when the floor is open. The delegate making the motion must specify a time limit, not exceeding twenty minutes, and an intended topic of discussion or other purpose for the caucus. At the Chair’s discretion, the motion will be put to a vote, requiring the simple majority to pass in the Economic and Social Council¹ and at least 9 votes in the Security Council. In the case of multiple motions for unmoderated caucuses, the Chair will order the motions in ascending order of length. During an unmoderated caucus, delegates may leave their seats or possibly the BBS room in order to lobby in a more informal setting or to collaborate on working papers and draft resolutions.

Rule 8: Moderated Caucus

The purpose of a moderated caucus is to facilitate substantive discussion at critical junctures in the debate. During a moderated caucus, the Chair will temporarily

¹Decisions of the Council shall be made by a majority of the members present and voting. For the purpose of these rules the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting. (Economic and Social Council Rules of Procedure, p. 22-23, rule 60).

depart from the Speakers List and call on delegates who raise their placards to speak. A motion for a moderated caucus is in order at any time when the floor is open. The delegate making the motion must specify a time limit for the caucus, a time limit for the individual speeches, and a topic of discussion for the caucus. A motion for a moderated caucus requires a simple majority to pass in the Economic and Social Council and at least 9 votes in the Security Council. In the case of multiple motions for moderated caucuses, the Chair will order the motions in ascending order of length. No motions or yields are in order between speeches during moderating caucus. If there are no delegates wishing to speak during a moderated caucus, the caucus immediately ends. Speeches must address the set topic of the moderated caucus; delegates whose are not pertinent may be called to order.

Rule 9: Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion (which will debate on Topic Area, debate on the Agenda, or debate on an amendment). At this point, the Chair may recognize up to two speakers to speak against the motion; no speakers in favour will be recognized. Closure of debate requires a simple majority of the members present in the Economic and Social Council and at least 9 votes in the Security Council. Should a motion to close debate pass, the BBS will move immediately into voting procedure on the procedural matter, draft resolution or amendment.

Rule 10: Suspension & Adjournment of the Meeting

The suspension of the meeting means the postponement of all BBS functions until the next scheduled BBS session. A motion for suspension of the meeting is in order only when fewer than thirty minutes remain in the last BBS session of the conference. Either motion may be ruled out of order at the discretion of the Chair. Members of the Secretariat reserve the right to suspend the meeting at any time.

The adjournment of the meeting means the postponement of all BBS functions for the duration of the conference. The Chair or a delegate may move to adjourn the meeting when the floor is open, explaining why the adjournment is needed. Chair may decline, at his or her discretion, the motion to adjourn the meeting. This decision is appealable; Chair may recognize up to two speakers to speak against the motion, no speakers in favour will be recognized. After the speeches, the motion can be called off by the simple majority of the members present in the Economic and Social Council and at least 9 votes in the Security Council.

Rule 11: Postponement (Tabling) and Resumption of Debate

Whenever the floor is open, a delegate may move to the postponement of debate on a draft resolution or amendment currently on the floor. The motion, otherwise known as “tabling”, requires a simple majority to pass in the Economic and Social Council and at least 9 votes in the Security Council, and will be debatable to the extent of two speakers in favour and two against. No debate or action will be allowed on any draft resolution or amendment that has been postponed. A motion to resume debate on a tabled draft resolution or amendment requires only a simple majority to pass in the Economic and Social Council and at least 9 votes in the Security Council and is not debatable.

Rules Governing Speeches

Rule 12: Speakers List

The Speakers List is a default activity of the work in the BBSs.

The BBS shall at all times have an open Speakers List for the topic Area being discussed. Separate Speakers Lists will be established as needed for debate on amendments. A delegate may be added to the Speakers List by submitting a request in writing to the Chair or by putting his or her placard in vertical position, unless the Chair asks for the delegates who wish to be added to the Speakers List. The names of the next several members on the Speakers List will always be written on the blackboard or presented on a big screen for the convenience of the BBS.

No delegate may be listed on the Speakers List more than once simultaneously. At any time, the Chair may call for members that wish to be added to the Speakers List. The Speakers List is the default activity of the BBS. If no motions are on the floor, debate automatically returns to the Speakers List.

Rule 13: Speeches & Time Limits

No delegate may address the BBS without being first recognized by the Chair. The Chair may call a speaker to order if his or her remarks are impertinent.

The Chair will limit the time allotted to each speaker, and may entertain motions to set the speaking time. Speaking time begins as soon as the speaker begins his or her speech. If a delegate exceeds his or her allotted time, the Chair will call the Speaker to order; however, the Chair, at his or her discretion, may allow delegates to complete their thoughts beyond their speaking time.

Rule 14: Yields

A delegate recognized to speak from the Speakers List must yield the remainder of his or her time when he or she is finished speaking; note that delegates should not yield in moderated caucuses. If a delegate does not yield, the remaining time is automatically yield to comments. A delegate who uses the entirety of his speaking does not technically need to yield, but should yield the remainder of his or her time to the Chair as a courtesy. There are four different types of Yields:

- *Yielding to the Chair:* The remaining speaking time of the delegate will be absorbed by the Secretariat. A delegate must yield to the Chair if he or she does not wish to yield to another delegate or to have his or her speech open to questions or comments.
- *Yielding to another delegate:* A delegate may yield the entirety or remainder of his or her speaking time to another delegate. The delegate being yielded to is given the option to accept or decline the yield. Should the delegate accept the yield, the Chair will recognize the delegate for the remaining time. It is not possible to yield on a yield. If the delegate declines the yield, and the yield was made at the very beginning of the first delegate's speaking time, the first delegate may continue their speech and yield to the Chair afterwards. Otherwise, the remaining speaking time is absorbed by the Secretariat.
- *Yielding to questions:* Questioners will be selected by the Chair, unless the Chair grants that right to the Speaker. Delegates may only ask one question when they are selected by the Chair – follow-up questions are not permitted – though they may raise their placards multiple times if they have more than one questions. The Chair will call to order delegates whose questions are rhetorical, leading, and/or not designed to elicit information. The speaker may refuse to answer a question, at his or her discretion. Only the speaker may respond to questions, and only the speaker's answers count towards the time limit (while a question is being asked, the speaking time is not counting down).
- *Yielding to comments:* Commenters will be selected by the Chair, and will be offered twenty seconds each for their comments. Should the original speech's time elapse, a commenter will be permitted to complete their comment. Comments must be addressed the speech just completed.

Rule 15: Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may move for a Right of Reply. There is no vote on this motion: the Chair

will grant the Right of Reply at his or her discretion, and this decision is not appealable. The Chair will recognize the delegate to speak for no longer than two minutes. A Right of Reply to a Right of Reply is out of order, but delegates granted a Right of Reply will be called to order immediately should their own remarks be offensive. A motion for a Right of Reply may not interrupt a speech; the motion must either be made verbally immediately after the offending speech or submitted in writing to the Chair shortly thereafter.

Rules Governing Points

Rule 16: Point of Personal Privilege

Whenever a delegate experiences personal discomfort or danger, which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate is in dire discomfort or danger.

Rule 17: Point of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper procedure. The Chair will rule on the Point of Order in a manner that best facilitates debate, at his/her discretion; the Chair's ruling is not subject to appeal. A delegate rising to a Point of Order may not speak on the substance of the matter currently under discussion. A Point of Order may not interrupt a speaker. Additionally, the Chair has the right to address a delegate directly if proper procedure is not being followed.

Rule 18: Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of a Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may not interrupt a speaker. Delegates with substantive questions should not rise to this point.

Rules Governing Resolutions

Rule 19: Working Papers

Delegates may write working papers for the consideration of the BBS. Working papers are not official documents and need to be written in draft resolution² format.

²Resolutions are formal expressions of the opinion or will of the organs being simulated. They generally consist of two clearly defined sections: a preamble and an operative part. The preamble generally presents the considerations on the basis of which action is taken, an opinion expressed or a directive given. The operative part states the opinion of the organ or the action to be taken.

They may be shown to other delegates at any time, but require approval from the Chair to be distributed or projected for the BBS.

During a speech, no delegate may refer to a working paper if it has not been approved. Once approved, delegates may begin to refer to a working paper by its designated number. Working papers do not require sponsors or signatories but may have authors listed.

Rule 20: Draft Resolutions

A draft resolution requires 8 signatories in the Economic and Social Council and 4 in the Security Council. If a draft resolution has enough signatories, it may be presented to the Chair approval. Signatories do not necessarily support a draft resolution and have no rights or obligations, but merely wish to see the draft resolution discussed in BBS; therefore, a delegate may be a signatory of multiple draft resolutions.

Once a draft resolution has been approved, a delegate may move to introduce the draft resolution. Should the motion receive the simple majority required to pass in the Economic and Social Council and at least 9 votes in the Security Council, the draft resolution will be considered introduced and on the floor.

When a motion to introduce a draft resolution passes, the Chair may temporarily suspend the Rules of Procedure in order to read the draft resolution to the BBS, invite the sponsors of the draft resolution to informally introduce it, and/or hold a short question-and-answer period between the sponsors of the draft resolution and the rest of the BBS.

More than one draft resolution may be on the floor at once. A draft resolution will remain on the floor until it is tabled, until the resolution on that Topic Area has been adopted, or until it is rejected during substantive voting procedure. Delegates may refer to each draft resolution by its designated number once it is formally introduced; however, no delegate may refer to a draft resolution until it is introduced.

After a draft resolution has been introduced and seen debate, a delegate may move to close debate on the Topic Area. If this motion passes, the BBS will move into substantive voting procedure on all draft resolutions on the floor in the order they were introduced. A simple majority of the members present is required for a resolution to be adopted in the Economic and Social Council and by an affirmative vote of nine members including the concurring votes of the permanent members in the Security Council.

Only one resolution may be adopted per Topic Area.

Rule 21: Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Amendments to amendments are out of order; however, once part of a draft resolution has been amended, that same part may be amended further. There are two types of amendments:

- *Friendly amendments are all the changes in the draft resolution that all sponsors agree with.*

Friendly amendments must have the approval of all the draft resolution's sponsors. Once submitted in writing to the Chair, the friendly amendment will be automatically included into the draft resolution and the changes will be announced to the BBS.

- *Unfriendly amendments are all the changes in the draft resolution that not all of the sponsors agree with.*

Unfriendly amendments must be formally introduced and eventually voted upon. An unfriendly amendment requires four signatories in the Economic and Social Council and only two in the Security Council; amendments do not have sponsors. Once an unfriendly amendment receives enough signatories and the approval of the Chair, a delegate may move to introduce it. If the motion to introduce an unfriendly amendment is passed, requiring a simple majority of the members present in the Economic and Social Council and at least nine votes in the Security Council, a new Speakers List is opened for debate solely on the proposed amendment. After the BBS has heard at least two speakers for and two speakers against amendment, a delegate may move to close debate on the amendment. Should debate be closed, requiring a simple majority in the Economic and Social Council and at least nine votes in the Security Council, the BBS will move directly to substantive voting procedure on the amendment. Should the amendment garner a simple majority in the Economic and Social Council and an affirmative vote of nine members including the concurring votes of the permanent members in the Security Council, it will be included in the draft resolution and the BBS will return to the Speakers List. Only one unfriendly amendment may be on the floor at a time.

Rule 22: Procedural Voting

Voting on all matters other than draft resolutions and amendments is considered procedural. If a motion requires a minimum number of speakers in favour and

cannot garner them, it will automatically fail; conversely, if a motion requires speakers against and cannot garner them, it will automatically pass.

For the point or motion to be adopted it's required a simple majority in the Economic and Social Council and at least nine votes in the Security Council.

All member states of a BBS have one vote.

Rule 23: Substantive Voting

Substantive voting refers to voting on draft resolutions and unfriendly amendments. Once the BBS closes debate on a Topic Area or an amendment, it will move into substantive voting procedure. At this point, the Secretariat staff will move to seal the doors, and no persons will be allowed to enter or exit the BBS room, save for members of the Secretariat in extraordinary circumstances. The only motions in order during substantive voting procedure are motions to Divide of the Question and to Reorder the Draft Resolutions. If there are no such motions, the BBS will move immediately to vote on all draft resolutions on the floor, or the unfriendly amendment, by Placard.

If a BBS passes an unfriendly amendment, substantive voting procedure automatically ends and the BBS returns to the Speakers List. If a BBS passes a draft resolution during substantive voting procedure, all other draft resolutions on the floor are cancelled and the BBS leaves substantive voting procedure to the conference closure. If a BBS rejects all draft resolutions on the floor during substantive voting procedure, debate on the topic is reopened and the BBS returns to the Speakers List for the Topic Area. A rejected draft resolution is automatically tabled, and delegates may only debate it again after moving for debate on it to be resumed (see Rule 11).

All member states of a BBS have one vote.

In the Economic and Social Council the decision on all substantive matters shall be made by simple majority of the member states present and voting.

Decisions of the Security Council on all substantive matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members.

Rule 24: Voting by Placard

The Chair may conduct any vote on a procedural motion, unfriendly amendment, or draft resolution by placard. The Chair will ask for delegates to signal their votes — which may be “Yes,” “No,” or for substantive votes, “Abstain” (See Rule 4) — by a

show of placards. A simple majority in the Economic and Social Council will be deemed present should the number of “Yes” votes exceed the number of “No” votes as 50% + 1 vote of the delegates present and voting.

Decisions of the Security Council on procedural matters shall be made by an affirmative vote of at least nine members. Decisions of the Security Council on all substantive matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members

Rule 25: Reordering Draft Resolutions

By default, if multiple draft resolutions are on the floor when debate is closed, the BBS will proceed to vote on them in order of their introduction. A motion to Reorder the Draft Resolutions will only be in order immediately after closing debate, before the BBS has voted on any draft resolutions. A motion to Reorder Draft Resolutions must specify the order in which the draft resolutions are to be considered. The BBS will vote on multiple motions to Reorder the Draft Resolutions in the order they were introduced.

Rule 26: Division of the Question

After debate on a topic has been closed, a delegate may move that the operative clauses of a particular draft resolution be voted on separately. A motion to Divide the Question requires two delegates to speak in favour and up to two to speak against, and requires a simple majority to pass in the Economic and Social Council and at least nine affirmative votes in the Security Council.

Should a motion to Divide the Question on a particular resolution be passed, the Chair will take a separate, procedural vote by Placard on each operative clause of the resolution. Note that no delegate may abstain during a procedural vote. Also note that sub-operative clauses are not voted on separately and are discarded or retained along with their parent clauses. All operative clauses that receive a simple majority in the Economic and Social Council and at least nine affirmative votes in the Security Council will be recombined with the preambulatory clauses into a final draft resolution, which will immediately be put to a substantive vote.

Precedence of Motions

When multiple motions are proposed concurrently, the first motion to be passed by the BBS will take effect and motions still on the floor will be discarded. Points are entertained before motions, and motions will be voted upon in the following order of precedence:

1. RightofReply

2. Unmoderated Caucus
3. ModeratedCaucus
4. IntroductionofDraftResolution
5. IntroductionofanAmendment
6. PostponementofDebate (Tabling)
7. ResumptionofDebate
8. ClosureofDebate
9. Suspension and Adjournment of the Meeting

After the closure of debate, during substantive voting procedure, only the motions listed below are in order. The Chair will offer only one opportunity for delegates to make points and motions. The motions in order during substantive voting procedure are arranged in the following order of precedence:

1. ReorderingtheDraftResolutions
2. DivisionoftheQuestion