

Rules of Procedure – HSMUN 2014

General Rules

Rule #1: Scope

The rules included in this guide are applicable to all committees. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on what procedure to follow.

Rule #2: Language

English will be the official and working language of the conference. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the committee staff that will then distribute the translated version to the rest of the committee.

Rule #3: Representation

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one or two delegates and will have one vote on each Committee. If two delegates represent a Member State of a Committee, the delegates can present speeches together without formally yielding as long as only one delegate speaks at any given time.

Rule #4: Credentials

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

Rule #5: Statements by the Secretariats

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time.

Rule #6: General Powers of the Committee Staff

The Committee Dais Staff consists of the Committee Chair and several Assistant Chairs. Each Committee session will be announced open and closed by the Committee Chair, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Committee Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Dais staff. Committee Dais staff members may also advise delegations on the possible course of debate. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chair. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary-General.

Rule #7: Quorum

Quorum denotes the minimum number of delegates who need to be present in order to open debate. When at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present, quorum is met, and the Chair declares a Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum. In order to vote on any substantive motion, the Committee must establish the presence of a simple majority of members. For double delegation committees, at least one delegate from each pair must be present during substantive voting.

Rule #8: Courtesy

Every delegate will be courteous and respectful to the Committee staff and to other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action.

Rule #9: Electronic Aids

Delegates are not permitted to use any type of electronic device, including laptops, phones, etc., in the committee room when the committee has been convened. All laptop use must occur outside of the committee room.

Rule #10: Delegate Conduct

Delegates are warned that HSMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that their countries' policies merit such conduct are advised to consult the Chair before taking any action.

Rule #11: Absences

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated.

Rules Governing Debate

Rule #12: Agenda

The Agenda decides the order in which the topics will be discussed in committee. Therefore the first matter the Committee decides on will be setting the agenda. A Committee in which only one Topic Area may be proposed for the agenda will be considered to have automatically adopted that Topic Area without debate.

Rule #13: Debate

The setting of the Agenda is followed by the opening of a new, continuous Speakers List, which is used to begin general debate. This Speakers List will decide the order of speakers for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails.

Rule #14: Unmoderated Caucus

A delegate may motion for an unmoderated caucus at any time when the floor is open,

prior to closure of debate. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed twenty minutes. The motion will be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule the motion dilatory, and his/her decision is not subject to appeal. An unmoderated caucus may be extended only once.

Rule #15: Moderated Caucus

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers List and call on delegates to speak at his/her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule a motion dilatory, and his/her decision is not subject to appeal. No motions are in order between speeches during a moderated caucus. A delegate can and will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only once but only after the caucus has ended. There is no yielding of time in moderated caucuses.

Rule #16: Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, not subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If there are no speakers against the closing debate, the Committee Chair will ask the delegates if there are any objections to voting by acclamation (Please see Rule 31 for details on procedure). If there are no objections, the motion to close debate will automatically be adopted. The Committee will move to substantive voting procedure after the adoption of the procedure.

Rule #17: Adjournment of the Meeting

The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the adjournment of the meeting. The Chair may rule such motions dilatory; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee. In the case of a real emergency as declared by the Secretary-General, members of the Secretariat or the Committee Staff, debate will automatically be suspended without any exceptions.

Rules Governing Speeches

Rule #18: Speakers List

The Committee shall at all times have an open Speakers List for the Topic Area being discussed. The Chair can either set a speaking time or entertain motions to set a speaking time. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers List by submitting a request in writing to the Chair, provided that member is not already on the Speakers List, and may remove its name from the Speakers List by submitting a request in writing to the Chair. At any time the Chair may call for members that wish to be added to the Speakers List. The names of the next several members to speak will always be posted for the convenience of the Committee. The Speakers List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speakers List. A motion to close any Speakers List is never in order; nor is a motion to return to the Speakers List ever in order. No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or staff. Delegates are required to make all speeches from the 3rd person perspective. There can be no speeches made from the 1st person unless the approval of the Chair is received. There can be no props used unless the approval of the Chair is received.

Rule #19: Time Limit on Speeches

The Chair may limit the time allotted to each speaker. The minimum time limit will be

ten seconds. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.

Rule #20: Yielding

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

Yield to another delegate: His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. To turn the floor over to a co-delegate of the same member state is not considered a yield.

Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading, and/or not designed to elicit information. Only the speaker's answers to questions will count toward the remaining speaking time.

Yield to the chair: Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.

Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter. A delegate must declare any yield by the conclusion of his/her speech. Delegates cannot yield if they run out of time. Yields only need to be made when debate proceeds according to a Speakers List.

Rule #21: 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 his/her discretion; this decision is not 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 out of order.

Rules Governing Points

Rules #22: Points of Personal Privilege

Whenever a delegate experiences personal discomfort, which impairs his/her ability to

participate in the proceedings, he/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 speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

Rule #23: Point of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.

Rule #24: Point of Parliamentary Inquiry

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

Rules Governing the Path to a Draft Resolution

Rule #25: Working Papers

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair but do require the signature of the Chair 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.

Rule #26: Draft Resolutions

A draft resolution may be introduced when it receives the approval of the Chair and is

signed and sponsored by at least one-fifth of the delegates. Sponsoring a draft resolution indicate your support and recognized your contribution to the draft resolution; while signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. Signatories should be listed in alphabetical order on every draft resolution. A draft resolution requires a simple majority of members present to pass. Only one draft resolution may be passed per Topic Area.

Rule #27: Introduction to Draft Resolutions

Once a draft resolution has been approved as stipulated above and has been copied and distributed, delegates may move to introduce the draft resolution. The Chair, time permitting, may read the operative clauses of the draft resolution. Alternatively, the Chair may recognize a certain number of delegates (at the Chair's discretion) to come forward to answer questions on the resolution to which they were sponsors. In addition, the Chair may also allow for an informal presentation of the resolutions. No document may be referred to as a "draft resolution" until it has been introduced.

A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. The Chair, at his/her discretion, may answer any clarifying points on the draft resolution. Any substantive points will be ruled out of order during this period, and the Chair may end this 'clarifying question-answer period' for any reason, including time constraints. More than one draft resolution may be on the floor at any one time. A draft resolution will remain on the floor until the debate on the topic area is passed. Debate on draft resolutions proceeds according to the general Speakers List for that Topic Area, and delegates may refer to the draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.

Rule #28: Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and is signed and sponsored by at least one-eighth of the delegates. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. There are sponsors and signatories of amendments. If a submitted amendment contains a typographical error, the corrected version should be submitted to the Chair only and does not need to be circulated to the entire committee. The Chair, at his or her discretion will announce the corrections made

in the latter version. Preambulatory phrases may not be amended. For that there are sponsors in draft resolutions, we have both friendly amendments and unfriendly amendments in the conference.

Friendly Amendments: The draft resolution can be immediately amended without debate if friendly amendments are submitted and approved. A friendly amendment requires all sponsors of the respective draft resolution to again sponsor the amendments. The chair will announce the revision after approval; it will be distributed to the delegates if time permitted.

Unfriendly Amendments: An unfriendly amendment requires a motion to introduce an (approved) amendment when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. The motion will pass by a simple majority. General debate will be suspended, and a Speakers List will be established for and against the amendment. A motion to close debate will be in order after the Committee has heard from at least two speakers for the amendment and from at least two speakers against. A motion to close debate will proceed as described by Rule 16.

When debate is closed on the amendment, the Committee will move to an immediate vote. The final vote on the amendment is substantive. Amendments need a simple majority to pass. After the vote, debate will resume according to the general Speakers List.

Rules Governing Voting

Rule #29: Procedural Voting

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes.

Rule #30: Substantive Voting

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers are sealed, and no interruptions will be allowed. The only motions and points that will be in order are: Reordering Draft Resolutions, Motion to Vote by Acclamation, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order. If there are no such motions, the Committee will vote on all draft resolutions. For substantive voting, each member will have one vote. Each

vote may be a 'Yes,' 'No,' or 'Abstention.' Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast. A simple majority requires more "Yes" votes than "No" votes (i.e. more countries voting in the affirmative than the negative); a two-thirds majority requires twice as many "Yes" votes as "No" votes. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area. 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.

Rule #31: Voting by Acclamation

Before the beginning the vote on a particular motion, draft resolution or amendment, the Committee Chair has the right to ask his or her members if there are any objections to a vote by acclamation. If the committee members have no objections, then the motion will automatically be adopted without the committee going into voting procedure. A single objection to voting by acclamation will mean that the committee will go into normal voting procedure.

Rule #32: Reordering Draft Resolution

A Motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. The Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion to reorder passes with a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order.

Rule #33: Roll Call Voting

A delegate has the right to request a roll call vote after debate on a draft resolution is closed. A roll call vote can only be in order for substantive votes. A motion for a roll call vote may be made from the floor and seconded by at least one-eighth of the delegates present. In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. In the first sequence, delegates may vote "Yes," "Yes with Rights", "No," "No with Rights", "Abstention," or "Pass." Delegates who vote either "Yes with Rights" or "No with Rights" reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an

affirmative or negative vote, not an abstention from voting.

- A delegate who voted “Pass” during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.
- The Chair shall then call for changes of votes; no delegate may request a right of explanation if he or she did not request on in the previous two sequences. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.