



The Walworth Barbour

## AMERICAN INTERNATIONAL SCHOOL In Israel Inc.

**MUN Rules of Procedure** (For beginners and intermediate committees; advanced committees see here for additional [ROPs](#))

### **Rule 1 Language of the Conference**

All proceedings will take place in English. Please speak exclusively in English throughout the conference.

### **Rule 2 Dress and Conduct during the Conference**

Formal dress is required for committee sessions and official ceremonies. The only exception is if delegates choose to wear traditional clothing representing their assigned country. Special hats and props will also be allowed in specialized and crisis committees but only within the committee rooms. Delegates are expected to be punctual and to behave orderly during committee proceedings.

### **Rule 3 Chairs**

There will be one to three chairpersons assigned to preside over each committee. The chairs will ensure that the rules of procedure are followed. Chairs have full discretion to facilitate proceedings in the committee. This discretion includes setting the speaker's time; suspending and adjourning debate; setting the agenda; setting the speaker's list, and calling on speakers during the moderated caucuses. The chair(s) can also choose to allow motions or to call for a vote to determine a certain procedural point, for example to set the agenda, or to determine whether the committee wishes to change the speaker's time.

### **Rule 4 Speaking in Committees**

Delegates should speak clearly, and avoid the first and second person (Say "Brazil believes", "Iraq disagrees with China" instead of "I," or "You"). (Note that this will work differently in Senate, Cabinets and other specialized or crisis committees.)

Insults to other delegates or their countries will not be tolerated. Speaking out of order (without permission from the chairs) is not allowed. Only delegates who have the floor to speak and are properly exercising a point or motion may speak. There will be three points recognized.



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### **Rule 5 Point of Personal Privilege**

A point of personal privilege may be used for personal issues (for example leaving the room to take a drink or use the restroom, asking that the temperature be adjusted, or asking for something to be repeated or said louder). This can be exercised by raising one's placard and stating "point of personal privilege." This point is always in order (even to interrupt a speaker), but should only be used to interrupt a speech if it is actually essential.

### **Rule 6 Point of Inquiry**

A point of inquiry can be used by a delegate to ask the chairpersons to clarify a rule of procedure or explain anything else that isn't clear. The delegates raises their placard, and upon being recognized by the chair, states "Point of Inquiry", followed by the question. This **cannot** be used when someone is speaking, or during a moderated caucus.

### **Rule 7 Point of Order**

If a delegate believes that the rules of procedure have been violated, they may raise a point of order by raising their placard, stating "Point of Order", and explaining the rule violation they believe to have occurred. A point of order can interrupt committee proceedings, but should immediately follow the alleged rule violation, and will be accepted at the discretion of the chair.

### **Rule 8 Written Communication**

Delegates may communicate with one another via the passing of notes. Delegates may also submit notes to the chair, including requests to be added to the speakers list, to leave the room, to change the speaker's time, etc. If this right is abused (too many notes are being passed and delegates are not paying attention to debate), chairs may decide to suspend the use of notes. Note passing is also suspended during voting procedures for a substantive vote.

### **Rule 9 Attendance**

At the beginning of proceedings, the chairs will take attendance by reading the country or representative names in alphabetical order. Delegates must respond by saying "Present" or "Present and Voting". Those who are "present" may later choose to abstain (remain neutral)



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during substantive voting (voting on resolutions), while those who are “present and voting” must vote for or against in substantive voting and cannot abstain. Delegates who arrive late must submit a note to the chair asking to be recognized as present.

### Rule 10 Setting the Agenda

For this conference most committees have two topics. The first order of business will thus be choosing which topic to start with. This is done by a “Motion to set the agenda to the topic of....”. This motion is a procedural motion, requiring a simple majority, with no abstentions. If the first motion voted on does not pass, then the topic will automatically be set to the other topic.

### Rule 11 General Speakers List

The General Speakers List will be opened once the agenda has been set. Delegates will then be called up in the order that they appear on the General Speakers List to address the committee from the podium or any other spot designated by the chair for a designated time. **The default speaker time will be 60 seconds.** The speakers time may be adjusted by the delegates if there is simple majority support,

Delegates may motion to enter moderated or unmoderated caucuses from the Speakers List, or ask to be re-added to the list, but the list itself should not be allowed to run out of countries or the debate will automatically end. If speakers do not use up all of their time they may yield their remaining time to questions or yield the time to another delegate.

### Rule 12 Moderated Caucus

A moderated caucus is a moderated debate which allows delegates to discuss and debate subtopics within their topic, with the goal of establishing a consensus on how the committee wishes to address the problem. A delegate can motion for a moderated caucus by stating the topic to be discussed, the total duration and the time that each individual speaker will be allowed (generally between 30 and 120 seconds). This motion must be “seconded” (i.e. supported by another delegate). If there are no objections, then this motion passes automatically. If there are objections, it will be voted upon. If a majority supports the motion, then it passes and the committee enters into a moderated caucus on the topic.



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During a moderated caucus, the chairs, at their discretion, will call on whoever is raising a placard to speak. After each speaker, anyone may raise their placard to speak next. Example: “Afghanistan motions for a moderated caucus of 12 minutes, with 60 seconds speaker’s time, to discuss economic solutions to the dilemma.”

### **Rule 13 Unmoderated Caucus**

An unmoderated caucus allows delegates to discuss topics in a more informal atmosphere, and to form groups or coalitions based upon their discussions during the moderated caucuses. During an unmoderated caucus, delegates may leave their seats and speak freely, though they may not leave the room without permission from the chairs. A delegate can motion for an unmoderated caucus by stating the purpose of the unmoderated caucus as well as the duration. This motion requires a second. If there are no objections, then the motion passes automatically. If there are objections, it is voted upon. If a majority supports the motion, then it passes and the committee enters into an unmoderated caucus on the topic. Example: “Brazil motions for an unmoderated caucus of 15 minutes to discuss practical solutions to the problem.”

### **Rule 14 Suspend Debate**

Debate in committees may be suspended by passing a “motion to suspend debate”. This motion is procedural, but requires a 2/3ds majority. This would be used to suspend committee proceedings for lunch, or a guest speaker.

### **Rule 15 Order of Precedence**

Motions are voted on in the order of which is most disruptive. Thus a motion to close debate would come before a motion to suspend debate, which comes before a motion for an unmoderated caucus, which in turn would be voted on before a motion for a moderated caucus. A motion for a moderated caucus which is longer will be voted on before one which is shorter (and likewise for an unmoderated caucus motion).

If there are multiple motions for caucuses of the same amount of time, the one which was motioned for first should be voted on first. Chairs may also use their discretion to change the time of a motion, the order in which motions are voted upon, or even to create a new motion on a different topic, if they believe that doing so is in the best interests of the committee.



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### **Rule 16 Working Papers, Draft Resolutions and Resolutions**

Delegates write their ideas for addressing the topic in a working paper. This working paper may then be introduced to the committee by submitting it to the chair during an unmoderated caucus. To be introduced, a working paper requires that **one fifth (1/5)** of the countries or delegates (minimum of three countries) be sponsors or signatories (a sponsor must vote for the working paper that he has sponsored while a signatory does not have to).

Once introduced, the working papers will be numbered in the order that they are received (e.g. working paper 1; 2, etc.) and can be debated in moderated caucuses or referred to in General Speakers List speeches. Eventually one of the working papers will be voted upon and become the draft resolution. After allowing time for any amendments, the final version will be debated and voted upon. If it passes by a sufficient vote, it becomes the resolution for the committee.

### **Rule 17 Motion to Close Debate**

Once the delegates feel that they have discussed the subject sufficiently, they can motion to close debate and enter voting procedures. This motion requires a second, and 1 speaker can speak for and 1 against the motion before voting. The motion requires a two thirds (2/3) vote to pass. After passing, the committee moves into voting procedures (note passing is suspended; countries can no longer be added to the attendance).

### **Rule 18 Draft Resolutions**

Working papers are voted upon in the order in which they were received. There can be up to two speakers for and against each working paper. The first to pass will become the draft resolution.

### **Rule 19 Amendments**

Once there is only one draft resolution, it is the chairs' discretion to allow extra time to work on amendments to the draft resolution (this can help delegates whose working paper did not make it into the final round, as well as sponsors who are hoping to get more supporters for their draft resolution). Amendments can be friendly or unfriendly amendments. Friendly amendments are signed by all of the sponsors, and they change the draft resolution automatically. Unfriendly



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amendments are opposed by at least one of the sponsors and must be voted upon. There can be one speaker for and one against an unfriendly amendment, after which the amendment is voted upon, and if it passes by a two thirds majority, the text of the draft resolution is amended.

### **Rule 20 Motion to Divide the Question**

Prior to a vote on the draft resolution, delegates can motion to split the draft into parts, with each part voted upon separately: clause by clause, or via another clearly specified division. This motion is procedural, requiring two thirds support, and may have a speaker for and one against.

### **Rule 21 Resolution**

Once all of the amendments have been voted upon, the draft resolution as a whole is voted upon. If it passes by a two thirds majority (excluding abstentions), the text is adopted as a resolution.

### **Rule 22 Motion to Reconsider**

If a topic has been voted upon without achieving a resolution, the delegates may later return to this topic through a motion to reconsider. This is a substantive vote requiring two thirds majority, with one speaker for and one against.

### **Rule 23 Motion to Adjourn Meeting**

At the conclusion of the conference, one delegate can motion to adjourn the meeting. This is a procedural motion, requiring two thirds support, and effectively ends the committee if passed.

### **Rule 24 Voting**

Voting on the final draft resolution will be by roll call vote, unless time prohibits such a vote. Delegates may vote for, against, pass, or abstain (if they have registered as "Present and Voting" then they may not abstain). If they pass, they can vote in the second round, but must choose for or against (i.e. can no longer abstain). Delegates who vote for or against "with rights" will get 30 seconds to explain why they have voted the way that they did.



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### **Rule 25 Order of Proceedings**

The committee will proceed in the following order: First, the chairs will take attendance by a roll call vote of the countries names in alphabetical order. Delegates shall state “present” when their country name is called. After taking attendance, the chairs will announce the number of countries present, and the number required for a simple majority. Second, the chairs shall set the agenda to the assigned topic. Each delegate will be allowed to make an opening statement on the topic, up to 60 seconds long. This will be done in alphabetical order of countries’ names, and delegates.

Following opening statements, the chairs shall declare the General Speakers List open. Delegates who wish to be added to the speakers list shall raise their placards, and the chairs will record the names of the countries. Once the speakers list is established, the first country on the list will be called to the podium to make its speech. The speakers list will be followed in order of the countries by default. At the chair’s discretion, motions may be made to enter moderated or unmoderated caucuses.

Once delegates have presented working papers to the chairs during unmoderated caucuses, the working papers can be introduced to the committee formally during the general speakers list or during a moderated caucus. The working papers can then be debated upon. Once the delegates

believe that they have covered the topic sufficiently, a delegate may motion to “close debate”. This motion requires a second, and in the case of a vote, there should be 2 speakers for and 2 speakers against the motion. It must then pass by a 2/3 majority.

Once debate is closed, the working papers are voted upon in order of when they were received. The first to pass becomes the draft resolution. The delegates will then be allowed time to work on amendments, per the chairs’ discretion, and after debating and voting upon amendments, the draft resolution itself will be debated and voted upon. If it passes by a 2/3 vote, this becomes the resolution. The committee may then be adjourned.

### **Rule 26 Right of Reply**

A delegate who feels that their nation or character has been attacked by another delegate’s speech may request a “right of reply”. At the chair’s discretion, such a delegate would then be given time (typically 30 seconds) to respond to what had been said.