

I. Diplomatic conduct during the Conference

1. The working language of the Conference shall be English. All documents and all communication between Delegates and with Chairs shall be conducted in this language.
2. During debate, Delegates are to address Chairs and each other in the third person, with courtesy and respect and in proper diplomatic language.
3. All Delegates are required to wear formal dress (business suit for all and ties for the male delegates) during debate. National, traditional clothes are allowed provided they are worn within the limits of modesty.
4. Should a Delegate arrive late for the Roll Call, the Delegate is to send a note to the Chair declaring his/ her presence and voting status. In case of repeated late arrivals, the Chairs shall warn the respective delegates, make note of the conduct and take appropriate measures up to temporary suspension.
5. Laptops, cellular phones and other electronic communication devices must remain switched off during debate, except during unmoderated caucus and lobbying.
6. No personal communication is allowed between Delegates during debate.
7. For the purpose of communication within the committee, Delegates are allowed to pass written messages to one another and to the Chair. The substance of these messages is to pertain strictly to the topic of the agenda currently discussed. Any messages out of order are to be submitted to the Chair, who shall take appropriate action.
8. In larger committees the messages shall be passed amongst delegates with the aid of Administration Staff. Administration Staff are allowed to screen messages for improper content and report any improper messages to the Chair. Messages between the Chair and the Delegates are exempt from screening.
9. The Chair may discipline Delegates behaving disrespectfully during debate and violating the rules of the Conference by giving them warnings and reporting them to the Secretary General who shall take proper actions to restore order. Should the Delegate refuse to change his/ her behaviour after two consecutive warnings, the Chair may expel the Delegate from the debate for up to the rest of the day [see II – 1.1.m].
10. The waging or “threat” of war is strictly forbidden and might lead to an expulsion of the Delegate from the committee/conference.
11. The property of the university and of other delegates is to be respected, kept, and preserved. Legal measures will be employed against damages and violation of rights that may also lead to expulsion from the conference.

II - Structure & Rules of Debate

1. General Powers and Duties of the Chair

- 1.1. The Chair shall:
 - a. Open and close the Session;
 - b. Declare the opening and closing of each debate;
 - c. Ensure the observance and application of the Rules of Procedure;
 - d. Grant the right to speak bearing in mind the balance of the debate and the importance of the issue under discussion to certain delegations;
 - f. Administer all speaker's lists;
 - g. Conduct voting procedures as sanctioned by the Rules of Procedure;
 - h. Rule on Points of Order, Points of Information, Points of Personal Privilege and calls for a Right of Reply;
 - i. Reply to the Points of Parliamentary Inquiry;
 - j. Set the Debate Time and Speaking Time;
 - k. Reprimand the speakers when the time limit is exceeded;
 - l. Adjourn a meeting or a session;
 - m. Decide whether the introduction of a draft resolution, an amendment or an amendment to an amendment is in order;
 - m. Concede warnings to either diplomatic misconduct or any other disturbance that the Chair considers being disruptive to the natural course of the debate which could result in expulsion [see I – 9];
- 1.2. With the exception of the motion to appeal the decision of the Chair, all final procedural decisions will fall under the Chair's discretion including all procedures that may not be clearly specified in these Rules of Procedure.

2. General Structure of the Debate

- 2.1. **The Roll Call:** The Chair shall administer a roll call each morning and after the lunch break in order to determine quorum;
 - a. Answering to the Roll Call: When the name of a committee member is called out, its delegate shall raise his/her placard high and answer "present" if the delegate is unsure of abstaining during a substantive voting, "present and voting" indicating that he/she will not abstain during a substantive voting [see II – 5.1.], or "present and observing" if the delegate represents an observing body;
 - b. Quorum: Quorum is present when fifty percent (50%) of delegations with substantive voting rights are present;
- 2.2. **Agenda Setting:** After the first roll call, delegates will be able to set the Agenda of the Committee by calling the "Motion to set topic X as the first topic of discussion" where "X" stands for the topic of interest of the delegation;

- a. If the motion is seconded, the Chair will call for two delegations to speak in favour and two delegations to speak against. This will be done alternatively and speeches will be oriented to why topic X must or must not be set as the first agenda item. The time of the speech will be set by the Chair. If there are no speakers the committee shall proceed directly into voting;
 - b. After the speeches, the Chair will submit the motion to a substantive voting;
 - c. A simple majority of the delegations that voted is required to make a given item first on the agenda. This is not applicable to the Security Council, which has no provisional agenda;
 - d. If the motion fails and only two topics were available for discussion, the alternative topic to topic X will automatically be set as the first agenda item. If three or more topics are available for discussion, the whole procedure depicted by point 2.2. will be repeated until one topic is chosen as the first agenda item;
 - e. Once the first agenda item is set, the Chair will call for delegations willing to join the General Speaker's List;
- 2.3. **The General Speaker's List:** The General Speaker's List is the default mode of debate. By joining the General Speaker's List, delegations will have the chance to formally address the committee by giving topic-related speeches. Delegations will be invited to address the floor according to the order in which delegations were initially added to the General Speakers List;
- a. Automatically after a delegation's speech, the Chair will open the floor to points and motions. Whenever the floor is clear, the Chair will call the immediate next delegation in the General Speakers List to address the Floor. This procedure is the default mode of debate;
 - b. Any delegation can at all times join the General Speaker's list or withdraw from it. This can be done whenever the Chair invites delegations to join or by sending a parliamentary note to the Chair. All other ways will be considered out of order;
 - c. The speaking time of the General Speakers List will initially be set by the Chair and announced to the committee. Speaking time can be modified through the appropriate motion (see IV – 3.6.);
 - d. The speech must always be relevant to the question under discussion and may not include any offensive content;
- 2.4. **The Special Speaker's List:** Upon moving into amendment procedures (see IV – 3.4.) a Special Speaker's List is to be established. The General Speaker's List is tabeled until the the Special Speaker's List is closed after voting on the respective draft resolution. The rules of the General Speaker's List apply to the Special Speaker's List likewise. The topic of discussion of the Special Speaker's List is the draft resolution which is intended to be amended;
- 2.5. **Structure of the Speech:** When speaking, delegates must address the floor exclusively in the third person avoiding the use of the first and second person.

3. Yields

With the exception of speeches made under a moderated caucus (see IV – 3.7.), the delegate must yield the floor to one of the following:

3.1. The Chair: Recognizing any points or motions on the floor the Chair shall then move to recognize the next speaker;

Or

3.2. Another delegate:

- a. provided that the time allotted to the speech has not elapsed and that the delegate to whom the floor is being yielded is a representative of a different country. This delegate may then only yield the floor to the Chair or open him/herself to Points of Information using the remaining time;
- b. If a speaker yields the floor to another delegate, the latter shall use the remaining time from the initial speech. This time cannot be extended;
- c. Delegates may not yield to another delegate if they have initially yielded to Points of Information and the Chair recognizes one or more Points of Information;

Or

3.3. Points of Information:

- a. The Chair shall then recognize the delegate(s) who may address the speaker;
- b. Should the speaker yield to Points of Information, he/she may take no more than 2 Points of Information, unless the Chair decides otherwise;
- c. Delegates who address the speaker with Points of Information shall be chosen from amongst those wishing to do so by the Chair;
- d. Delegates addressing the speaker with Points of Information may request a Follow Up once the Point of Information has been answered by raising their placards. A Follow Up is granted only at the Chair's discretion and it can be in order when the Delegate addressing the speaker feels that the latter did not manage to answer his/her Point of Information;
- e. A Follow Up to a Follow Up is out of order;
- f. Unless specified otherwise by the Chair, time allotted to the points of information shall be determined by the amount of the Speaker's Time not used by the speaker. This includes both the answer and another possible follow up;

g. Points of Information must always be addressed in the form of a concise question and pertain to the content of the statements of the previous speaker.

4. Right of Reply

- 4.1. A Right of Reply is in order only directly after a speech and only when the Chair considers it to be valid. This shall be requested by a delegate by raising his/her placard and stating “Request for a Right of Reply”;
- 4.2. A Right of Reply is in order only if a false or derogatory statement about a country was made in the speech;
- 4.3. A Right of Reply to a Right of Reply is out of order;
- 4.4. The time limit for one Right of Reply shall be thirty (30) seconds.

5. Voting

- 5.1. A vote is considered substantive if it rules on agenda setting, draft resolutions and amendments pertaining to the content of deliberation;
- 5.2. A vote is considered procedural if it rules on a procedural motion;
- 5.3. If a vote cannot be considered substantive according to 5.1. it is to be considered as procedural.

III. Resolutions and Amendments

1. Draft Resolutions

- 1.1. At the end of lobbying, all delegates or groups of delegates who wish to have their draft resolution debated shall submit to the Chair a copy and an electronic version of their draft resolution, clearly indicating the main submitter/s and the sponsors of the draft resolution;
- 1.2. In order for a resolution to be considered by the Chair, it must have been signed (sponsored) by at least 1/5 of the members of the committee;
- 1.3. Delegates may sign (sponsor) more than one draft resolution on a given agenda item, but may only main-submit one draft resolution per agenda item;
- 1.4. A draft resolution must pertain to the topic as defined on the agenda and be free of any stylistic errors, grammatical mistakes and/or any misleading statements;
- 1.5. An unlimited number of draft resolutions may be introduced;
- 1.6. Once a draft resolution is introduced the Chair shall recognize one of the main submitters to read out the operative clauses;
- 1.7. When a Motion for Moving into Amendment Procedures on a specific draft resolution passes, a special speaker's list shall be established and only the draft resolution at question shall be discussed;
- 1.8. The Chair shall recognize one of the main submitters of the draft resolution as the first speaker;
- 1.9. Only one resolution can be in amendment procedures at a time;
- 1.10. Once a draft resolution passes, it shall be considered a resolution and the agenda point under discussion is closed;
- 1.11. A resolution previously having been in voting procedures may not be rediscussed.

2. Amendments

- 2.1. Amendments to a draft resolution may be introduced at any point when in amendment procedures of the respective draft resolution;
- 2.2. In order to introduce an amendment, a delegate must write it legibly on the provided, official amendment sheets, clearly indicating how the amendment would alter the draft resolution. The amendment sheet must be signed by at least 1/8 of the members of the committee;

- 2.3. An amendment may only change the wording of one clause at a time. However, it is in order to propose to strike more than one clause or replace more than one clause with a different one or to add more than one clause at a time;
- 2.4. A delegate wishing to introduce an amendment shall send the amendment sheet to the Chair. When the Chair asks whether any country wishes to take the floor, the delegate shall request the floor, and upon being recognized, shall indicate that he/ she wishes to introduce an amendment;
- 2.5. The Chair shall determine whether the amendment and the introduction thereof are in order and, if so, shall set debate time and speaking time on the amendment. The submitter of the amendment shall be asked by the Chair to read out the amendment. The submitter then retains the floor to speak in favor of the amendment. Debate time shall begin when the submitter begins to speak on the amendment;
- 2.6. The Chair shall recognize speakers in favor of and against an amendment in an alternating manner. If possible, he/ she shall recognize an equal number of speakers in favor of and against an amendment;
- 2.7. Once an amendment passes, it shall be incorporated into the draft resolution;
- 2.8. If the submitters of the amendment are identical with all main submitters and sponsors of the draft resolution the amendment shall be considered a friendly amendment and the draft resolution adjusted accordingly without debate or voting.

3. Voting on Amendments

- 3.1. Voting on an amendment shall take place once debate time has elapsed or a Motion to Close Debate on the amendment carries;
- 3.2. Delegates shall vote by raising their placards high when called for by the Chair;
- 3.3. An amendment requires an absolute majority to pass.

4. Amendments to an Amendment

- 4.1. Amendments to an amendment must pertain to the original amendment. Only the Chair shall decide whether or not an amendment to an amendment pertains to the amendment;
- 4.2. An amendment to an amendment may be introduced in written or orally. It requires one further signature. If submitting an amendment to an amendment orally, the delegate submitting it shall inform the Chair as to which delegate has agreed to “sign” the amendment to the amendment when introducing it;

- 4.3. In order to introduce an amendment to an amendment, a delegate shall request the floor when the Chair asks for speakers either against or in favor of the original amendment. The delegate shall then indicate that he/ she wishes to introduce an amendment to the original amendment. The Chair shall decide whether the amendment to the amendment and the introduction thereof are in order and whether it pertains to the original amendment. If so, he/ she shall set debate time and speaking time on the amendment to the amendment and decide whether or not debate time on the amendment to the amendment will count towards debate time on the original amendment.

5. Voting on Amendments to an Amendment

- 5.1. Voting on an amendment to an amendment shall take place once debate time on the amendment to the amendment has elapsed. Motions to Extend Debate Time on amendments to an amendment are out of order;
- 5.2. Delegates shall vote by raising their placards high when called for by the Chair;
- 5.3. An amendment to an amendment requires an absolute majority to pass;
- 5.4. If the Chair decided that the adoption of the amendment to the amendment would result in the automatic adoption of the original amendment, the Chair shall, if the amendment to the amendment passes, resume debate on the draft resolution. If he/ she decided otherwise or if the amendment to the amendment fails, he/ she shall resume debate on the original amendment;
- 5.6. The Chair shall decide, whether amendments to the amendment are in order in the respective committee.

6. Voting on Draft Resolutions

- 6.1. Voting on a draft resolution shall take place in a roll call procedure once debate time for the discussion of the respective draft resolution has elapsed or a Motion to Close Debate on the draft resolution carries. All the Motions in Order During Voting on Resolutions (see IV – 4.) shall be recognized and dealt with before voting on a draft resolution;
- 6.2. Barring a motion to the contrary, delegates shall vote by raising their placards high when called for by the Chair and answering either in favour, against, abstain or pass. Delegates voting in favour or against may choose to do so with rights;
- 6.3. After all delegations have indicated their vote, delegates that voted with rights will have an opportunity to explain their vote after which those who passed will be called for again by the chair and may vote in favour or against. Abstention and passing again are not in order;

- 6.4. A majority of the members present and voting (hereinafter “absolute majority”) is required for a draft resolution to be passed in all committees except for the Security Council;
- 6.5. In the Security Council, a 3/5 majority shall be required in order for a draft resolution to pass. If one or more of the permanent members of the Security Council vote against a draft resolution, the draft resolution fails;
- 6.6. During voting procedures no delegate may leave the room or pass messages.

IV – Procedural Motions and Points

1. General Rules

- 1.1. A motion may only be made when the floor is open and when there is no voting procedure underway;
- 1.2. Every motion must be seconded by at least one other delegation to be considered;
- 1.3. After the motion has been seconded, the Chair shall ask whether there is any opposition to the Motion. Should there be none, the motion is automatically accepted; if opposition is present, it shall be put to vote;
- 1.4. During voting, an absolute majority in favour of the motion is required in order for the motion to carry, except for the Motion to Appeal the Decision of the Chair and the Motion to Go directly into Voting Procedures for Draft Resolutions, which require a 2/3 majority (of the members present) in favour of it;
- 1.5. Motions requiring a 2/3 majority to carry shall be put to a vote even if there is no opposition to them. They, however, still need to be seconded in order to be considered;
- 1.6. During voting on these procedural motions no abstentions shall be allowed;
- 1.7. The lists of motions below are ordered according to their precedence from highest precedence to lowest precedence.

2. Voting on Motions

- 2.1. Delegations shall vote by raising their placards high when called for by the Chair;
- 2.2. Abstention from voting is out of order.

3. Motions in Order during the Debate

The following motions are in order during the the debate:

3.1. Motion to Change the Agenda

- a. The Motion to Change the Agenda is in order when a matter requiring urgent attention of the committee arises and the delegate putting the motion forward feels the agenda must be amended urgently;
- b. The delegate putting the motion forward must specify the topic he/ she wants to add to the agenda;
- c. The motion shall then be put to a vote, requiring an absolute majority to carry;

- d. Once the motion carries, the debate of the current agenda item shall be temporarily suspended and the committee shall begin debate on the topic proposed by the delegate putting the motion forward using the default mode [II – 2.3.] the debate on the suspended topic shall resume as soon as the topic proposed by the delegate has been dealt with;
- 3.2. **Motion to Appeal the Decision of the Chair (only to be used in exceptional cases)**
- a. The Motion to Appeal the Decision of the Chair is in order when the delegate putting the motion forward wishes that the decision of the Chair with regard to the acceptance of points and motions, and disciplinary measures taken against delegates, be rendered void;
 - b. The motion shall be put to a vote, requiring a 4/5 majority to carry;
 - c. Once the motion carries, the Chair shall withdraw the decision in question and continue with the debate/voting procedure;
- 3.3. **Motion to Extend Debate Time**
- a. The Motion to Extend Debate Time is in order when the delegate putting the motion forward wishes to continue debate on an amendment or a draft resolution although debate time, as set by the Chair, is about to elapse;
 - b. The delegate putting the motion forward must specify the time by which he/ she wishes to extend debate time. The Chair may ask the delegate to propose a different time or put to vote a different time at his/ her discretion. The Chair may also overrule this motion;
 - c. The motion shall be put to a vote, requiring an absolute majority to carry;
 - d. Once the motion carries, the Chair shall add the specified time to the remaining debate time;
- 3.4. **Motion to Go Directly into Voting Procedures (or Motion to Close Debate)**
- a. The Motion to Go Directly into Voting Procedures is in order when the delegate putting the motion forward wishes to end the debate on the current amendment or draft resolution and move directly into voting procedure;
 - b. It shall be put to a vote, requiring a 2/3 majority to carry (absolute majority for amendments);
 - c. Once the motion carries, the amendment or draft resolution currently debated shall be put immediately to a vote;

3.5. **Motion for Moving into Amendment Procedures**

- a. The Motion for Moving into Amendment Procedures is in order when the delegate putting forward the motion wishes to move into discussing one particular draft resolution that has been introduced only, suspending the discussion on all other draft resolutions;
- b. One speaker in favour of the motion and one against shall be recognised by the Chair. The delegate putting forward the motion shall be recognised as speaker in favour if he/she wishes;
- c. The motion requires an absolute majority to carry;
- d. If the motion passes a special speaker's list is to be established and the discussion must pertain to the respective draft resolution only. Delegates may introduce amendments to the respective draft resolution;

3.6. **Motion to Change the Speaking Time**

- a. The Motion to Change the Speaking Time is in order when the delegate putting the motion forward wishes to change the time allotted to speakers during the debate;
- b. The delegate putting the motion forward must propose a different time limit for the speeches. The Chair may ask the delegate to propose a different Speaking Time or put to vote a different Speaking Time at his/her discretion;
- c. The motion shall be put to a vote, requiring an absolute majority to carry;
- d. Once the motion carries the time limit for speeches shall be changed to the time limit proposed by the delegate;

3.7. **Motion for Moderated Caucus**

- a. The purpose of the 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;
- b. 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;
- c. Once raised, the motion will be voted on, with an absolute majority of members required for passage. The Chair may rule the motion out of

order or alter the individual and the collective speaking time. No motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. There are no yields in a moderated caucus;

3.8. Motion for Unmoderated Caucus

- a. The Motion for Unmoderated Caucus is in order when the delegate putting the motion forward wishes for the committee to converse freely amongst each other, as well as move freely around the room;
- b. The delegate putting the motion forward must specify the purpose of the unmoderated caucus and propose its duration. The Chair may ask the delegate to propose a different duration or put to vote a different duration at his/ her discretion;
- c. The Motion shall be put to a vote requiring an absolute majority to carry;
- d. Once the motion carries the committee shall move into a period of unmoderated caucus for the period of time proposed by the delegate.

4. Motions in Order during Voting on Draft Resolutions

These motions are in order once debate time has elapsed or a Motion to Close Debate on a draft resolution carries and before the actual process of voting has started:

4.1. Motion to Split the Question

- a. The Motion to Split the Question is in order when the delegate putting the motion forward wishes that the committee vote on different operative clauses of the draft resolution separately;
- b. The delegate putting the motion forward shall state explicitly how the draft resolution should be split. The Chair shall allot, at his/ her discretion, an equal speaking time to the delegate putting forth the Motion and one delegate opposing the Motion. Yielding to Points of Information or to another delegate is out of order;
- c. Should there be more than one Motion to Split the Question at the same time, the Chair shall recognize the delegates putting these Motions forward in any order at his/ her discretion. After allowing each of these delegates, as well as their opponents to speak the Chair shall then put all the Motions to vote one after another, starting with the least complicated method first;
- d. The Motion requires an absolute majority to pass. If there is more than one Motion on the floor, the Chair shall stop the voting procedure after the first passed Motion;

- e. Once the motion carries, the committee shall vote on parts of the draft resolution separately, as stipulated by the delegate putting the motion forward. Should not all the parts of the draft resolution pass during the vote, the section(s) passed shall still be considered as a valid resolution;

4.2. **Motion to Split the House**

- a. The Motion to Split the House is in order when the delegate putting the motion forward wishes that there be no abstentions during the final vote on the draft resolution;
- b. The motion shall be put to a vote, requiring an absolute majority to carry;
- c. Once the motion carries, Roll Call vote is thus in order.

5. **Points**

5.1. **General**

- a. Any delegate may raise a point when the floor is open the delegate is recognized by the chair;
- b. A point may not interrupt the speech of another delegate. An exception is a Point of Personal Privilege referring to the audibility of the speaker;
- c. In a moderated caucus a point may be raised as long as it does not interrupt a speaker;
- d. The Chair may rule a point out of order;
- e. The list below is ordered according to the precedence of the points from highest precedence to lowest precedence;

5.2. **Point of Personal Privilege**

A Point of Personal Privilege is in order when the delegate raising the point experiences personal discomfort (e.g. cannot hear a speech clearly, feels it is too warm in the room, etc.) which prevents him/her from participating in the debate;

5.3. **Point of Order**

A Point of Order is in order when the delegate raising the point wishes to inform the committee of a breach of the rules of procedure;

5.4. Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry is in order when the delegate raising the point did not understand a part of the proceedings and wishes that the Chair clarifies this. It shall only pertain to the Rules of Procedure;

5.5. Call for the Orders of the Day

A Call for the Orders of the Day is in order when the delegate raising this point considers that the speaker(s) are not addressing in their speeches the agenda item currently debated and wishes that the Chair ask delegates to ensure that the content of their speeches pertains to the current agenda item.

Summary Motions, Points, Majorities

Item	2 nd required	Debatable?	Interrupt Speaker?	Votes required
Motion to Change the Agenda	Yes	(2+/2-)	No	Absolute Majority
Motion to Appeal the Decision of the Chair	Yes	No	No	4/5 Majority
Motion to Extend Debate Time	Yes	No	No	Absolute Majority
Motion to Move into Amendment Procedures	Yes	Yes (1+/1-)	No	Absolute Majority
Motion to go directly into Voting Procedures [or Motion to Close Debate]	Yes	No	No	2/3 Majority [Draft Resolution] Absolute Majority [Amendment]
Motion to Change the Speaking Time	Yes	No	No	Absolute Majority
Motion for Moderated Caucus	Yes	No	No	Absolute Majority
Motion for Unmoderated Caucus	Yes	No	No	Absolute Majority
Motion to Split the Question	Yes	Yes (1+/1-)	No	Absolute Majority
Motion to Split the House	Yes	No	No	Absolute Majority
Point of Personal Privilege	No	No	Audibility	No vote
Point of Order	No	No	No	No vote
Point of Parliamentary Inquiry	No	No	No	No vote
Call for the Orders of the Day	No	No	No	No vote

Absolute Majority refers to more than 50% of the members of the committee members present and voting. A 2/3 majority refers to more than 2/3 of the committee members present and voting. A 4/5 majority refers to more than 4/5 of the committee members present and voting.