



LUMS MODEL UNITED NATIONS (LUMUN)

Rules of Procedure

RULES OF PROCEDURE

GENERAL RULES

RULE 1: SCOPE

These rules for the General Assembly, the Economic and Social Council, and the Specialized Agencies are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. No other rules of procedure are applicable.

RULE 2: LANGUAGE

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

RULE 3: DELEGATIONS

Each member nation will be represented by one or two delegates and one vote on each committee.

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 to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

RULE 5: PARTICIPATION OF NON-MEMBERS

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on resolutions. A representative of an organization that is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Director.

RULE 6: STATEMENTS BY THE SECRETARIAT

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

RULE 7: GENERAL POWERS OF THE COMMITTEE STAFF

The Committee Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Director will also direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Director may temporarily transfer his duties to another member of the Committee staff. Committee staff members may also advise delegations on the possible course of debate. In the exercise of these functions, the Committee staff will be at all times subject to these rules and responsible to the Secretary-General.

RULE 8: APPEAL

Any decision of the Director, with the exception of those matters that are explicitly stated to be unappealable, may be appealed immediately by a delegate. The Director may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a **two-thirds** majority of those members present and voting. The Director's decision not to sign a resolution or amendment is never appealable.

A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling.

The Chair's ruling will stand unless overruled by a majority of "No" votes. This is a procedural vote, and all members present must vote.

RULE 9: QUORUM

The Director may declare a Committee open and permit debate to proceed when at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present.

A member of the Committee is a representative who is officially registered with the Conference. The presence of a majority of the members will be required for the vote on any substantive motion. 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.

RULE 10: COURTESY

Delegates will show courtesy and respect to the Committee staff and to other delegates. The Director will immediately call to order any delegate who fails to comply with this rule.

RULES GOVERNING DEBATE

RULE 11: AGENDA

The first order of business for the Committee will be the Consideration of the Agenda.

- A motion should be made to put a topic area first on the agenda. **This motion requires a second.**
- A Speakers List will be established for and against the motion.
- A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against, or all the speakers on one side and at least two on the opposite side. In accordance with the normal procedure described in Rule 15, the Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda.
- When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed first on the agenda.

RULES OF PROCEDURE

- A motion to proceed to the second Topic Area is in order only after the Committee has adopted or rejected a resolution on the first Topic Area. A motion to proceed to the second agenda item after a resolution has *failed* requires a second and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds of the members present and voting to pass.
- In the event of an international crisis or emergency, the Secretary-General or his/her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. After a resolution has been passed on the crisis topic, the committee will return to debate on the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or his/her representative.
- All motions for caucus shall be ruled dilatory during the Consideration of the Agenda. Also, delegates will not be allowed to yield their time (Rule #22).

RULE 12: DEBATE

After the Agenda has been determined, one continuously open Speakers' List will be established for the purpose of general debate. This Speakers' List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the Topic Area being considered and may address any resolution currently on the floor. Once a resolution has been introduced, it remains on the floor and may be debated until it fails, the Committee postpones debate on it, or the Committee moves to the next topic area.

RULE 13: CAUCUS

A motion to 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. The motion will immediately be put to a vote. A majority of members present and voting is required for passage. The Director may rule the motion out of order and his/her decision is not subject to appeal.

RULE 14: MODERATED CAUCUS

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Director will temporarily depart from the Speakers' List and call on delegates to speak at his or 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 immediately, with a majority of members present and voting required for passage. The Moderator may rule the motion out of order and his decision is not subject to appeal.

RULE 15: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Director may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Director 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. If the Committee is in favor of closure, the Moderator will declare the closure of the debate, and all resolutions and amendments on the floor will be brought to an immediate vote.

RULES OF PROCEDURE

RULE 16: SUSPENSION OR ADJOURNMENT OF THE MEETING

Whenever the floor is open, a delegate may move for the *suspension of the meeting*, to suspend all Committee functions until the next meeting, or for the *adjournment of the meeting*, to suspend all Committee functions for the duration of the Conference. The Director may rule such motions out of order; these decisions will not be subject to appeal. When in order, such motions will not be debatable but will be immediately put to the vote and will require a 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.

RULE 17: POSTPONEMENT AND RESUMPTION OF DEBATE

Whenever the floor is open, a delegate may move for the *postponement of debate* on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed. A motion to *resume debate* on an amendment or resolution on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favor and one opposed. Resumption of debate will cancel the effects of postponement of debate.

RULE 18: RECONSIDERATION

A motion to reconsider is in order when a resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Director will recognize up to two speakers opposing the motion after which the motion will be immediately put to a vote. A two-thirds majority of the members present and voting is required for reconsideration.

RULES GOVERNING SPEECHES

RULE 19: SPEAKERS

The Committee will have an open Speakers’ List for the Topic Area being discussed. Separate Speakers’ Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to the Speakers’ List by submitting a request in writing to the Chair, provided that country is not already on the Speakers’ List. The names of the next several countries to speak will always be posted for the convenience of the Committee. The Speakers’ List for the second topic area will not be open until the Committee has proceeded to that topic. *The General Speakers’ List of a Topic Area may never be closed.*

RULE 20: SPEECHES

No delegate may address a session without having previously obtained the permission of the Director. The Director 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.

RULE 21: TIME-LIMIT ON SPEECHES

The Director may limit the time allotted to each speaker. The minimum time-limit will be ten seconds. When a delegate exceeds the allotted time, the Moderator may call the speaker to order.

RULES OF PROCEDURE

RULE 22: YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways: to another delegate, to questions, or to the Chair. Please note that only one yield is allowed i.e. no yields on yielded time. **Also, no yields are allowed if the delegate's time has expired, or is speaking on a procedural matter.**

- *Yield to another delegate.* His/her remaining time will be given to that delegate, who may not, however, make any further yields. To turn the floor over to a co-delegate is not considered a yield.
- *Yield to questions.* Questioners will be selected by the Director and limited to one question each. Follow-up questions will be allowed only at the discretion of the Director. The Director will have the right to call to order any delegate whose question is, in the opinion of the Director, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- *Yield to the chair.* Such a yield should be made if the delegate does not wish to yield his/her speech to questions or another delegate. The Director will then move to the next speaker.

Delegates must declare any yield by the conclusion of his/her speech. If time runs out, the Director will simply move on to the next speaker.

RULE 23: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may request a Right of Reply. The Director's decision whether to grant the Right of Reply is unappealable, and a delegate granted a Right of Reply will not address the committee except at the request of the Director. A Right of Reply to a Right of Reply is out of order.

POINTS

RULE 24: POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort which impairs his/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. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

RULE 25: POINTS 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 Director in accordance with these rules of procedure. The Director may rule out of order those points that are dilatory or improper; such a decision is unappealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech itself is not following proper parliamentary procedure.

RULE 26: POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Director 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.

RULES GOVERNING SUBSTANTIVE ISSUES

RULE 27: WORKING PAPERS

Delegates may propose *working papers* for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, but do require the signature of the Director to be copied and distributed.

RULE 28: RESOLUTIONS

A *resolution* may be introduced when it receives the approval of the Director and is signed by one-fifth of the number of delegations that are present and voting at the beginning of the committee session. Signing a resolution need not indicate support of the resolution, and the signer has no further obligations. There are no official sponsors of resolutions.

Resolutions require a **simple majority** to members voting pass. **Only one resolution will be passed per topic area.** After a resolution is passed, voting procedure will end and the committee will move directly into the second topic area.

RULE 29: INTRODUCING RESOLUTIONS

Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may rise to introduce the resolution. The content of such an introduction will be limited to reading the operatives of the resolution. Such an introduction will be considered procedural in nature, and hence, yields are out of order. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per Topic Area. *A resolution will remain on the floor until debate on that specific resolution is postponed or closed or a resolution on that Topic Area has been passed.* Debate on resolutions proceeds according to the Topic Area General Speakers' List.

RULE 30: COMPETENCE

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

RULE 31: AMENDMENTS

Delegates may amend any resolution which has been introduced.

An amendment must have the approval of the Director and the signatures of one-eighth of the number of delegations present and voting at the beginning of the committee session. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. *There are no official sponsors of amendments or friendly amendments.* Preambulatory phrases may not be amended. The final vote on the amendment is **procedural** – all members present have to vote. (The only substantive vote in committee is the final vote on the resolution. All other votes are procedural. ALL members present have to vote on procedural matters. No abstentions are allowed on procedural votes.)

- An approved amendment may be introduced when the floor is open. 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 two speakers for the amendment and two against or all the speakers on one side and at least two on the other side.

RULES OF PROCEDURE

- Following the normal procedure of Rule 15, the Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure.
- When debate is closed on the amendment, the Committee will move to an immediate vote. **Amendments need a simple majority to pass.**

After the vote, debate will resume according to the general Speakers List.

RULES GOVERNING VOTING

RULE 32: REORDERING RESOLUTIONS

A Motion to Reorder Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any resolutions. The Director will take any further motions to reorder resolutions, and then arrange them in order of most severe to least severe, and then voting on them in that order.

If an objection is made to a motion to reorder the resolutions, that motion will be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion. Voting will continue until either a motion passes, or all of the motions fail, in which case the committee will move into voting procedure, voting on the resolutions in their original order.

RULE 33: DIVISION OF THE QUESTION

After debate on any **resolution** has been closed, a delegate may move that operative parts of the proposal be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question.

- The Director will take any further motions to divide the question and then arrange them from most severe to least.
- If an objection is made to a motion to divide the question, that motion will be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the resolution or amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft.
- Parts of the resolution or amendment that are subsequently passed will be recombined into a final document and will be put to a substantive vote as a whole, requiring a simple majority to pass. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

RULE 34: SUBSTANTIVE VOTING

The only substantive voting will be voting on resolutions. Resolutions will be voted on in the order that they were received, unless a Motion to Reorder is made. Each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” “Members present and voting” will be defined as members casting an affirmative or negative vote. *Members who abstain from voting are considered as not voting* (abstentions are not counted as votes, so it is possible for a resolution to pass with a vote count of 2 for, 1 against and 97 abstentions). All matters will be voted upon by placards, except in the case of a roll call vote. After the Director has announced the beginning of voting, no delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order in connection with the actual conduct of voting. A simple majority requires “Yes” votes from more than half the members present and voting; *ties fail*.

RULE 35: ROLL CALL VOTING

After debate is closed on any resolution, any delegate may request a roll call vote. Such a motion may be made from the floor, seconded by 10 members of the GA and the Economic and Social Council and 5 members of Specialized Agencies. *A motion for a roll call vote is in order only for substantive motions.*

- In a roll call vote, the Director will call countries in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate who does not pass may request the right to explain his/her vote.
- A delegate who passes 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 Director will then call for changes of votes.
- 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 Director.
- The Director will then announce the outcome of the vote.

PRECEDENCE OF MOTIONS**PRECEDENCE**

Motions will be considered in the following order of preference:

1. Parliamentary Points
 - a. Points that interrupt a speaker: Points of Personal Privilege (Rule 24), Points of Order (Rule 25)
 - b. Points that are in order only when the floor is open: Points of Parliamentary Inquiry
2. Procedural motions that are not debatable:
 - a. Adjournment of the Meeting (Rule 16)
 - b. Suspension of the Meeting (Rule 16)
 - c. Caucusing (Rule 13)
 - d. Moderated Caucusing (Rule 14)
3. Procedural motions that are applicable to a resolution or amendment under consideration:
 - a. Closure of Debate (Rule 15)
 - b. Postponement of Debate (Rule 17)
 - c. Competence (Rule 30)
 - d. Division of the Question (Rule 33)
4. Resolutions (Rules 28-29)
5. Amendments (Rules 31)
6. Other procedural motions:
 - a. Resumption of Debate (Rule 17)
 - b. Reconsideration (Rule 18)

RULES OF PROCEDURE

FORMAT OF RESOLUTIONS

HEADING

The title should be centered, in capital letters, above the main body of the resolution. The title can be as simple as "DRAFT RESOLUTION." On the left margin and two lines below the title should be the committee and topic name. NOTE: There are no sponsors of a resolution. The signatures are only there to show that the committee wants to discuss the resolution. The names of "authors" should not be included.

BODY

The resolution is written in the format of a long sentence, with the following rules:

- The resolution begins with The General Assembly for all GA committees, and with The Economic and Social Council for all ECOSOC committees. The Specialized Agencies use their own names as the introductory line. The rest of the resolution consists of clauses with the first word of each clause underlined.
- The next section, consisting of Pre-ambulatory Clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma.
- Operative Clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period.

SAMPLE PREAMBULATORY AND OPENING CLAUSES

Affirming	Deeply disturbed	Having adopted	Noting further
Alarmed by	Deeply regretting	Having considered	Noting with approval
Approving	Desiring	Having considered further	Observing
Aware of	Emphasizing	Having devoted attention	Realizing
Believing	Expecting	Having examined	Reaffirming
Bearing in mind	Expressing its appreciation	Having heard	Recalling
Cognizant of	Expressing its satisfaction	Having received	Recognizing
Confident	Fulfilling	Having studied	Referring
Contemplating	Fully aware	Keeping in mind	Seeking
Convinced	Fully alarmed	Noting further	Taking into account
Declaring	Fully believing	Noting with regret	Taking note
Deeply concerned	Further deploring	Noting with satisfaction	Viewing with appreciation
Deeply conscious	Further recalling	Noting with deep concern	Welcoming
Deeply convinced	Guided by		

OPERATIVE CLAUSES

Accepts	Calls for	Confirms	Draws attention
Affirms	Calls upon	Considers	Designates
Approves	Condemns	Declares accordingly	Emphasizes
Authorizes	Congratulates	Deplores	Encourages

RULES OF PROCEDURE

Endorses	Further recommends	Reaffirms	Solemnly affirms
Expresses its appreciation	Further requests	Recommends	Strongly condemns
Expresses its hope	Further resolves	Reminds	Supports
Further invites	Has resolved	Regrets	Takes note of
Further proclaims	Notes	Requests	Trusts
Further reminds	Proclaims	Resolves	Urges

SAMPLE RESOLUTION

Recalling its Resolution A/36/89 of 16 December 1981, "The Declaration on Fundamental Principles Concerning the Contribution of the Mass Media to Peace and International Understanding,"

Recalling also Article 19 of the Universal Declaration of Human Rights, "Everyone has the right to...receive and impart information and ideas through any media and regardless of frontiers,"

Recognizing that the problem of news flow imbalance is that two-way information among countries of a region is either nonexistent or insufficient and information exchanged between regions of the world is inadequate,

Realizing the need for all Sovereign Nations to maintain their integrity and still play an active role in the international system,

1) Recommends that a three-level information interchange system be established on the National, Regional, and International levels to ameliorate the current problems of news flow imbalance, with the three-level system operating as follows:

- a) Each region's member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;
- b) Nations will decide the character of the news flow media best suited to the need of their sovereign territory, be this printed, audio, or audio-visual;
- c) Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;
- d) Each regional agency will be composed of representatives from every member nation of the region;
- e) The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies;
- f) The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;

2) Urges the establishment of the University of International Communications, with main branch in Geneva, Switzerland, and additional branches located in each of the aforementioned regions, to pursue the following aims:

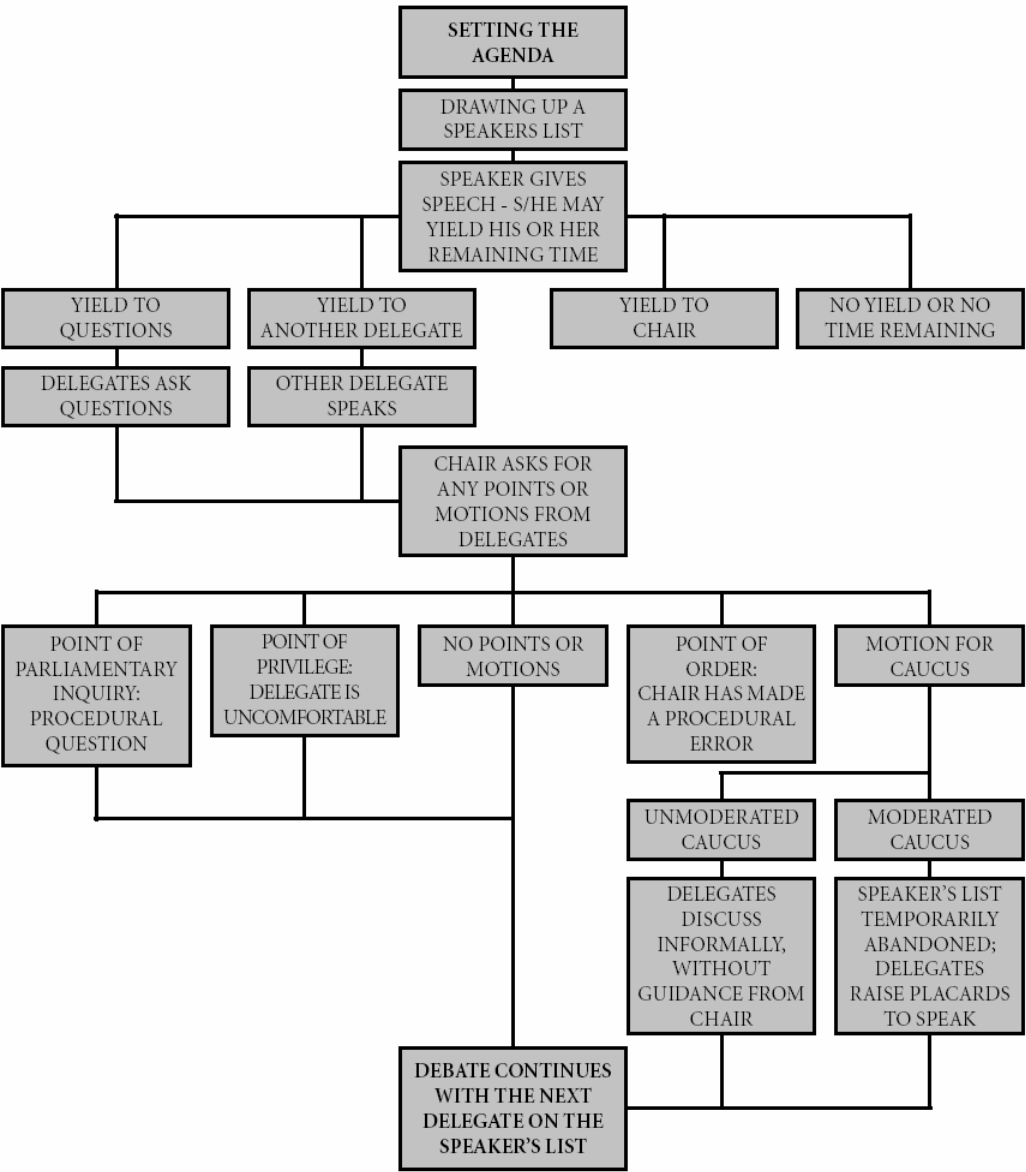
- a) The University and branches will be established with the express purpose of bringing together world views and facilitating the transfer of technology;
- b) All member nations of the United Nations will be equally represented at the University;
- c) Incentives will be offered to students of journalism and communications at the University to return to their countries to teach upon completion of instruction;
- d) The instructors of the regional education centers will be comprised of a multi-partisan coalition of educators from throughout the world;

3) Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, UNESCO, the UN Development Program, and other sources of funding including national governments and private donors;

4) Recommends that the distribution of funds be decided by the IPDC.

RULES OF PROCEDURE

FLOW OF DEBATE



RULES OF PROCEDURE

FLOW OF WORKING PAPERS, RESOLUTIONS, AND AMENDMENTS

