

Winthrop University Model United Nations Rules of Procedure



WINTHROP UNIVERSITY
MODEL
UNITED NATIONS

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IT IS IMPERATIVE THAT EACH DELEGATE AT THE WINTHROP UNIVERSITY MODEL UN CONFERENCE HAVE A THOROUGH KNOWLEDGE OF THE RULES OF PROCEDURE. DELEGATES SHOULD BE ADEPT IN USING THESE IMPORTANT PROCEDURAL RULES FOR THE FOLLOWING REASONS:

- A.** General Assembly and Committee Meetings will run smoothly and be able to focus on substantive matters;
- B.** Delegates will have a better understanding of the conference and its proceedings; and,
- C.** Knowledge and Appropriate Use of the Rules of Procedure is one criterion used in judging a delegate's overall performance.

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1. Officers

All officers are appointed to their posts by the Secretariat for the duration of the conference.

2. Powers of the Chair

In addition to powers enumerated herein, the Chair has the authority to:

- A. Declare sessions open and closed;
- B. Direct all discussions of the body;
- C. Call delegates to order if they exceed time constraints or make remarks irrelevant to the current discussion;
- D. Set time constraints on speeches and debates at their discretion;
- E. Retain the right to speak, put forth questions, and announce decisions;
- F. Exercise control over all proceedings of the body to ensure the smooth functioning of the body.
- G. Interpret these rules and rule on all Points of Order.

3. Credentials

All credentials of Member-States and Observers have been received by the Credentials Committee. No action may be taken with regards to credentials without a specific mandate from the Credentials Committee.

4. Limit of Debate

With the Chair's discretion, the recommended length of debate on one resolution is set at two hours. At the end of this time period, the chair would look favorably upon a motion for Cloture of Debate.

5. Procedural v. Substantive Votes

Procedural	Substantive
These are votes on motions or activities of the body. For procedural matters all delegates must vote; the body will be asked to vote again if all members do not vote.	These are votes on resolutions or amendments. A majority must be present for a substantive vote to occur.
Delegates must vote FOR or AGAINST. No one can ABSTAIN.	Delegates may vote FOR or AGAINST, or they may ABSTAIN.
Procedural votes are to be conducted with delegates holding their placards high and vertically.	Substantive votes are to be conducted with delegates holding their placards high and horizontally.

6. Roll Call

Roll Call will be conducted at the beginning of each session. Member States may either declare themselves *Present* or *Present and Voting*. Member States which are *Present* may ABSTAIN when voting. Member States who are *Present and Voting* must vote FOR or AGAINST on resolutions and amendments. You may speak in any position (FOR, AGAINST, or TO) regardless of how you are declared on the roll call. If you enter committee after the roll call has been conducted, send a note to the Chair with your Member State's name and whether you are *Present* or *Present and Voting*. If you are departing a session early, send a note to the Chair requesting to be removed from the roll.

Following each roll call, the Chair will inform the body what the quorum for the body is, what constitutes a majority of the body, and what constitutes a 2/3 majority of the body. Chairs will update the body on any changes to these numbers and prior to any voting session.

7. Quorum

One-third of the Member States constitutes quorum for debate in plenary and committee sessions. No body may come to a vote unless it has a majority of Member-States present.

8. Establishing and Changing the Agenda

A. Committee Agendas

After roll call, the Chair will conduct a vote using technology to decide the first resolution to be discussed. This vote is procedural. After said resolution has been disposed of by the body, a second vote using technology will be held to decide the second resolution to be discussed. This process is to be followed for the duration of the conference.

B. Plenary Agenda

At the beginning of the second plenary session, the establishment of an agenda will proceed as in committee sessions. The resolutions that are available to be discussed will be those passed in previous committee sessions, as amended, and any resolution deemed by the Secretariat to be of major importance.

9. Important Question

A resolution may be deemed an important question by a majority vote of the body. This motion is in order only from the time the Chair finishes reading a resolution until the time the Speaker's List is formed. The decision to make a resolution an important question will be **debated by two speaking FOR and two AGAINST and will be decided by a majority vote**. If the motion passes, the resolution will require a two-thirds vote to pass, as put forth in Article 18 of the Charter of the United Nations. Only those resolutions debated in Plenary Session can be deemed an important question.

10. Speaker's List

Delegates may speak FOR, AGAINST, or TO a resolution or amendment. The Speaker's List recorded by the **Rapporteur** is the **official** Speaker's List by which the order of speakers will be determined.

Any Member State wishing to be added to, removed from, or moved from one column to another on the Speaker's List must make such a request to the **Rapporteur** in writing. This request should include the name of your Member State, where you currently are on the Speaker's List or if you are not on the Speaker's List, and where you would like to be placed. These notes should be written as clearly and legibly as possible.

Changing your stance on the Speaker's List will result in you being placed at the bottom of your new column.

11. Setting the Speaker's Time

The Chair will set the initial speaker's time for all matters which are debated. Delegates wishing to change the speaker's time may motion for the Chair to raise or lower the speaker's time **when the Chair asks if there are any points or motions on the floor at this time. Please remember to hold your placard horizontally when raising a point or motion.** The decision on whether to change the speaker's time will be at the discretion of the Chair.

12. Caucus

When the Chair asks if there are any motions on the floor at this time, Member States may move for a caucus. Unless otherwise stated by the Chair in a committee or plenary session, all caucuses will be *unmoderated*. When making this motion, delegates will be asked to specify the duration of the caucus; however, it is the right of the Chair to grant time limits that are shorter or longer than initially suggested. Entertainment of this motion is at the discretion of the Chair.

13. Yielding Speaker's Time

A delegate who completes a speech before their time has expired has the option to yield the remaining time to another delegate or to the Chair. Should they yield time to another delegate in the same column of the Speaker's List as the yielding delegate, the delegate to whom time is yielded forfeits his or her position on the Speaker's List. The delegate to whom time is yielded cannot yield to a third delegate, only to the Chair. Whenever time is yielded, the two delegates will be regarded as one speaker for the purpose of procedural matters (i.e. points of information and meeting the required number of speakers for the initiation of a motion).

If a delegate yields his or her time to the Chair, the Chair will then acknowledge points of information directed at the speaker.

Yielding the speaker's time is in order **only** for speeches on resolutions and amendments.

14. Tabling

Any Member State may move to table a resolution during Plenary and Committee Sessions. **The motion for tabling is in order** after the Chair has asked if there are any points or motions on the floor at this time and three delegates have spoken FOR and three have spoken AGAINST the resolution or amendment on the floor. Tabling may be either until a specific time or indefinitely. This motion is in order until such time as the Chair closes debate on the resolution or amendment.

The motion to table will be debated by **two speakers FOR and two speakers AGAINST the motion and will be decided by a majority vote**. A motion to table that fails to win a majority vote **cannot be entertained again until after another two speakers have spoken FOR and two speakers have spoken AGAINST the subject at hand**. **If delegates consistently move to table resolutions that have just been voted on to discuss, Chairs have the discretion to rule the motion dilatory.**

15. Amendments

Winthrop Model United Nations only utilizes “Unfriendly Amendments,” which will hereby be referred to as “amendments.” The Primary Sponsor, or any Co-Sponsor with the Primary Sponsor’s permission, may propose an amendment to a resolution. Amendments must be presented in writing to the chair before the delegate introducing the amendment has been given the floor to speak. At the Chair’s discretion, the sponsor of the amendment may be given first right to speak FOR the amendment. No amendments may be amended once they have been introduced. At least one operative clause must remain the same in any amended resolution.

A. Plenary Sessions

In plenary sessions, amendments require five co-sponsors, though delegates are encouraged to acquire as many sponsors as they can. Furthermore, the resolution can only be amended three times by the body.

B. Committee Sessions

In committee sessions, amendments require only three co-sponsors, though delegates are encouraged to acquire as many sponsors as they can. In committee, amendments can be submitted to the Chair at any time before a successful cloture of debate has been made on the resolution. Furthermore, a resolution may be amended unlimited times until a motion for cloture of debate has passed, at which point, the Chair will no longer accept any amendments.

16. Cloture of Debate

A. Resolutions

A motion for cloture of debate on a resolution is in order **after three speakers have spoken FOR a resolution and three have spoken AGAINST**. The motion for cloture will be debated by **one speaker FOR and one speaker AGAINST** cloture. To pass, the motion must receive an

affirmative vote by **two-thirds of the body**. If the motion fails, it will not be in order again until **after two more speakers have spoken FOR and two more speakers have spoken AGAINST** the amendment or resolution being discussed.

B. Amendments

A motion for cloture of debate on an amendment is not in order until **after two speakers have spoken FOR the amendment and two speakers have spoken AGAINST it**. The motion for cloture will be debated by **one speaker FOR and one speaker AGAINST** cloture. To pass, the motion must receive an affirmative vote by **two-thirds of the body**. If the motion fails, it will not be in order again until **after two more speakers have spoken FOR and two more speakers have spoken AGAINST** the amendment or resolution being discussed.

17. Votes

Voting will be executed using **placard votes, roll call votes, roll call votes with rights, or some form of technological voting**. The mode of voting is at the Chair's discretion, but roll call votes or roll call votes with rights may be motioned for by any Member State at the appropriate time.

18. Majority and Two-Thirds Votes Explained

For a matter requiring a majority vote, more than fifty percent of Member States voting must vote FOR the matter at hand. Matters requiring a two-thirds vote require the consent of at least sixty-six and two-thirds percent of the Member-States voting in order to be approved.

19. Division

The motion to divide a resolution must be received by the Chair in writing, and is in order only after debate has been closed and before voting begins **when the Chair asks if there are any points or motions on the floor at this time**. The Chair will notify the body that they have received a request for a division of the

resolution after such a motion. The motion will then be debated **by one speaker FOR and one AGAINST, and requires a two-thirds vote in favor in order to pass.**

If the body consents to division, each operative clause of the resolution will be voted on separately. Finally, after all operative clauses have been voted on, the approved clauses will be voted on as a whole, separate resolution.

20. Roll Call Vote

A roll call vote consists of the votes of each Member State being recorded **after their name is called.** This will be done in alphabetical order. A motion for a roll call vote must be made after debate is closed and before voting procedure has begun.

A roll call vote with rights is a separate motion. In a roll call vote with rights, member states wishing to explain their vote may vote “with rights.” This must be indicated to the Chair at the time of that delegation’s vote. For example, “Algeria votes FOR with rights.” Delegates voting with rights will be asked to form a line at the podium **(or microphone in Plenary Session)** until all votes are recorded, at which time they will be given time to explain their reason for voting the way they did. Roll call votes are **only** in order during substantive votes.

21. Changes of Vote

Member States may change their vote **only** in the case of roll call votes. Votes may only be changed from the time the delegate announces their vote or the last speaker has explained their vote (whichever occurs last) until the time the Chair announces the results of the vote. Member States may only change their vote once per voting procedure.

22. Point of Order

A point of order is in order at any time when the Rules of Procedure have been violated and will be ruled on immediately by the Chair. Delegates wishing to

raise a point of order to the chair should raise their placard high and horizontally while in their seat, and the chair will call on them when appropriate.

23. Point of Information

A. Setting the Points of Information Per Speaker

It is the job of the Chair to determine the number of points of information which will be allowed per speaker. Delegates desiring more or fewer points of information per speaker must motion for the number of points of information to be increased or decreased **when the Chair asks if there are any points or motions on the floor at this time**. Decisions on this matter are at the discretion of the Chair.

B. Procedure for Points of Information

A point of information is in order only when no one has the floor, and takes the form of a question directed at the Chair or another delegate who has just spoken before the body. When a point of information is directed at a delegate, the delegate has the option to either yield or not yield to the point. Furthermore, all dialogue must go through the Chair. There is to be no dialogue between delegates during a point of information.

However, delegates are not allowed an infinite number of questions. If they fail to yield to all of their allotted points of information, they will not be given additional points of information. For example, if delegates are allotted two points of information and a delegate chooses not to yield to either, they will have exhausted their points of information and will be asked to return to their seat.

24. Right of Reply

At the Chair's discretion, any Member State may be granted the right of reply in order to address any serious insults or injuries that would tarnish the dignity of the delegate or the Member State which that delegate represents. The right of reply must be made immediately after the delegate has finished speaking.

Delegates wishing to obtain a right of reply must be able to repeat the exact insult or injury which was leveled against them. Rights of reply are in order **only** when no one has the floor and are at the discretion of the Chair. Rights of reply may not be insulting in nature.

25. Recess and Adjournment

The motion for recess or adjournment is in order at any time and is not debated. **A majority vote is necessary for the motion to pass**; however, entertainment of this motion is at the discretion of the Chair.

27. Point of Personal Privilege

A point of personal privilege is in order at any time, but this right should only be invoked under genuinely intolerable situations.

28. Dress Code

Delegates and pages should dress in western professional business attire. “National costumes” are not appropriate in this forum and will not be tolerated. National or United Nations pins are allowed.

The Winthrop University Model United Nations understands that students may attend other programs with different rules or procedures, and may wish to incorporate those rules whilst at Winthrop. However, in order to be fair to all delegates present, the Winthrop Model United Nations asks that delegates adhere to the rules and procedures outlined in this packet, and will not recognize Rules of Procedure from other conferences.

Glossary of Common Terms and Phrases

- 1. Cloture-** This is simply moving into voting procedures on an amendment or resolution.
- 2. Decorum-** This is the professional state and behavior of the body. When a Chair calls the body to decorum, delegates who do not have the floor should cease talking, be seated, and pay attention to the debate.
- 3. Dilatory-** This is when a motion has been made and is in order, but the Chair chooses not to recognize it due to extenuating circumstances such as, but not limited to, constraints on time or the fact that a motion has been made several times and failed. This is **not** the same as a motion being out of order.
- 4. “Discretion of the Chair”-** This phrase refers to the power of the Chair to rule on an issue at hand. Motions which are at the discretion of the Chair do not need the approval of the body. See the Rules of Procedure to determine which motions are at the discretion of the Chair.
- 5. “Has the Floor”-** This refers to a person, whether it is the Chair, a delegate, or other body present. To have the floor is to simply have the permission of the Chair to speak at a particular time. Delegates may give up the floor simply by yielding to another delegate or the Chair.
- 6. Motion-** This is a proposal made by delegates to the Chair.
- 7. Move-** This is the act involved with making a motion. For example, delegates do not “**motion** to change the speaker’s time to one minute,” delegates “**move** to change the speaker’s time to one minute.”
- 8. “On the Floor”-** This refers to an amendment or resolution. To be on the floor simply means that a resolution or amendment has been opened for debate by the body and has yet to achieve cloture and be voted on.

9. Out of Order- A motion will be deemed out of order when it is made in such a manner or at such a time that is not in line with the Rules of Procedure. If a motion is ruled out of order, delegates should consult their rule book to determine why it is out of order and when that motion can be made. This also may refer to when a delegate speaks and does not have the floor.

10. Procedural- This refers to matters dealing with the functions of the body such as motions and points. Speeches and votes on motions such as whether the body should move into a vote would be considered procedural. Any speeches and votes that are not procedural would be substantive.

11. Quorum- This is the number of delegates which must be present for a committee session or plenary session to hold a vote.

12. Recess and Adjournment- These words are interchangeable and mean to halt debate for a period of time, such as for lunch or a formal break in the committee or plenary sessions. A call for recess is always accompanied by a time limit of the Chair's discretion.

13. Speaker's List: This is the official order of speakers on a particular topic. An example of a Speaker's List is as follows:

For	Against	To
Algeria	United States	Canada
Lebanon	Israel	Argentina
Cuba	Australia	Japan
Egypt	Italy	The Netherlands

In this list, the speaking order would be Algeria, United States, Canada, Lebanon, and so on. Delegates can yield time to another delegate lower in the list as long as they are in the same column. For example, Canada may yield time to The Netherlands, but not to Australia.

14. Substantive- This refers to speeches and votes on the text and language of actual amendments and resolutions. It is in substantive speeches and votes that your Member State makes clear its actual position on the topic at hand.

15. Speechifying- When a delegate makes a speech instead of asking a question during a point of information (POI). Another delegate may raise their placard with a Point of Order during the POI, and, when recognized by the Chair, say that the delegate is Speechifying.

16. Tabling- Tabling refers to ceasing the discussion of a resolution or an amendment to a specific time or indefinitely. When delegates Move to Table, they should specify if it is to a specific time or indefinitely.

Security Council Addendum

A. Overview of Security Council

The Security Council is a separate entity to the United Nations General Assembly. The Security Council deals with threats to international security. It is composed of 15 Member States. The Security Council is in session all year long and has the power to deploy troops, coordinate investigations, impose/lift sanctions, and regulate armament; this is the only United Nations body which can approve sanctions. Winthrop University's Security Council varies from our other councils as it does not have preset resolutions or topics of discussion. Rather, delegates may introduce any security issues they deem necessary to the body for discussion, and the body works towards developing a resolution which responds to the crisis so as to limit its spread or effects to other regions, or so as to develop a solution through either incentive or punitive measures.

B. Security Council Rules

The following rules are additional or varied rules imposed on the Security Council which may be different from the rules applied to our other committees. The general Winthrop University Model United Nations Rules of Procedure still apply to this Council unless otherwise noted in this addendum.

Member States: The Security Council consists of 15 member states: five permanent members, and ten elected member states which serve two year terms. The five permanent member states are China, France, Russia, the United Kingdom, and the United States. Due to the small size of the Security Council, delegations may not have more than one high school delegate representing their member state in the Security Council.

The Speaker's List: Delegates participating in the Security Council will not have preset resolutions and thus will only have one column in their speaker's list. The speaker's list will be a general speaker's list about whichever topic the body is currently discussing. Delegates may continue to add and re-add their names to the Speaker's List so long as they are not on the Speaker's List more than once at any given time. A new speaker's list will be developed for each topic discussed.

Setting the Agenda: A delegate may move to set the agenda after all Security Council delegates who wish to speak on the general speaker's list have spoken at least once and no one currently has the floor. Delegates may propose any security concerns which they would like to discuss for the agenda, **up to four topics**. For example: "The United States moves to set the agenda at 1. Somali Pirates, 2. Iranian Nuclear Program, 3. Insurgency in Afghanistan, 4. North Korean Missile Testing." Delegates will then conduct a straw vote to determine which agenda will be adopted as the official agenda of the body.

Topic 1: Delegates will enter Topic 1 immediately following the decision on the agenda. A new Speaker's List will be established which is limited to Topic 1, and delegates are required to keep their discussions in both formal and informal session to the subject of Topic 1 during this time period. Topic 1 may be closed by two means:

1. The body exhausts the Speaker's List on Topic 1.
2. The body moves and votes in favor of closing debate on Topic 1. Closing debate on a topic will cause the body to immediately move into voting procedures on all draft resolutions and amendments currently on the floor.

Topic 2: Topic 2 will immediately follow Topic 1 and is subject to the same rules.

Topic 3: Topic 3 will immediately follow Topic 2 and is subject to the same rules.

Topic 4: Topic 4 will immediately follow Topic 3 and is subject to the same rules.

Formal Session: When addressing topics during Formal Session, delegates may either move through the Speaker's List on the topic or may move for a moderated caucus.

Moderated Caucus: All moderated caucuses will be conducted by the Chair. When motioning for a moderated caucus, delegates must specify the total duration of the moderated caucus, as well as the duration of each speaking time. For example, "France moves for a 10 minute moderated caucus with a speaker's time of one minute, on the topic of" The delegate who moves for a moderated caucus retains first rights to speak first in the moderated caucus. There is **no** yielding during a moderated caucus. Entertainment of this motion is at the discretion of the Chair.

Informal Session: Known most commonly as an unmoderated caucus, an informal session can be used for multiple purposes depending on where delegates are in the resolution-writing process:

Beginning: In the beginning, delegates should be working on developing ideas to respond to their chosen topic, and should be developing their first draft of their working papers. Once delegates believe they have a good working paper and are able to acquire at least 5 sponsors, delegates may submit this paper to the Chairs for review.

Middle: Chairs will read over the working paper and return it to the group with recommendations for improvement. Delegates will regroup to make the necessary changes to their working paper and then resubmit it to the Chair. General promotion of a working paper may be occurring during this time as well, as delegates aim to gain support for their working paper. This process may occur multiple times until the Chair approves the working paper to become a draft resolution.

End: Once a working paper becomes a draft resolution, it may be introduced to the body during formal session to be debated on, and to be amended. Once the body feels they have sufficiently debated the draft resolution, delegates may move to close debate on the draft resolution and vote on it. Only draft resolutions which are passed by the body will become resolutions.

Voting: All substantive votes in the Security Council will be considered roll call votes, but may not be conducted in alphabetical order. Instead, voting will start with the nation seated to the left of the Chair and continue clockwise around the table until the last delegate has cast their vote.

Delegates may vote with or without rights and may vote For, or Against, or they may abstain. A vote against by a permanent member of the Security Council will count as a veto.

Veto Power: Veto power is held by the five permanent members of the Security Council in both the real United Nations and in the Winthrop Model United Nations simulation. Delegates representing the five permanent members may exercise their veto power during the regular substantive voting cycle by simply casting a vote against a draft resolution.

C. Technology

The Security Council is the only committee in which laptops will be allowed. Delegates may, but are not required, to bring laptops for the purpose of typing up working papers to submit to the Chair. Delegates may only use laptops during Informal Session, and must close them during ALL formal sessions. Furthermore, delegates will not be allowed to use laptops for the purpose of researching while in committee as this provides an unfair advantage to delegates possessing a laptop. Delegates found to be using their laptops for researching during committee or for personal use will lose their laptop privileges for the remainder of the conference.