



NORTH AMERICAN MODEL UNITED NATIONS XXVII



Delegate Guide 2012

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Table of Contents

Conference Conduct 4

Rules of Procedure 5

Conference 5

1.0 Scope 5

2.0 Language 5

3.0 Secretariat 5

4.0 Staff 6

5.0 Seating of Nations 6

Participants 7

6.0 Delegations 7

7.0 Credentials 7

8.0 Participation of Non-Delegates 7

9.0 Quorum 8

10.0 Agenda 8

11.0 Addressing the Committee or Commission 9

12.0 Yields 10

13.0 Speaking to the Question 10

14.0 Parliamentary Points 11

15.0 Decorum & Conduct 11

16.0 Censure 12

Procedures 13

17.0 Working Papers and Directives 13

18.0 Draft Resolutions 13

19.0 Amendments 14

20.0 Competence 15

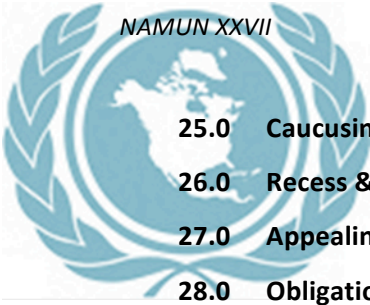
21.0 Closure of Debate 15

22.0 Division of the Question 16

23.0 Voting 16

24.0 Reconsideration 17





25.0 Caucusing..... 18

26.0 Recess & Adjournment 18

27.0 Appealing Decisions 19

28.0 Obligations 19

Order of Precedence..... 20

Writing Resolutions 21

 Preambulatory and Operative Clauses 22

 Sample Draft Resolution 24

Model UN Glossary 25

Quick Reference Guide to NAMUN Rules of Procedure 29

Notice to Historical Council and Special Committees

Any changes to General Assembly rules are provided in the guide. Footnotes – marked by numbers ⁽¹⁾ – will notify that the following rule does not apply or applies differently in any Historical or Special committee. Rules without numbered footnotes apply universally.





Conference Conduct

We ask for your cooperation in maintaining order both in and out of the committee session, so that we may provide a professional, safe, and educational Conference. Throughout the duration of the Conference, please be aware that:

1. All Conference participants are expected to be respectful of others. Harassment in any form will not be tolerated, the nature of which includes, but is not limited to, discrimination on basis or race, national origin, ethnicity, religion, sex, age, mental and physical disabilities, socio-economic status, and sexual orientation. It is our view that eliminating harassment of this kind will create an open forum for discussion and understanding, in which no group is excluded. Reported incidents of harassment will be thoroughly investigated and the Secretariat reserves the right to take any action it deems necessary.
2. Delegates, Staff, and all other Conference participants are expected to abide by Ontario and Canadian laws and Toronto by-laws. This includes, but is not limited to, laws regarding possession, trafficking, and use of illegal drugs, and laws regarding purchase and possession of alcohol. The legal drinking age in Ontario is 19 years of age. Delegates found engaging in illegal activities may be expelled from the Conference, and may be held criminally liable.
3. Individuals will be held responsible for vandalism or damage that occurs in any of the Conference venues. Neither NAMUN nor its agents will accept any responsibility for damage inflicted by delegates.
4. The Secretariat reserves the right to discipline or expel delegates from the Conference for inappropriate behaviour, including, but not limited to, the use of foul language, suggestive remarks, and obscene body language.
5. Solicitation of any events by individuals other than the Secretariat will not be tolerated without consent of the NAMUN Secretariat.
6. All Conference venues are non-smoking facilities.
7. During the committee session, NAMUN has a zero tolerance policy towards the consumption of alcohol. Any delegate or staffer caught under the influence will be expelled from their committee.

The dress code for NAMUN is Western business attire, or respectful wear of the national costume of the State or individual being represented. However, no display of national icons, particularly flags and extravagant informal national symbols that may distract delegates from debate, is allowed during committee sessions. Delegates and staff not maintaining an appropriate standard of dress will be asked to change their clothing.





Rules of Procedure

1.1 Self-Sufficiency of Rules

These rules are self-sufficient and shall be considered adopted in advance of the sessions. No other rules are applicable.

1.2 Interpretation

In this document the masculine form shall be interpreted to include the feminine form.

2.0 Language

2.1 Official Working Language

English shall be the official working language of the Conference. Translation services are not provided. A delegate may speak in any official language of his Country only if English translation/interpretation is provided to the committee or commission, with the approval of the Head Table. Any delegate familiar with the foreign language being spoken should point out any substantial discrepancies between text and translation through a Point of Order

3.0 Secretariat

3.1 Secretariat

The Secretariat is the organizing body of the Conference and shall hold office until the close of the Conference, at the discretion of the Secretary General. The Secretary General shall have the sole and exclusive right of determining the Secretariat and the functioning positions of the Conference

3.2 Secretary General.

The Secretary General, or designated representatives of the Secretary General, shall have final authority on procedural and academic matters. The designated representatives of the Secretary General shall be members of the NAMUN Secretariat.

3.3 Undersecretary General

In the absence of the Secretary General, the Undersecretary General shall act in his stead. The powers of the Undersecretary General may be divided amongst two officers: Undersecretaries-General.

3.4 Addressing an Assembly, Committee, or Commission

The Secretary General, or designated representatives from the Secretariat, may at any time address an assembly, committee, or commission.





NAMUN XXVII

4.0 Staff

4.1 Committee Staff

The Committee Staff facilitates proceedings throughout all committee sessions. The Staff has been appointed by the Secretariat, and is directly responsible to its respective branch President (General Assembly, Historical Council, or Special Committee) and/or designated officers. The Moderators, Directors, and Presidents of a committee or commission comprise its Head Table. The Head Table should abide by the rules set forth by NAMUN's Rules of Procedure whenever possible. However, it may overrule any of these at its discretion at any time. Appeals can be made as per Rule 27.0 – Appealing Decisions.

4.1.1 Chairpersons

The Chairpersons enforce the rules of procedure and are subject to them. The Chairs direct discussion, accord the right to speak, put questions to vote, record the results of all substantive votes, and announce decisions. Points and motions put forth by the committee members may be overruled by the Chairs. At any time, the Chair may propose the adoption of any procedural motion without vote by committee. The Chairs are also responsible for maintaining the Speakers List and recording the roll call at the commencement of each session. The powers of the Chairs may be divided amongst the Chairpersons in committee at the discretion of the Committee Staff and/or the Secretariat. The Chairs may transfer these duties and powers to another member of the Committee Staff or a member of the Secretariat. The Moderator shall maintain complete impartiality on each question considered in the committee, and may not vote on any matter being considered.

4.1.2 Directors

The Directors are responsible for the academic integrity of the Committee. After the Secretariat, Directors are the final authority on any matters of either procedure or academic content in each committee or commission. Distribution of working papers and approval of resolutions are subject to consent of the Directors. Directors declare the opening and closing of each session.

4.2 Non-Committee Staff

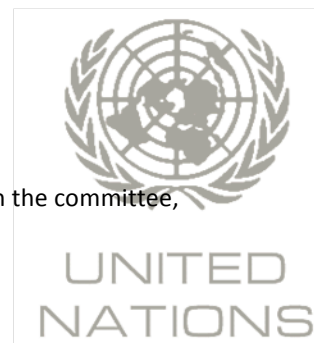
Delegate Services Staff and Staff writers of the NAMUN publication *The Diplomat* may be present as observers in any committee or commission at the discretion of the Head Table and/or Secretariat.

5.0 Seating of Nations

5.1 Seating Arrangement¹

By default, prior to the first committee session, Officers and/or Staff will draw and seat a member State in the first row, first seat to the left of the head table (as seen from the floor). Delegates are then seated in ascending alphabetical order by State according to the traditional conventions. This process will be repeated prior to each subsequent session to assure a random order of delegate seating. At the discretion of the Head Table, the seating arrangement may be changed without notice prior to committee session.

¹ Special and Historical may have a pre-arranged seating or a different seating plan depending on the committee, as determined by the respective President.





6.1 Representation

Each State shall have one vote in each body of which it is a member. Delegations wishing to include multiple representatives in any committee or commission must do so with the express consent from the Secretary General prior to the Conference.

6.2 Observer Status

Delegations holding observer status do not have voting privileges. These delegates are also given speaking privileges only on substantive matters.

6.3 Seating

If a lack of available seating becomes a problem during a session, a State may be asked to confine to their official representation of a single voting delegate.

6.4 Faculty Advisors²

Faculty Advisors may observe any proceeding except voting procedure. Faculty Advisors do not have speaking or voting privileges.

7.0 Credentials

7.1 Acceptance of Credentials

The credentials of all registered delegations shall be considered accepted prior to the Conference, and shall be represented in committee sessions by the name tags distributed to delegates at the beginning of the Conference. All delegates shall display their NAMUN name tags during committee sessions.

8.0 Participation of Non-Delegates

8.1 Non-Delegate Addresses

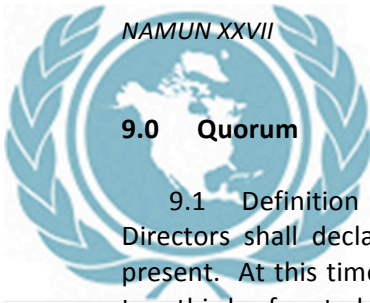
A representative of a State, individual or organization that is not a member of the United Nations, or a representative who holds observer status, may only address a session subject to the approval of the Moderator and/or the Head Table.

8.2 Other Non-Delegate Participation

Representatives recognized under Rule 8.1 may not formally sponsor resolutions or amendments, vote on procedural or substantive matters, or rise on procedural motives.

² This does not apply wholly to Special and Historical. Faculty Advisors may observe voting for directives and minor resolutions. If the committee requires voting on a major resolution – as determined at the moderator's discretion – faculty advisors may be barred.





NAMUN XXVII

9.0 Quorum

9.1 Definition

Directors shall declare a session open and permit debate when a single majority of members are present. At this time, the number of delegates present shall be declared in quorum. The presence of two-thirds of seated members shall be required for any substantive decision to be made.

9.2 Changes to Quorum

Quorum is set during the first committee session. A motion to change the number at which quorum is set may be in order over the course of the Conference. Such a motion shall only be in order if an unforeseen change in the attendance of the committee or commission has occurred during the Conference, and is subject to Head Table approval. The motion requires a two-thirds majority to pass.

9.3 Verification

Any delegate may formally request quorum verification by way of a motion. The Chair, subject to his discretion, shall then initiate roll call.

10.0 Agenda

10.1 Beginning of the First Session

The first session shall begin with the call to order followed by a moment of silence and a roll call

10.2 Ordering the Agenda³

The order in which issues are to be discussed is determined by a motion to order the agenda. The Moderator shall recognize two speakers for, and two speakers against the motion, which requires a simple majority to pass. In committees or commissions in which two topics are on the agenda, a defeat of a motion to order the agenda shall result in the consideration of the other issue first by default.

10.3 Altering the Agenda

The Agenda of a committee or commission can be changed, while its topics can be tabled and reopened, throughout the course of the Conference

10.3.1 Reordering the Agenda

A motion to reorder the agenda is in order until the first recess or caucus, and requires a simple majority to pass.

10.3.2 Tabling a Topic

If there is a significant desire to discuss a different topic beyond the first committee session and before a resolution is passed, the committee or commission may motion to table, or suspend debate on a topic. If successful, debate on the topic shall be suspended, and a motion to reorder the agenda to discuss a different topic shall be entertained. The Moderator shall recognize two speakers for, and two speakers against the motion. The motion requires a two-thirds majority to pass. A motion to table a topic is only valid once per committee over the duration of the Conference.

³ Special and Historical Committees do not have an agenda, and are in default a moderated caucus (see rule 25.1). Likewise, no speakers are necessary for or against any motions in the ordering of the agenda, and Rules 10.3 and 10.4 can be similarly disregarded.





10.3.3 Reopening a Tabled Topic

A motion to reopen debate on a tabled topic is in order following closure of debate on any topic, and requires a simple majority to pass.

10.4 Next Topic

Once a resolution has been passed on the issues on the floor, the committee automatically proceeds to the next issue as determined by the ordering of the agenda.

11.0 Addressing the Committee or Commission

11.1 Speakers List⁴

The basis for the proceedings shall be an ongoing Speakers List, visible to all delegates. A delegate will be placed on this list by raising his placard while seated, or by sending a page to the Moderator. A delegate may be listed multiple times on the Speakers List, but may not be listed multiple times in succession. A motion to open the Speakers List must include a proposed speaking time limit and requires a simple majority to pass.

11.2 Reopening the Speakers List

If the Speakers List is exhausted, debate is closed unless a motion to reopen the Speakers List passes. Such a motion is not debatable but does require a simple majority vote to pass.

11.3 Separate Speakers Lists

Separate Speakers Lists do not need to be established by the Chairpersons for resolutions.

11.4 Closure of Debate on Procedural matters

Closure of debate is automatic on procedural motions when the specified number of speakers has spoken. When debate closes on a procedural motion, the motion is brought to an immediate vote.

11.5 Addressing the Committee or Commission in Formal Debate

A delegate will be called upon to address the committee or commission when the name of his country appears first on the Speakers List. No delegate may address a session without having first obtained recognition from the Moderator.

11.6 Relevance of Remarks

A delegate's remarks must be germane to the issues being discussed

11.7 Time Limit

The Moderator will limit the time permitted to each speaker. In the case of speeches made from the floor during the course of formal debate, speaking time will be kept in accordance with the limit decided upon by a simple majority of delegates in procedural vote.

11.8 Rising on Points or Motions

A delegate wishing to rise on a Point or make a Motion shall raise his placard to obtain recognition from the Moderator before speaking. Motions and Points, unless otherwise indicated, must be made while the floor is empty.

⁴ Primary and Secondary Speakers Lists are not used in Special and Historical Committees.





NAMUN XXVII

12.0 Yields

12.1 Types of Yields

After a delegate has finished speaking on a substantive matter, the delegate must yield in one of the following ways: to the Moderator, to another Member, to questions, or to the Floor.

12.1.1 Yield to the Moderator

This ends a delegate's speech and has the effect of proceeding to any points or motions, followed by the next speaker on the Speakers List. The Yield to the Moderator shall be considered the default yield in instances where a delegate does not yield his time.

12.1.2 Yield to Another Member

The delegate may yield any remaining speaking time to another delegate. The yielded-to individual may speak for the time remaining, but may not yield.

12.1.3 Yield to Questions

The delegate may yield to relevant, substantive questions from other delegates. Delegates wishing to ask questions shall raise their placards, and be recognized by the Moderator. Questions may not be prefaced by an extended preamble. The speaker may take questions from the floor until the time is exhausted, or may at any time cede the remaining time to the Moderator.

12.1.4 Yield to the Floor

The delegate may yield to comments from up to two speakers, recognized at the Moderator's discretion. Delegates wishing to comment on the yielding delegate's speech may do so by raising their placards and obtaining recognition from the Moderator. Delegates' comments are limited to thirty seconds and must be germane to the comment made in the speech of the yielding delegate.

12.2 Concluding a Speech with a Motion

If a speech is concluded with or consists of a motion, such as the introduction of a resolution, then the speech is considered terminated. It is not possible to make a motion and follow it with a speech, since the order of business becomes dispensing with the motion.

13.0 Speaking to the Question

13.1 Speaking to the Question

Speaking to the Question refers to speaking on a substantive issue without taking a specific position. This is permitted in the course of general debate, but is not permitted when the committee or commission is considering an amendment; delegates must speak either for or against it. A speaker must identify his intention to Speak to the Question upon recognition by the Moderator.





14.0 Parliamentary Points

14.1 Right of Reply

A delegate who feels that his personal or national integrity has been impugned by another delegate may request a Right of Reply. Disagreement with a speaker's remarks does not justify a Right of Reply. The Moderator's decision to grant or deny is unappealable. The Moderator may also limit the time accorded to a Right of Reply. A Right of Reply to a Reply is out of order. This point may interrupt a speaker at the discretion of the Chair.

14.2 Point of Order

During discussion of any matter, a delegate may rise on a Point of Order to note improper application of the Rules of Procedure. A Point of Order shall immediately be decided by the Moderator in accordance with these rules. A delegate rising on a Point of Order may not speak to the substance of the matter under consideration. The Moderator may rule out of order those points which in his judgment are dilatory or improper. Such a ruling is not subject to appeal. This point may interrupt a speaker.

14.3 Point of Personal Privilege

A delegate may rise on a Point of Personal Privilege to address a concern over the environment of the committee or commission. Acceptable concerns include the ability to hear the speaker and the temperature of the room, among others. The Moderator may, without subject to appeal, rule out of order those points which in his judgment are dilatory or improper. This point may interrupt a speaker.

14.4 Point of Parliamentary Inquiry

A delegate may rise on a Point of Parliamentary Inquiry in order to inquire as to correct parliamentary procedure. The Moderator shall answer the inquiry in accordance with the Rules of Procedure. This point may not interrupt a speaker.

15.0 Decorum & Conduct

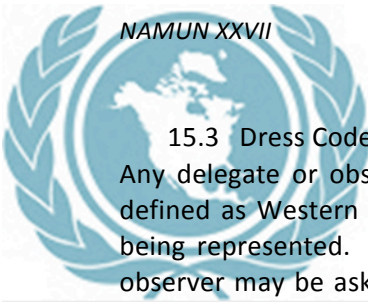
15.1 Diplomatic Decorum

Delegates and Head Table Staff shall follow proper diplomatic decorum when addressing the committee or commission. Delegates, when addressing titled individuals shall use Mister/Madam Moderator, Chair, Director, President, and so forth. When addressing the committee or commission, delegates shall address all comments to the Moderator. Delegates shall refer to other States and delegates in the third person. There is no cross-debate between delegates during formal debate, unless otherwise specified by the Moderator.

15.2 National Icons

The wearing or display of any national icons, specifically national flags or symbols, on any piece of attire or material, is forbidden in the committee room. This rule is geared for extravagant unprofessional accessories or clothing that may distract delegates from debate.





15.3 Dress Code⁵

Any delegate or observer in the committee room is subject to the Conference dress code, which is defined as Western business dress or respectful wear of the national attire of the State or individual being represented. However, Rule 15.2 – National Icons must still be maintained. Any delegate or observer may be asked to leave the room to conform to the dress code at the discretion of the Head Table and/or the Secretariat.

15.4 Moderator Intervention – Points of Notice

A Point of Notice may be delivered by a Moderator to a delegate who is clearly and persistently out of order. There are different penalties associated with Points of Notice.

15.4.1 First Point of Notice

At the discretion of the moderator, the delegate will lose his speaking and voting privileges for one hour.

15.4.2 Second Point of Notice

At the discretion of the Moderator, the delegate will lose his speaking and voting privileges for the remainder of the session.

15.4.3 Third Point of Notice

At the discretion of both the Moderator and the Secretary General, or a designated representative, the delegate will lose his speaking and voting privileges for the remainder of the day, and, where appropriate, the next day. The Secretary General or a designated representative must be present when a Third Point of Notice is delivered.

16.0 Censure

16.1 Censure

A delegate may request that the Director allow censure of another delegate, if that delegate has persistently misrepresented the foreign policy of his country to the point of grave distortion. This misrepresentation must have been in the form of speeches or votes on substantive matters; votes on procedural matters are not to be considered for this purpose. Any delegate may make a motion for censure, assuming the Director's prior approval. The Moderator shall allow two speakers for and two speakers against the motion to speak. The delegate facing potential censure shall only be permitted to speak in his defence should no other delegate be willing to defend him. The motion requires a two-thirds majority to pass. There are penalties for censure.

16.1.1 First Censure

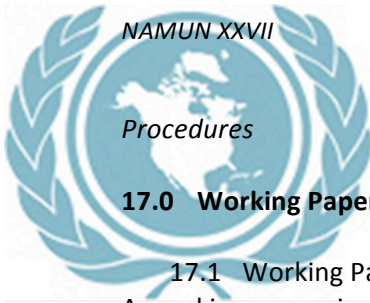
The delegate will lose the right to speak and vote for the remainder of the session.

16.1.2 Second Censure

The delegate will be expelled from the committee or commission for the remainder of the Conference. A delegate loses his rights and privileges in all bodies of the Conference. A designated representative of the Secretary General must be present when a Second Censure is given.

⁵ The wearing of any costume in Special or Historical to match the historical time period of the role being played is allowed, as long as it does not cause offence. It is up to the moderator's discretion whether any costume is inappropriate and a change of attire is mandatory. Rule 15.2 still applies.





17.0 Working Papers and Directives

17.1 Working Papers

A working paper is a vehicle for the discussion and formulation of a resolution. A working paper is formally introduced to the committee but is not put to vote. Working papers must be approved by the Director, after which copies shall be made available in either digital or paper form.

17.2 References to Working Papers in Debate

References to working papers in speeches shall not be made until copies are distributed to the members of the committee or commission.

17.3 Directives⁶

Rules for directives are specific and different for every committee. Generally, directives are short and action-oriented. The policy of directives for a particular committee can be explained by the Head Table.

18.0 Draft Resolutions

18.1 Approval

The goal of the committee or commission is the drafting and the debate of resolutions. A draft resolution shall not be introduced to a committee or commission until it has been typed, authorized by the signed approval of the Director, and distributed to each delegate. Draft resolutions must adhere to the format set forth by the Head Table and the Secretariat.

18.2 Introduction

To introduce a draft resolution, a motion must be made from the floor. At this time, no substantive comments are in order (See Section 19.0 - Amendments), but the Moderator may allow the delegate introducing the draft resolution to correct any typographical errors in the distributed copies of the resolution. The motion needs to be approved by a simple majority before it is debated by the committee.

18.3 Sponsors and Signatories

A draft resolution must have a minimum of two sponsors. Sponsors are those members who present the resolution to the Director. A draft resolution must also have a minimum number of signatories, such that the total of sponsors and signatories together equals or exceeds one quarter of quorum. Signatories are members who consent to the introduction of the draft resolution; signatories have no further rights or obligations.

⁶ For most Special and Historical committees, directives are passed instead of resolutions. All procedures and decisions are passed as directives, and then received by the respective Crisis Room. While they do not need to be sponsored, Directives follow similar protocol as draft resolutions:

- They are approved beforehand by the Director
- They are introduced through a motion made from the floor
- They can have a withdrawal of support
- Procedure for friendly and unfriendly amendments remain the same (see rule 19.0)





18.4 New Sponsors

Any delegate wishing to be added to the list of sponsors must have the approval in writing of all existing sponsors. Upon receipt of such an approval, the Moderator shall announce the addition of the new sponsor to the draft resolution.

18.5 Withdrawal of Support

A sponsor of a resolution may withdraw support for the draft resolution before the commencement of voting on that draft resolution. If all the sponsors of a draft resolution withdraw their support, the Director may solicit other delegates to sponsor it. If there are no sponsors, the draft resolution cannot be considered for debate and shall be considered defeated.

18.6 Number of Draft Resolutions

The committee may pass more than one resolution per topic area. No draft resolution written before the Conference shall be considered for debate.

18.7 Shelving Draft Resolutions

There may be more than one draft resolution on the floor at one time. If a committee wishes to shelve a draft resolution, the Moderator shall recognize two speakers for and two speakers against a motion to shelve a draft resolution and the motion shall require a two-thirds majority to pass. A motion to shelve a draft resolution may only be passed once during the course of debate on a topic.

18.8 Passing resolutions

A resolution requires a simple majority to pass.

19.0 Amendments

19.1 Approval

An amendment shall not be introduced to a committee until it has been authorized by the signed approval of the Director, and made available to all delegates in printed and/or digital form.

19.2 Types of Amendments

A delegate may move to amend any resolution that has been introduced. Such a motion is not privileged. There are two types of amendments.

19.2.1 Friendly Amendments

If an amendment to a draft resolution receives the approval of the sponsors and the Directors, the amendments is automatically incorporated into the draft resolution upon introduction to the committee or commission. It is not required for the signatories to approve of the amendments.

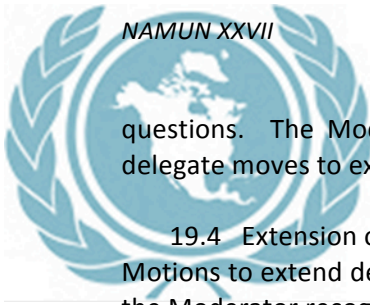
19.2.2 Unfriendly Amendments

An amendment which does not have the approval of all of the sponsors must have the signatures of one quarter of the quorum at the opening of the session, or of 12 delegates, whichever is less.

19.3 Debate on Unfriendly Amendments

A motion for an unfriendly amendment suspends debate on the draft resolution. The Moderator shall recognize two speakers for and two speakers against the amendment. The Speakers may yield or take





questions. The Moderator may apply a time limit. The amendment is then voted upon, unless a delegate moves to extend debate on the amendment.

19.4 Extension of Debate on an Unfriendly Amendment

Motions to extend debate on an amendment require a simple majority to pass. If such a motion carries, the Moderator recognizes two more speakers for and two more speakers against the amendment.

19.5 Limitation of Amendments by Director

The Director may limit the number of amendments to a draft resolution or may recommend that multiple delegates moving to amend a draft resolution caucus for the purpose of consolidation. The Director may rule any amendment out of order if, in his opinion, it drastically alters the intent of the draft resolution. This decision may not be appealed. Amendments to amendments are not in order.

19.6 Passing Amendments

An amendment requires a simple majority to pass.

20.0 Competence

20.1 Competence

Motions to question competence can be made if a delegate feels that a draft resolution or amendment on the floor cannot be enacted within jurisdiction of the committee or commission. A motion to question the competence of a committee or commission to consider a resolution or amendment must be made immediately after the resolution or amendment has been introduced, and is not in order at any time afterward. The motion is debatable to the extent of one speaker for and one against, and requires a two-thirds majority to pass. The motion to question competence is subject to the discretion of the Director.

21.0 Closure of Debate⁷

21.1 Moving to Close Debate on a Draft Resolution

When a draft resolution is on the floor, a delegate recognized by the Moderator may move for a closure of debate on such resolution. The Moderator may rule the motion out of order.

21.2 Debating and Voting to Close Debate

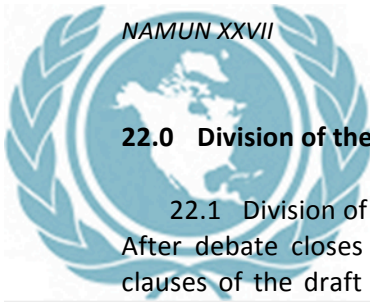
When closure is moved, the Moderator shall recognize up to two speakers against the motion, but none in favour. Closure requires a majority of the members present and voting to pass. If the motion succeeds, the draft resolution is brought to an immediate vote.

21.3 Closure of Debate on a Topic

A motion for closure of debate on a topic, if successful, results in the committee or commission closing debate on the draft resolution on the floor and moving on to the next topic on the agenda immediately following the vote. When closure is moved, the Moderator shall recognize up to two speakers against the motion, but none in favour. Closure requires a two-thirds majority of the members present to pass.

⁷ Special and Historical will never have to close debate.





NAMUN XXVII

22.0 Division of the Question⁸

22.1 Division of the Question by Grouping

After debate closes on a draft resolution or amendment, a delegate may move that the operative clauses of the draft resolution or amendment be voted upon in designated groupings. The delegate moving to divide the question must state their desired grouping when making the motion. If an objection is made to a motion for division, the motion is voted upon. The motion is debatable to the extent of one speaker for and one against. The motion requires a simple majority to pass. If the motion passes, the clauses will be voted upon in two separate groups. Voting procedure will be conducted for both designated groupings. If both groupings are rejected, the draft resolution is considered defeated on the whole.

22.2 Clause-by-Clause Voting

After debate on a draft resolution or amendment, a delegate may move that the operative clauses of the draft resolution or amendment be voted upon individually. If an objection is made to a motion for division, the motion is voted upon. The motion is debatable to the extent of one speaker for and one against. The motion requires a simple majority to pass. If the motion passes, the clauses of the proposal shall be voted upon individually. No further vote is required on the clauses to pass. If all the operative clauses of a resolution are rejected, the draft resolution is considered defeated on the whole.

23.0 Voting⁹

23.1 Commencement of Voting¹⁰

Prior to the commencement of voting on substantive matters, all members shall take their seats and the doors to the room shall be closed. No one shall be permitted to enter or leave the room during the conduct of the vote. No points may interrupt the voting procedure, except points directly concerned with the conduct of the voting procedure (Points of Order).

23.2 Number of Votes

Each delegate seated in a committee or commission shall have one vote.

23.3 Determining Majorities

Delegates which abstain from voting shall not be considered in reckoning the totals needed to determine the results of the vote. A simple majority is defined as more *In Favour* votes than *Opposed* votes. A two-thirds majority means that the ratio of affirmative votes to opposing votes is two or more to one.

23.4 Ties

Issues resulting in a tie shall be considered defeated.

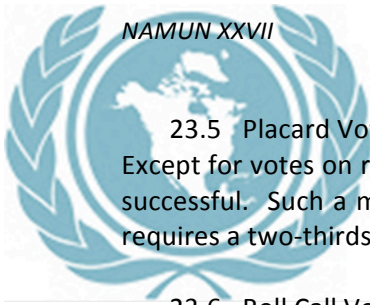
⁸ In Special or Historical, only in long directives can the question be divided or voted on clause-by-clause. This is determined at the moderator's discretion.

⁹ In certain Special or Historical committees, some delegates are unable to vote on certain issues because of their specialized role. Any such rules are decided by the President of that committee.

¹⁰ In the passing of directives for Special or Historical, doors are not closed but those outside during the conduct of the vote are similarly excluded.



UNITED
NATIONS



23.5 Placard Votes

Except for votes on resolution, votes shall be taken by placard count, unless a motion to do otherwise is successful. Such a motion is debatable to the extent of one speaker for and one speaker against, and requires a two-thirds majority to pass.

23.6 Roll Call Votes

Votes on resolution shall be by roll call. In a roll call vote, the moderator shall read the name of each Member State. The roll shall be called in ascending alphabetical order. Each delegate, when called upon, shall call out *In Favour*, *Opposed*, *Abstain*, or *Pass*. Once the roll has been called, the Moderator shall call the names of those States which passed the first time. Those States will have the opportunity to enter a vote. If a State passes twice, its vote shall be recorded as an abstention.

23.7 Voting Rights

In a roll call vote, a delegate voting *Opposed* or *Abstained* may request the right to explain their vote. Subjected to the approval of the Moderator, delegates will be accorded a maximum of one minute, after the vote has been taken, to explain.

23.8 Outcome

Once the vote has been taken and any explanations offered, the Moderator shall announce the outcome of the vote.

23.9 Important Questions¹¹

A resolution normally requires a simple majority to pass. Upon approval by the Director, however, a motion may be brought to have a particular question considered an Important Question. Important Questions are invoked only in matters pertaining to the maintenance of international peace and security. A motion for an Important Question requires a two-thirds majority to pass. The motion to have a resolution considered an Important Question is debatable to the extent of one speaker for and one against, and requires a simple majority to pass.

24.0 Reconsideration

24.1 Substantive Matters

Only resolutions and amendments may be reconsidered. A motion to reconsider must be made by a delegate who voted with the prevailing side on the resolution or amendment. If there is an objection to a motion of reconsideration, the Moderator shall recognize one speaker for and one against. The motion requires a two-thirds majority to pass.

24.2 Procedural Matters

Procedural motions may be reintroduced as new motions, and the Moderator may rule such motions dilatory if one similar in intent has previously been ruled out of order.

¹¹ Important questions are not used in Special or Historical cases.





25.0 Caucusing¹²

25.1 Moderated Caucus

At any time, a delegate may move to have a moderated caucus. The motion must include a proposed speaking time and duration for the caucus. At the discretion of the Moderator, this shall proceed to an immediate vote, requiring a simple majority to pass. A moderated caucus is a semi-formal forum in which the general rules of debate are suspended. Speakers signify their desire to speak by raising their placards. The Moderator may recognize speakers in any order. Delegates may speak from the floor or the podium. Speakers will be held to a maximum time limit of one minute. Yields are not in order. Questions may be posed to members through the Moderator. No Points of Order or Rights of Reply are in order, though the Moderator may bring to order an errant delegate, and may issue Points of Notice. Delegates are required to exercise proper decorum while in caucus. No motions are in order except a motion to close the moderated caucus, which, unless ruled out of order, shall be put to an immediate vote, requiring a simple majority to pass. The Speakers List shall be retained in the order it was left before the moderated caucus began.

25.2 Unmoderated Caucus

At any time, a delegate may move to have an unmoderated caucus. A time limit and purpose must be specified. At the discretion of the Moderator, this motion shall proceed to an immediate vote, requiring a simple majority to pass. The time limit is subject to the Moderator's approval and shall not exceed twenty minutes. During the caucusing session, formal rules are suspended, and members may discuss issues informally.

25.3 Duration of Caucus¹³

No caucus, or consecutive combination of moderated and unmoderated caucusing, shall exceed 25 minutes. Following 25 minutes of caucusing, the committee or commission shall resume formal debate. Future motions for caucusing are subject to the discretion of the Moderator.

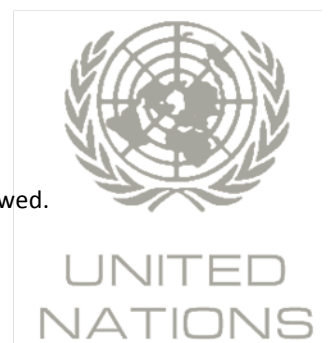
26.0 Recess & Adjournment

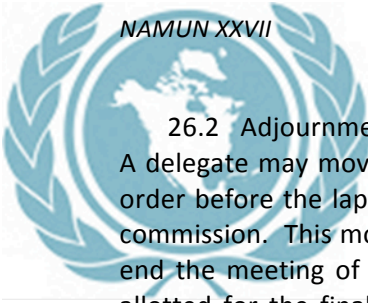
26.1 Recess

At any time a delegate may move to recess a session. Except under special circumstances, such a motion shall not be in order until the last fifteen minutes of a committee session, and is subject to the approval of the Moderator. The motion shall be put to an immediate two-thirds majority vote. If passed, the committee or commission is in recess until the next scheduled session. If the time allotted for a committee session has expired, the Head Table may recess the session, pending Secretariat approval.

¹² As stated above, Historical and Special are in default a moderated caucus.

¹³ Rule does not apply to Special or Historical, but no unmoderated caucus over 5 minutes is allowed.





26.2 Adjournment

A delegate may move to adjourn the meeting of a committee or commission. Such a motion is out of order before the lapse of three-quarters of the time allotted for the last meeting of the committee or commission. This motion shall be put to an immediate vote, and if passed by a two-thirds majority, will end the meeting of the committee or commission for the remainder of the Conference. If the time allotted for the final committee session has expired, the Head Table may adjourn the committee or commission, pending Secretariat approval.

27.0 Appealing Decisions

27.1 Appeals to the Director

A decision of the Moderator that is not expressly unappealable may be immediately appealed to the Director by way of a motion. When moving to appeal a decision, a delegate shall refer to the exact rule number or process that has not been upheld. The Moderator may speak briefly in defence of the decision. Provided that all Directors of the committee or commission are in agreement, they may overrule the decision of the Moderator.

27.2 Appeals to the Committee or Commission

An appeal to the Directors which is unsuccessful may be appealed to the committee or commission by way of motion. The Moderator and/or Director shall speak briefly in defence of the decision. The motion shall then be put to an immediate vote, requiring three-quarters majority to pass. At least one President of Training and Procedural must be present when an Appeal to the Committee or Commission passes.

28.0 Obligations¹⁴

28.1 General Assembly Obligations

The General Assembly shall not make any recommendations with respect to an issue being considered by the Security Council.

28.2 Notification

The Secretary General shall notify, with the consent of the Security Council, the General Assembly, its Committees, and other bodies of the United Nations, of any matters relating to the maintenance of international peace and security which are being dealt with by the Security Council.

¹⁴ Not germane to Special or Historical.





Order of Precedence

Points and Motions put forth by members shall be considered in the following order of precedence:

Parliamentary Motions

- Appeal
- Censure

Parliamentary Points

Points which may interrupt a speaker:

- Right of Reply
- Point of Order
- Point of Personal Privilege

Points which may not interrupt a speaker:

- Point of Parliamentary Inquiry

Procedural Motions which are not Debatable

- Adjournment
- Caucusing
- Extend Debate on an Amendment
- Recess
- Reorder the Agenda
- Set Speaking Time
- Verification of Quorum

Procedural Motions Concerning Current Resolutions:

- Closure of Debate
- Competence
- Division of the Question
- Shelving
- Withdrawal of Support

Substantive Motions

- Amendments
- Resolutions

Procedural Motions on Substantive Actions

- Reconsideration





Writing Resolutions

Step 1:

One or more delegates write a *draft resolution*. The authors of the draft, also known as sponsors, then get a required number of signatories, which equals one-fifth of the delegates in the committee or commission. After a roll call for each meeting, the Chair will notify the delegates of the exact number of signatories needed.

Step 2:

The sponsors take the draft resolution to the Director, who approved the draft resolution only if:

- a) It is in the proper format, does not contain a substantial number of mistakes, and is legible if hand-written. Delegates may use their personal laptops to type draft resolutions, and submit it in a USB key;
- b) It carries the required number of signatories;
- c) It is in character for the sponsors;
- d) Its subject matter and proposed actions are within the powers of the respective committee;
- e) There are no other draft resolutions circulating which are similar in substance.

Step 3:

If the conditions outlines under *Step 2* are met and the Chair or Vice-Chair approved the document, he the assigns it a number and sends a Director to the Staff Room tot type/photocopy the Draft for distribution.

Step 4

Copies are distributed to all delegates. Sponsors motion to introduce the document as a Draft Resolution. After the sponsors introduce the Draft Resolution, the Chair may entertain points for a question and answer period. Sponsors may also get on the Speakers List and have time yield to them in order to answer questions about the resolution.

Final refinement of the draft resolution in regular debate occurs through friendly amendments, which are approved by all sponsors and automatically incorporated into the text. Should there be significant changes at this time, the committee may decide to proceed again from *Step 1*, with a new draft resolution, or to propose unfriendly amendments to the current resolution.

Step 5

After the closure of debate, draft resolutions are voted upon in order that they are received. At NAMUN, a committee may pass more than one draft resolution.





Preambulatory and Operative Clauses

The Preambulatory clauses of a resolution should outline the history of the problem. They must show that the topic falls under the authority of the committee or commission, and demonstrate that there is a need for a resolution, possibly referring to previous UN resolutions and major international document.

Common first words of Preambulatory Clauses

Affirming	Expected	Noting further
Alarmed by	Expressing concern	Noting with approval
Approving	Expressing its satisfaction	Noting with regret
Bearing in mind	Fulfilling	Noting with satisfaction
Believing	Fully alarmed	Observing
Cognizant of	Fully aware	Reaffirming
Confident	Fully believing	Realizing
Contemplating	Having adopted	Recalling
Declaring	Having considered	Recognizing
Deeply concerned	Having devoted attention	Referring
Deeply regretting	Having examined	Seeking
Desiring	Having studied	Taking into account
Emphasizing	Keeping in mind	Taking note

Operative Clauses

The portion of the resolution which contains proposed solutions to the problem is composed of a series of sequentially numbered operative clauses. Each operative clause calls for a specific action, whether it be vague or general. When drafting operative clauses, delegates should always keep the committee or commission's mandate in mind so as not to draft a document that is beyond the competence of the committee or commission. Operative clauses begin with an active, present tense verb, and are followed by a semi-colon. A period follows the final clause.

Common first words of Operative Clauses

Affirms	Encourages	Proclaims
Approves	Endorses	Reaffirms
Authorizes	Expresses its appreciation	Regrets
Calls for	Draws attention	Reminds
Calls upon	Expresses its hope	Requests
Condemns	Further proclaims	Resolves
Confirms	Further Recommends	Solemnly affirms
Congratulates	Further reminds	Strongly condemns
Declares accordingly	Further requests	Supports
Deplores	Further resolves	Takes note of
Designates	Has resolved	Trust
Emphasizes	Notes	





An amendment is a clarification or a change to a draft resolution that incorporates additional interests or concerns into a formally submitted resolution. There are two types of amendments: friendly and unfriendly. An amendment accepted by all of the original sponsors is deemed friendly and then added to the draft resolution without a vote. If an amendment does not receive the approval of all sponsors, it is considered unfriendly; it must be submitted to the chair and voted on separately.





Sample Draft Resolution

General Assembly Third Committee 1.2

Sponsors: United States of America, Austria, Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, Netherlands, Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th Anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality, and inalienable rights of all global citizens,

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;
2. Urges member States to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination relief efforts of humanitarian assistance in complex emergencies;
4. Calls upon States to respond quickly and generously to consolidated appeals for humanitarian assistance;
5. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.





Model UN Glossary¹⁵

Model UN can be confusing to a beginner, not only because of the complexity of the issues and the pace of debate, but because of the strangeness of the language. To save you some confusion, UNA-USA has provided this cheat sheet of Model UN terminology.

Note that several of the terms below, including Secretariat and Secretary-General, have different meanings in Model UN than they do in the real UN; you should familiarize yourself with both meanings. Rules of procedure vary greatly between Model UN conferences. Though these are the most common definitions of the terms below, do not be surprised if you see them used in a slightly different manner at some of the conferences you go to.

Abstain - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

Adjourn - All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

Agenda - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment - A change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

Background guide - A guide to a topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

Binding - Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

Bloc - A group of countries in a similar geographical region or with a similar opinion on a particular topic.

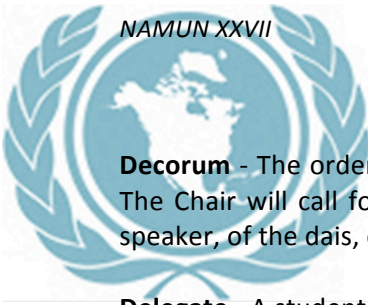
Caucus - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

Chair - A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a Moderator.

Dais - The group of people, usually high school or college students, in charge of a Model UN committee. It generally consists of a Chair, a Director, and a Rapporteur.

¹⁵ Adapted from: NTU Debating Society, <http://ntudebsoc.org/>





Decorum - The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

Delegate - A student acting as a representative of a member state or observer in a Model UN committee for a weekend.

Delegation - The entire group of people representing a member state or observer in all committees at a particular Model UN conference.

Director - A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

Division of the Question - During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

Draft resolution - A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become into a resolution.

Faculty Advisor - The faculty member in charge of a Model UN team, class or club.

Flow of debate - The order in which events proceed during a Model UN conference. See Flow of Debate chart.

Gavel - The tool, shaped like a small wooden hammer, that the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

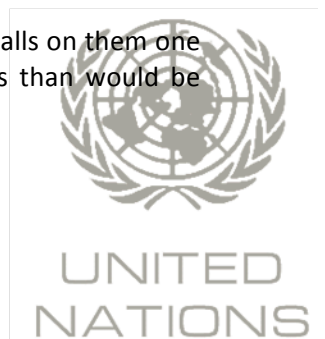
Formal debate - The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

Head Delegate - The student leader of a Model UN club or team.

Member State - A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 191 member states. The only internationally recognized state that is not a member state is the Holy See.

Moderated Caucus - A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

Moderator - See Chair.





Motion - A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting bloc. See our Charts of Rules and Motions.

Observer - A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters.

On the floor - At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

Operative clause - The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

Page - A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

Placard - A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

Point - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege. See our Charts of Rules and Motions.

Position paper - A summary of a country's position on a topic, written by a delegate before a Model UN Conference.

Preambulatory Clause - The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling, etc.).

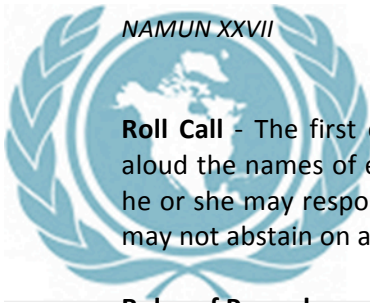
Procedural - Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

Quorum - The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

Resolution - A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

Right of Reply - A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally requires a written note to the Chair to be invoked.





Roll Call - The first order of business in a Model UN committee, during which the Rapporteur reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting". A delegate responding "present and voting" may not abstain on a substantive vote.

Rules of Procedure - The rules by which a Model UN committee is run.

Second - To agree with a motion being proposed; may be required for some motions.

Secretariat - The most senior staff of a Model UN conference.

Secretary General - The leader of a Model UN conference.

Signatory - A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority - 50% plus one of the number of delegates in a committee.

Speakers' List - A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

Sponsor - One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

Substantive - Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

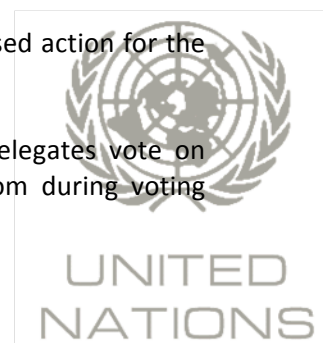
Unmoderated Caucus - A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

Working Paper - A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Veto - The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

Vote - A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural/non-substantive and substantive.

Voting Procedure - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting procedure.



Quick Reference Guide to NAMUN Rules of Procedure

Rule Number	Rule	Speakers for : against Passing condition	Description
10.2	Setting the agenda	2:2 Simple majority	Change the order of topics being debated
10.3.2	Table a topic	2:2 2/3 majority	Tabling a topic
10.3.3	Reopen a topic	Simple majority after closure of debate on a topic	Reopening a tabled topic
16.0	Censure	2:2 with Director approval 2/3 majority	Censure disorderly delegate
18.0	Introduce draft resolution	At least 2 Sponsors, Total number of sponsors & signatories exceeds ¼ quorum	Introduce a resolution to committee for debate
18.7	Shelve draft resolution	2:2 2/3 majority	Ends all consideration on a given resolution for the time being
18.8	Pass draft resolution	Simple majority	Resolution is passed by assembly
19.2.1	Friendly amendment	In the nature of the resolution, All sponsors agree	Changes to draft resolution adopted by submitter and sponsors
19.2.2	Unfriendly amendment	1/4 Quorum approves 2:2 Simple majority	Rejected by submitter or sponsors. Copy submitted to Director, submitter must speak
19.4	Extension of debate on an amendment	2:2 Simple majority	Moderator recognized two new speakers
21.0	Closure of debate	0:2 Simple majority	Ends debate on a topic. Assembly moves to immediate vote
22.1	Division of the question by Grouping	1:1 Simple majority	Operative clauses grouped for voting purposes
22.2	Clause-by-clause voting	1:1 Simple majority	Operative clauses voted on individually
23.9	Important question	1:1 Simple majority	Makes a topic require 2/3 majority to pass substantive matters
24.0	Reconsideration of substantive matter	1:1 2/3 majority	Reconsider decision on a resolution
25.0	Caucus	Simple majority	May be moderated or unmoderated Set topic, duration, speaking time (if applies)
26.1	Recess	2/3 majority	Allows a recess until next session
26.2	Adjourn	2/3 majority	Allows the end of session for the Conference
27.2	Appeals to the Committee	Director speaks in defense Pre. of Procedure present 3/4 majority	After appealing a decision to the Director, the Director's decision can be appeals to the committee

