

COMMITTEE RULES OF PROCEDURE

1. Function of the Chair

In addition to everything in the following rules, the Chair will declare the opening and closing of each session, ensure that the rules are obeyed, call on delegates to speak, call for votes, and announce decisions. The Chair may also suggest that a motion would be appropriate, and rule out of order any inappropriate motions. Always remember, the Chair is the final arbiter of all rules. The Chair shall *not* participate in the discussions of the committee, nor attempt to affect its decisions, except to enforce and arbitrate the rules of debate and to maintain decorum.

2. Roll call

At the beginning of each session, the Chair will take attendance by roll call. At this point, members (i.e. delegates) will declare themselves to be either “present” or “present and voting.” Present and voting members cannot abstain from substantive votes, whereas those who declare themselves as present can.

3. Quorum

A committee has attained quorum if at least 50% (rounded up) of its members are present. If quorum has not been attained, formal debate may not commence (though it can continue if already begun) and no votes may be taken. A member may call on the Chair at any time to verify quorum.

4. Majority

- A simple majority is 50% + 1 of all present members.
- A substantive majority is 2/3 (rounded up) of all present members.

5. Official language

English is the official language of all JCYMUN committees. A committee may change its official language by unanimous vote, subject to veto of the Chair. Any committee which changes its language must produce English copies of all documents it produces. A speech may be made in any language, but the delegate must give an interpretation of the speech into the working language. If there is a time limit, both speech and interpretation must fit within that limit.

6. Setting of the Agenda

The committee’s first business will be the setting of the agenda, whose topics must be confined to those on the provisional agenda provided before the conference (i.e. the topics in the background guides). The Chair may open a Primary Speaker’s list for the purpose of debating the order in which the topics will be discussed.

Any discussion of the actual topics will be considered out of order, as the job of a member is to discuss which topic to first address.

A motion to begin debate on any of the topics may be presented, requiring 2 speakers for and 2 against. Once debate on a topic is closed, the committee will return to consideration of the agenda and the primary speaker's list.

7. Speaking and the Speaker's List

A member may address the committee when called on by the Chair. The Chair may call a speaker out of order if the speech is not relevant to the topic at hand. The committee must set a limit on the allowed time for speeches. (Important note: A speaker **does not** have to fill the time, so don't be afraid to allow high speaking times). A speech which exceeds the time limit shall be halted by the Chair. Speaking time on procedural matters (points and motions) is by Chair's discretion.

The order of upcoming speeches will be recorded in the speaker's list, which is created at the beginning of debate. Once created, the list may be added to via a written request to the Chair (i.e. if you want to speak, send a note to the Chair, who will then add you to the list) or by raising a placard.

There are 2 speaker's lists:

1. Primary: this is used during the setting of the agenda
2. Secondary: this is used during debate on a topic

A member may move to close or reopen the speaker's list (a closed list cannot be added to). Each such motion requires 2 speakers for and 2 against. Both require a substantive majority. If the speaker's list is exhausted, the committee must vote on any draft resolutions on the floor.

Between speeches, the Chair may call for points or motions from the members (terminology: one "makes" a motion, but "rises" to a point or a right of reply - all points and motions are included later in these rules).

The speaker must always address the Chair. Speakers should also avoid the use of the word "I." These are not **your** opinions, they are your **country's**.

8. Yielding

A member who is recognized to speak may yield (give away) any unused time in one of the following ways:

- To the Chair (go to points and motions)
- To points of information (questions about the speech)
- To another member

A member who is yielded to cannot yield in turn.

Time should be yielded at the end of a speech.

The time given for questions or to another member cannot exceed the time remaining in the speech.

If a yield is not specified, it defaults to a yield to the Chair. The default may be changed by a procedural vote (usually to comments).

9. Point of Order

A member may rise to a point of order to call attention to a procedural error made by the Chair or another member. A point of order takes precedence over all else, except for points of personal privilege. A speaker may be interrupted, though this is generally considered rude and is highly discouraged.

10. Point of Parliamentary Inquiry

A member may use this to ask the Chair for clarification on the rules.

11. Point of Information

A speaker who has yielded to points of information may be asked a **direct question about the speech** by any delegate who rises to this point. Only the answer to the question will take up the remaining time of the speech.

12. Point of Personal Privilege

A delegate may rise to a point of personal privilege to alleviate any problems which prevent them from participating in the proceedings. Common examples are “would the honourable delegate please speak more loudly”, “could we please have some water brought in”, or “could the heat be turned on.” This point supersedes everything else, and is always in order. It is for serious matters and should not be abused (going to the bathroom is not a point: just get up and go).

13. Right of Reply

If a delegate’s personal or national integrity is **explicitly** insulted or slandered in a speech, they may then rise to a right of reply immediately following the speech (and after a yield). The Chair will ask for grounds, then rule the request in or out of order. There may be no right of reply to a right of reply. Remember, this is a *single*, 30 second comment, not a sub-debate. One right of reply per person insulted by *the initial speech*. Once it is finished, normal debate shall resume. *A right of reply is not an excuse to violate the Code of Conduct.*

14. Tabling (Adjournment of debate)

The committee may table a topic and return to the primary speaker’s list and setting of agenda through a substantive majority vote. Such a motion requires 2 speakers for and 2 against. The topic may no longer be discussed, and its draft resolutions may not be presented until the new topic is either closed or tabled, and the committee returns to the initial topic via the primary speaker’s list.

15. Closure of Debate

The committee may close debate and move into voting procedures, disregarding any remaining speakers. This requires a substantive majority, with 2 speakers against. (See below for voting procedures)

16. Suspension of the Meeting (Unmoderated Caucus)

The committee may vote to caucus for a specified time period, which must be less than 20 minutes. The delegate who moves to unmoderated caucus must specify (1) the length of and (2) the reason for the caucus.

17. Suspension of Rules (Moderated Caucus)

The committee may vote to go into moderated caucus. This means that formal debate will be suspended, and that the Chair may simply call on any member who wishes to speak. The delegate who moves to go into caucus must specify (1) the length of and (2) the reason for the caucus, as well as the speaking time limit. The delegate may decide whether they would like to be the first or last speaker in the caucus. All points and right of reply shall be accepted, however motions will be ruled out of order until moderated caucus has exhausted.

18. Round Table Discussion

The committee may vote to go into round table discussion, whereby each member has a short period of time to speak. The delegate who proposes this motion must specify (1) the reason for the round table and (2) the individual speaking time. It is the chair's discretion as to in what order the members will speak (alphabetically, clockwise, etc.), but each will be called on in turn and the delegate who proposes the motion may decide whether they would like to be the first or last speaker. This is commonly used at the beginning of session to allow delegates to get their countries' opening positions onto the floor.

19. Notes

Delegates may pass notes to each other or to the Chair. These notes are an additional way of sharing ideas and participating in debate and their contents should be relevant to the committee. The Chair reserves the right to read any notes passed between delegates.

20. Motion to Recess

A member may move to recess the meeting until the next scheduled time. The motion is not debatable, and requires a substantive majority. The Chair may rule this out of order, and such a decision is final.

21. Motion to Adjourn

A member may move to adjourn the meeting. This means that the committee will not meet again during the conference. The motion is not debatable, and requires a substantive majority. The Chair may rule this out of order, and such a decision is final.

22. Precedence of Motions

Motions will be voted on in order from most to least disruptive, as determined by the list below. In the case of a tie, precedence is determined by the complete speaking time of the proposed motion. If there is still a tie, motions shall be voted on in the order they were presented. Motions shall be voted on in the following order:

1. Motion to Adjourn

2. Motion to Recess
3. Motion to Close Debate
4. Motion to Close/Reopen Speaker's List
5. Motion to Set the Agenda
6. Motion for an Extension
7. Motion for an Unmoderated Caucus
8. Motion for a Question and Answer Period
9. Motion to Introduce a Draft Resolution
10. Motion for a Round Table Discussion/Motion for a Moderated Caucus

23. Working Papers, Draft Resolutions, and Resolutions

Any written proposal being worked on by delegates is called a working paper. A working paper becomes a draft resolution under the following conditions:

- It must have at least 2 sponsors and a number of signatories. The total of sponsor + signatory must be greater than 1/4 of the committee members (round up). A draft resolution's sponsors are usually its authors (people who want it to pass), while signatories merely want it debated (not necessarily in favour).
- It must be in resolution format and approved (signed) by the Chair. If it is not in proper format, grammatically correct (this includes spelling), and understandable (a working paper with nonsense sentences does not qualify), it will be returned to the sponsors for a rewrite. The decision to return a working paper is solely at the discretion of the Chair. A working paper may be returned multiple times if this is deemed necessary.
- Working papers, draft resolutions, and resolutions must be submitted handwritten to the Chair to review. If approved, it will be typed and distributed to committee members when introduced.

A draft resolution becomes a resolution only after a vote by the committee (see voting procedures).

24. Motion to Introduce a Draft Resolution

Once a draft resolution has been typed and returned to the committee, its sponsors may move to introduce it (they read it to the committee). Non-substantive (i.e. grammar/spelling) amendments may be introduced at this time. A draft resolution may not be referred to before its introduction.

25. Question and Answer Period

After the introduction of a draft resolution, delegates may motion for a question and answer period. The delegate proposing such a period must specify the duration and purpose. In this, sponsors will accept questions from members about their draft resolution and will offer answers to the best of their ability. The questions themselves will not be timed, only the answers will. Only one sponsor can answer per question. Questions may be as long or short as the member asking wishes, however overtly long questions and wasting time will not be tolerated by the Chair.

26. Amendments

Amendments are changes to draft resolutions on the floor. They are usually additional clauses, modifications to clauses, and the striking (removal) of clauses. There are 2 types of amendments:

1. **Friendly Amendments:** these are agreed on by all sponsors, and are incorporated into the draft resolution automatically, requiring only a motion (no vote).

2. Unfriendly Amendments: these are not agreed to by the sponsors. They are voted on as substantive matters during voting procedures.

Note: All amendments to all resolutions on a given topic must be proposed *before* moving into voting procedures.

27. Voting Procedures

Voting procedures are used to vote on all draft resolutions. Once they have begun, the room is sealed (no one can enter or leave). There is no speaker's list. No points or motions are considered in order except for division of the question, quorum, roll call voting, declaring a resolution an important question, order, parliamentary inquiry, or personal privilege. Once voting is complete, the topic is considered closed, and the committee returns to the consideration of the agenda. Unless specified otherwise, votes are by simple majority.

Note: More than one resolution can be adopted, ALL resolutions on the floor are put to a vote, and the **committee MAY NOT return to the topic**.

The order of voting procedures is as follows:

1. Verification of Quorum
2. Motions for division of the question, declaring a resolution an important question, and roll call votes
3. Voting on unfriendly amendments for the draft resolution under consideration
4. Voting on the amended draft resolution under consideration
5. Repeat for each draft resolution on the floor

28. Voting Rights

Each member has one vote. All committee members must either vote yes or no on procedural matters (they cannot abstain). Observer states (e.g. The Holy See) may not vote on substantive matters, while all others may vote yes, vote no, or abstain. During a roll call vote, members may demand a right of explanation and will be given 30 seconds once the vote is complete to explain their decision. A roll call vote also allows a member to "pass" and then vote once all other members have voted. If there are multiple passes, they will be called in alphabetical order. A member may only pass once per vote.

29. Division of the Question

During voting procedures, any member may move to divide the question immediately before the vote on a draft resolution takes place. This means that the various parts of the draft resolution can be voted on separately. The member divides the various operative clauses into different groups (e.g. clauses 1 and 3 together, and clauses 2 and 4 together). Division of the question is a procedural matter and requires a simple majority, with 2 speakers for and 2 against. There may be more than one such motion on the floor at a time, and they will be voted on in order of presentation. Once one such motion passes, the rest fail. The preamble may not be divided.

30. Important Question

A member may move to have a draft resolution declared an "important question" if it fits the following criteria:

- Recommendations with respect to the maintenance of international peace and security
- The admission of a new member into the UN

- The expulsion of members
- Suspension of the rights and privileges of UN membership
- Budgetary questions

Declaring a draft resolution to be an important question is a procedural vote. Once it has become an important question, however, this draft resolution needs a substantive majority to pass.

31. Competence

A member may question the competence of the committee to discuss a draft resolution (i.e. it's beyond the scope of the committee's powers). There will be 1 speaker for and 1 against. The final decision, however, is a ruling from the Chair.

32. Changes to Procedure

The committee may change these rules of procedure. This motion requires a substantive majority vote with 2 speakers for and 2 against, and is subject to the veto of the Chair.

SPECIAL RULES FOR THE SECURITY COUNCIL

1. A majority consists of 9 affirmative votes.
2. Any substantive vote is subject to veto by the 5 permanent members (US, UK, RF, France, PRC).
3. All substantive votes are by roll call.

SPECIAL RULES FOR THE CRISIS COMMITTEE

1. There is only one topic for the Crisis Committee.
2. The Crisis Committee is always in a moderated caucus, though motions for an unmoderated caucus or a round table discussion are in order. There is no Primary or Secondary Speakers' List.
3. Crisis delegates can write notes to the crisis staff in order to find out information about their resources or have their character take actions outside the committee.
4. Any actions a delegate wishes to take that involve multiple characters or decisions of the whole committee must be voted on as directives. Differences between directives and resolutions:
 - a. Directives do not require a preamble and can have fewer operative clauses than resolutions;
 - b. Directives are voted on immediately after being presented. The committee will not enter formal voting procedures;
 - c. After a directive is passed, it is sent to the Crisis Staff who will then announce the consequences of the actions taken.

MISCELLANEOUS

- GA is short for General Assembly.
- If a UNSC resolution calls for the expulsion of a member state or the entry of a new one, the General Plenary votes on it as normal, requiring a substantive majority to pass.
- If a motion requires a number of speakers for, and this number cannot be found, it fails automatically. If a motion requires a number of speakers against, and this number cannot be found, it succeeds automatically.
- "Member" refers to a delegate on the committee.
- Unless otherwise specified, procedural matters require only a simple majority.
- All delegates are to be referred to as "The honourable delegate from _____."
- Most votes are simple placard votes (you raise your placard to vote), but a roll call vote may be called for during voting procedures, or by discretion of the Chair. This means that each country will be individually asked its vote. A roll call vote proceeds in alphabetical order.
- Substantive matters are the topics under discussion. Substantive votes are votes on whether to accept or reject a draft resolution or an amendment. All other votes are procedural (voting on motions, etc.).
- "Out of order" means against the rules.
- Documents in rule 5 means working papers, draft resolutions, and resolutions.

VOTING PROCEDURES

Debate Closes. Doors are secured (no entry or exit). There is no debate permitted from this point onward.

1. **1st Draft resolution** □ Points or motions (division of the question, roll call vote, order, personal privilege, quorum verification, important question).
2. Are there any unfriendly amendments? If no, go to 3. If yes, vote on amendments. If an amendment is adopted, the draft resolution is modified accordingly.
3. Vote on draft resolution. If there are more draft resolutions, return to step 1. Otherwise, return to Primary Speaker's List.

Roll call voting

1. The chair will go through an alphabetical list of countries present. Each member will vote "yes," "no," "abstain," "yes with rights," "no with rights," or "pass." Only those countries not declared as present and voting may abstain.
2. The chair will return to any members who declared "pass" for their votes (a member may only pass once).
3. The chair will proceed alphabetically through the list of members who demanded a right of explanation.
4. The chair will announce the results of the voting.

QUICK REFERENCE

The quick-list below is a summary of all the points or motions which can be made, and what their description and requirements are. The “majority” refers to what kind of majority vote is required to pass the vote in question. The “for” and “against” column refers to how many speakers for or against are required before voting on the motion takes place. We recommend using this table during committee sessions to quickly look up any information you need regarding points and motions.

Name	Description	Majority	For	Against
Point of Personal Privilege	Deals with problems which prevent a delegate’s participation	N/A	N/A	N/A
Point of Order	Points out a violation of the rules	N/A	N/A	N/A
Point of Parliamentary Inquiry	A question to the Chair about procedure	N/A	N/A	N/A
Point of Information	A question to a speaker who is so yielded	N/A	N/A	N/A
Right of Reply	Response to a direct insult (Chair has veto)	N/A	N/A	N/A
Motion to Set Speaking Time	Sets speaking time for primary or secondary speakers’ list	1/2	0	0
Motion to Set the Agenda	Starts debate on a topic	1/2	2	2
Motion to go to a Moderated Caucus	Rules of debate are suspended	1/2	0	0
Motion to go to an Unmoderated Caucus	Debate is suspended	1/2	0	0
Motion for a Round Table Discussion	Gives each delegate an opportunity to speak on a topic	1/2	0	0
Motion to introduce a draft resolution	Gives opportunity to introduce a draft resolution after it’s been vetted by the chairs and deemed ready	1/2	0	0
Motion for a Question and Answer Period	Allows delegates to ask questions to sponsors regarding an introduced draft resolution (done before voting)	1/2	0	0
Motion to Close Speaker’s List	No new names can be added to the list	2/3	2	2
Motion to Reopen Speaker’s List	New names can be added to the list	2/3	2	2
Motion to Table a Topic	Returns to the Primary Speaker’s List without having gone into voting	2/3	2	2
Motion to Close Debate	Moves the committee into voting on the topic at hand	2/3	0	2
Motion for a Roll Call Vote	Vote on the resolution will be by roll call (must be re-motioned for each resolution)	1/2	0	0

Motion to Divide the Question	Separates a resolution into different segments for voting (operative clauses only)	1/2	2	2
Motion to Declare a Resolution an Important Question	Resolution will need substantive majority (2/3) to pass	1/2	1	1
Motion to Recess	Ends the meeting until the next scheduled time	2/3	0	0
Motion to Adjourn	Ends the final committee meeting	2/3	0	0

Some Examples of Points and Motions and How to Phrase Them

“*Motion* for a 5 minute moderated caucus on the topic of X with a 30 second speaking time.”

“*Motion* for a 10 minute unmoderated caucus on the topic of X.”

“*Motion* for a round table discussion on the topic of X with a 30 second speaking time.”

“*Motion* to present draft resolution 1.3.”

“*Motion* to strike clause 1.”

“*Point* of Parliamentary Inquiry: how many votes are needed for a motion to pass?”

“*Point* of Order: The honourable delegate did not include a speaking time when proposing that round table discussion.”