



# HNMUN-LA

## RULES OF PARLIAMENTARY PROCEDURE

### Introduction

HNMUN-LA strives to simulate the actual procedural process of the United Nations and has thus adopted a series of rules with which to conduct debate. The Rules of Parliamentary Procedure that we use at HNMUN-LA are a synthesis of parliamentary rules from a variety of sources. Do not be discouraged by their length or complexity. Learning the rules is like mastering a new language – at first it is a bit confusing, but after a little practice you learn how to function in the new environment.

The rules found in the Conference Handbook supersede all previous versions, including those provided to you in the

Study Guides and Guide to Delegate Preparation before conference. In reading over and studying the rules, your goal should be to know the rules so well that you can focus on substantive issues and not be distracted or confused by the procedural aspects of the committee sessions. Often, parliamentary procedure can be employed as a means of diplomatic maneuvering. After you become sufficiently adept at parliamentary procedure, you can use the Rules to your advantage.

Some aspects of parliamentary procedure are often misunderstood. They include:

*Precedence:* Precedence is the hierarchy established between different motions. Thus, after the Director recognizes a motion from the floor, he or she may ask if there are any other motions on the floor. If, for example, another delegate makes a different motion, the Director will act on the motion of higher precedence first.

*Quorum:* A quorum is the minimum number of delegates who must be present for the committee to conduct business. Unless challenged and shown to be absent, a director may permit debate when he or she feels that at least one-quarter of the members are present. To conduct substantive votes, such as those on resolutions or amendments, a majority of the members must be present.

*Points:* There are three types of points at HNMUN-LA. A delegate may rise to a Point of Personal Privilege. Although they are in order at any time (a delegate may rise to this point even during a speech), delegates should use caution when employing this point; it should only be used when a delegate experiences extreme discomfort which may prevent him or her from engaging in worthwhile debate (for example, if the delegate can not hear the speech being given). A delegate may also rise to a Point of Order. Used to call attention to an instance of improper parliamentary procedure, this point is in order only when the floor is open, unless it interrupts a speech that is itself out of order. Finally, a delegate may rise to a Point of Parliamentary Inquiry. This point is used when a delegate is unclear about a specific aspect of parliamentary procedure and is usually phrased as a question. It is not, however, used to obtain substantive information about a topic and may only be raised when the floor is open.

*Motions, Procedural or Substantive:* A motion is procedural when it concerns the application of these Rules of Parliamentary Procedure. No abstentions are allowed when voting on such motions; all members of the committee must vote, including accredited observers and non-member states. A motion is substantive if it concerns the passage of the content of a draft resolution or

amendment. Abstentions are allowed and only members with voting power are allowed to vote.

The Rules of Parliamentary Procedure are divided into several sections, described below:

“General Rules” includes rules that govern who is entitled to participate in committees, how delegates will interact with the staff of the conference, and under what circumstances and in what ways committee sessions may be held.

“Rules Governing Debate” includes rules that establish how formal debate runs, how the agenda is set, how debate is closed, and how caucuses work.

“Rules Governing Speeches” includes rules on the speakers’ list, speeches, yields, comments, and rights of reply.

“Rules Governing Points” describes the points that can be made during committee session.

“Rules Governing the Path to a Resolution” includes rules on working papers, resolutions, and amendments.

“Rules Governing Voting” describe how procedural votes will be taken and how voting procedure will be conducted.

If you are still unclear about the Rules of Procedure, the committee staff will be able to explain any ambiguities or answer any questions.

### General Rules

**RULE #1 - SCOPE:** These rules for the General Assembly, the Economic and Social Council, the Regional Bodies, and the Security Council simulations are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. No other rules of procedure are applicable. If the Director provides alternate rules based on the nature of the committee, those rules will always take precedence over these in the event of a conflict.

**RULE #2 - LANGUAGE:** English will be the official and working language of the conference. The only exceptions to this rule are explicitly designated special language committees. The Director’s decision on this matter will not be subject to appeal.

**RULE #3 - DELEGATIONS:** Each member will be represented by one or two delegates and one vote on each committee. Observer states are considered non-members (see Rule #5).

**RULE #4 - CREDENTIALS:** The credentials of all delegations have been accepted upon registration. A credential is defined as the permission granted to a delegate or delegates to represent a particular country in a particular committee. Actions relating to the modification of rights, privileges, or credentials of any member may not

be initiated without the consent of the Secretary-General. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the committee staff.

**RULE #5 - PARTICIPATION OF NON-MEMBERS:** Representatives of Accredited Observers and of Non-Member States will have the same rights as those of full members, except that they may not vote on any substantive issues. Representatives of Non-Governmental Organizations will also have the same rights as those of full members, except that they may not vote on any issues, both procedural and substantive.

**RULE #6 - STATEMENTS BY THE SECRETARIAT:** The Secretary-General or a member of the Secretariat or Executive staff may at any time make either written or oral statements to the committee.

**RULE #7 - POWERS OF THE COMMITTEE STAFF:** The Director of the committee will declare the opening and closing of each meeting. She or he will accord the right to speak, announce decisions, rule on procedural points, and ensure and enforce the observance of these rules, but may temporarily transfer these duties to another member of the committee staff. Committee staff members may also advise delegates on the possible course of debate. The Director may interrupt committee proceedings to allow for a presentation, guest speaker, or expert witness. Additionally, the Director may allow an NGO or TPA delegate to speak upon being introduced to the committee. Ruling on all motions is subject to the discretion of the committee staff. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.

**RULE #8 - APPEAL:** Any decision of the Moderator (intended hereafter as the member of staff who is moderating debate) or Director, with the exception of those that are explicitly stated to be unappealable, may be appealed by a delegate. Appeals only refer to procedural motions, not substantive decisions. A motion to appeal must be made immediately after the decision of the staff is made. The delegate will be recognized for thirty seconds to explain his motion and there will be no further debate on this matter. The Moderator or Director may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the dais will stand unless overruled by two-thirds of the total membership. A “No” vote on the appeal indicates support of the dais’ ruling; a “Yes” vote indicates opposition to that ruling. The following rules may never be appealed by a delegate:

- a. Director’s approval of a draft resolution or amendment (Rule #30 and #32).

- b. Moderator’s decision to rule a moderated or unmoderated caucus out of order (Rule #14 and #15).
- c. Moderator’s decision to end an unmoderated caucus early (Rule #14).
- d. Moderator’s decision to rule a motion for suspension or adjournment out of order (Rule #17).
- e. Moderator’s decision to refuse a right of reply (Rule #24).
- f. Moderator’s decision to refuse Clarificatory Points on a draft resolution (Rule #31).
- g. Moderator’s decision to rule a motion for a roll call vote out of order (Rule #37).

**RULE #9 - QUORUM:** The Director may declare a committee open and permit debate to proceed when at least one-quarter of the members of the committee are present. A member of the committee is a representative who is officially registered with the United Nations in that committee or with the given body. The presence of a majority of the members will be required for any substantive vote. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

**RULE #10 - COURTESY:** Delegates will show courtesy and respect to the committee staff and to other delegates. No talking is allowed in the committee room, except during an unmoderated caucus or when recognized by the dais staff. The Moderator will immediately call to order any delegate who fails to comply with this rule.

**RULE #11 - ELECTRONICS:** No use of electronic devices by delegates is allowed in the committee room during formal debate or moderated caucusing. These devices include, but are not limited to: laptops, tablets, and smartphones. Electronics may be used outside the committee room, while caucusing, or in the Computer Labs. Only laptops may be used in the committee room during unmoderated caucusing.

### Rules Governing Debate

**RULE #12 - AGENDA:** The first order of business for the Committee will be the consideration of the agenda.

- A motion should be made once the committee has come to order to put a topic area first on the agenda.
- The only topic areas that may be proposed for the agenda are those listed in the preparation materials. The Director may modify these topic areas at his or her discretion. If a committee only has one topic area, the agenda is automatically set to this topic area.
- A “for-against” Speakers’ List with no comments will be established to debate the motion. Speakers “for” will speak in support of the topic area suggested; speakers “against” will speak in favor of the

other topic area. During this time, no motions for moderated or unmoderated caucuses will be in order.

- A motion to close debate on setting the agenda will be in order after the committee has heard at least two speakers for the motion and at least two against the motion. In accordance with the normal procedure described in Rule #16, the Moderator will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda. If the Speakers’ List on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.

- When debate is closed, the committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed first on the agenda.
- After debate is closed and voting procedures on the first topic area are concluded, debate will automatically begin on the second topic area; no motion is necessary.
- The Secretary-General or a representative may call upon a committee to table debate on the current topic area so that a more urgent matter may be attended to immediately. A delegate may then motion to table debate for a more urgent matter. After a resolution has been passed on the new topic, the committee will return to debate on the tabled topic. If all resolutions on the new topic fail, the committee may return to debate on the tabled topic area only at the discretion of the committee Director.

**RULE #13 - DEBATE:** After the agenda has been determined, one continuously open Speakers’ List will be established for the purpose of general debate. This Speakers’ List will be followed for all debate on the topic area, except when interrupted by procedural motions, discussion of amendments, or the introduction of a draft resolution. Speakers may speak generally on the topic area being considered and may address any working paper or draft resolution currently on the floor. Delegates may not refer to any working paper, draft resolution, or amendment that has not yet been introduced to the committee. An open floor denotes that the committee is in formal debate.

**RULE #14 - UNMODERATED CAUCUS:** A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. Unmoderated caucuses are not allowed during setting the agenda. The delegate making the motion must specify a time limit for the caucus, but is not required to specify a purpose for the caucus. A majority of members is required for passage. The Moderator may rule the motion dilatory and may end the unmoderated caucus early, and these decisions are not subject to appeal.

**RULE #15 - MODERATED CAUCUS:** The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. Moderated caucuses are not allowed during setting the agenda. In a moderated caucus, the Moderator will temporarily depart from the Speakers' List and call on delegates to speak at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus as well as the time limit per speech. A majority of members is required for passage. No motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. The Moderator may end a moderated caucus early at his or her discretion. The Moderator may also rule the motion dilatory, and this decision is subject to appeal.

**RULE #16 - CLOSURE OF DEBATE:** When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Moderator may rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the committee. If the committee is in favor of closure of debate, the Moderator will declare the closure of the debate and move the committee to immediate voting procedure. If a given Speakers' List is exhausted, debate will automatically be closed.

**RULE #17 - SUSPENSION OR ADJOURNMENT OF THE MEETING:** Whenever the floor is open, a delegate may move for the suspension of the meeting (suspending all committee functions until the next meeting), or for the adjournment of the meeting (suspending all committee functions for the duration of the conference). The Moderator may rule such motions out of order; these decisions will not be subject to appeal. When in order, these motions are not debatable, but will be immediately put to a vote barring any motions taking precedence and they require a majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the committee.

**RULE #18 - POSTPONEMENT AND RESUMPTION OF DEBATE (TABLING):** Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution or amendment currently on the floor. The motion, otherwise known as "tabling," will require a two-thirds vote to pass and will be debatable to the extent of two speakers in favor and two opposed. No debate or action, including voting, will be allowed on any draft resolution or amendment on which debate has been

postponed. A motion to resume debate on a draft resolution or amendment on which debate has been postponed will require a majority to pass and will be debatable to the extent of two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate.

### Rules Governing Speeches

**RULE #19 - SPEAKERS' LISTS:** The Committee will have an open Speakers' List for the topic area being discussed (see Rule #13). The Moderator will either set a speaker's time or entertain motions to set a speaking time. Motions to change the speaking time will be entertained in the order in which they are introduced. Separate Speakers' Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to a Speakers' List by submitting a request in writing to the dais, provided that the nation is not already on the Speakers' List, and may remove its name from the Speakers' List by submitting a request in writing to the dais. At any time, a Moderator may call for members that wish to be added to the Speakers' List. The names of the next several countries to speak will always be posted or announced for the convenience of the committee. A Speakers' List for the second topic area will not be opened until the committee has proceeded to that topic. A motion to close any Speakers' List is never in order. If the Speakers' List is exhausted and there are no more points or motions, debate is automatically closed.

**RULE #20 - SPEECHES:** No delegate may address a session without having previously obtained the permission of the Moderator. The dais may call a speaker to order if his or her remarks are not relevant to the subject under discussion or are offensive to committee members or staff. Speeches must be made in the third person and no delegate may directly address another delegation. When a delegate exceeds the allotted time decided for speeches as described in Rule 19, the Moderator may call the speaker to order.

**RULE #21 - ABSENCE:** Delegates who are absent from committee when recognized by the dais forfeit their time. The Moderator shall continue with debate.

**RULE #22 - YIELDS:** After being recognized from the Speakers' List, a delegate may yield any or all of his or her time in one of three ways: to another delegate, to questions, or to the dais. Please note that only one yield is allowed. A delegate must declare any yield at the conclusion of his or her speech.

- Yield to another delegate: The speaker's remaining time will be offered to that delegate. If the delegate accepts the yield, the Moderator shall recognize the delegate for the remaining time. The delegate may not make any further

yields. To turn the floor over to a co-delegate of the same member state is not considered a yield.

- Yield to questions: Questioners will be selected by the Moderator and limited to one question each, which will be limited to thirty seconds. Follow-up questions will not be allowed. The Moderator will have the right to call to order any delegate whose question is, in the opinion of the Moderator, rhetorical, leading, or not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- Yield to the dais: Such a yield should be made if the delegate does not wish his or her speech to be subject to comments (Rule 23). The Moderator will then move to the next speaker.

**RULE #23 - COMMENTS:** If a speech from a Speakers' List ends with no yields, the Moderator may recognize delegates, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. The Moderator may rule a comment out of order if it is irrelevant or does not pertain directly to the preceding speech. Commenters may not yield. No comments will be in order during debate on procedural motions, amendment discussion, or in moderated caucuses. A maximum of two comments will be taken on any speech.

**RULE #24 - RIGHT OF REPLY:** A delegate whose personal or national integrity has been impugned by another delegate may submit a request for a Right of Reply only in writing to the committee staff. The Moderator's decision whether to grant the Right of Reply is unappealable, and a delegate granted a Right of Reply will address the committee at the request of the Moderator for thirty seconds.

### Rules Governing Points

**RULE #25 - POINTS OF PERSONAL PRIVILEGE:** Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege. A Point of Personal Privilege may interrupt a speaker only if the speaker is inaudible and delegates should use this power with the utmost discretion.

**RULE #26 - POINTS OF ORDER:** During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Moderator in accordance with these rules of procedure. The Moderator may rule out of order those points which are improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker.

**RULE #27 - POINTS OF PARLIAMENTARY INQUIRY:** When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the committee staff during caucus or send a note to the dais.

### Rules Governing the Path to a Resolution

**RULE #28 - WORKING PAPERS:** Delegates may propose working papers for committee consideration. Working papers aid discussion of draft resolutions through formalizing (in written form) ideas expressed in the committee. Working papers need not be in draft resolution format. Working papers require the approval of the Director to be copied and distributed, and may contain signatories of contributors. Once distributed, delegates may begin to refer to that working paper by its designated number, but otherwise, debate proceeds normally on the topic. There is no formal introduction of working papers; they are considered introduced as soon as they are distributed. There are no votes for the approval of working papers.

**RULE #29 - SIGNATORIES FOR DRAFT RESOLUTIONS:** A motion to introduce a draft resolution (see rule #30) will be in order when it receives the approval of the Director and is signed by 25 members in the General Assembly, 15 members in the Economic and Social Council and the Regional Bodies committees with greater than 40 member states, 8 members in the Economic and Social Council and the Regional Bodies committees with less than or equal to 40 member states, or 4 members in Security Council simulations. The final number of signatories required for each committee will be publicized at the beginning of the conference, as it is contingent on the eventual size of the committee. Signing a draft resolution need not indicate support of the draft resolution. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in committee. The signatory has no further obligations. A delegate may be a signatory on more than one resolution. There are no official sponsors or authors of draft resolutions.

**RULE #30 - INTRODUCTION OF DRAFT RESOLUTIONS:** Once a draft resolution has the requisite number of signatories, has been approved by the Director, and has been distributed, a delegate may move to introduce the draft resolution. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution shall be considered introduced and on the floor. More than one draft

resolution may be on the floor at any one time, but at most one draft resolution may be passed per topic area. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a draft resolution on that topic area has been passed. Debate on draft resolutions proceeds according to the general Speakers' List on the topic area, and delegates may then begin to refer to that draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.

**RULE #31 - CLARIFICATORY POINTS ON RESOLUTIONS:** At the Moderator's discretion, he or she may recognize a delegate or group of delegates rising to answer clarificatory points on an introduced draft resolution, or the Moderator may answer these points him or herself. These points are non-substantive and typically refer to typographical errors or mistakes in the punctuation and spelling of the document in question. The Moderator's decision on this matter is not subject to appeal. Any substantive points will be ruled out of order during this period, and the Moderator may end this "clarificatory question-answer period" for any reason, including time constraints.

**RULE #32 - AMENDMENTS:** Delegates may amend any draft resolution which has been introduced. Only one amendment may be introduced at any given time.

The motion to introduce an amendment is considered a procedural motion, and the final vote on the amendment is a substantive vote. An amendment must have the approval of the Director and be signed by 12 members in the General Assembly, 10 members in the Economic and Social Council and the Regional Bodies committees with greater than 40 member states, 6 members in the Economic and Social Council and the Regional Bodies committees with less than or equal to 40 member states, or 3 members in Security Council simulations. The final numbers for required signatures will be posted at the beginning of the conference, as they are contingent on the eventual size of the committee. Amendments are numbered in the order in which they are introduced. Since there are no friendly amendments, all amendments must be voted on by the entire committee to be included in the draft resolution.

Amendments to amendments are out of order; however, an amended part of a resolution may be further amended at a later time. Like draft resolutions, there are no official sponsors of amendments. Preambulatory phrases may also be amended.

- A motion to introduce an approved amendment may be made when the floor is open. Amendments do not need to be introduced in the order in which they are received. If the motion receives the simple majority required to pass, the Moderator will read the amendment aloud, time permitting. General debate on the topic area will be

suspended, and a Speakers' List will be established for and against the amendment.

- A motion to close debate will be in order after the committee has heard at least two speakers for the amendment and at least two against or if the Speaker's List has been exhausted. Otherwise, following the normal procedure of Rule 15, the Moderator will recognize at most two speakers against the motion to close debate on the amendment, and a vote of two-thirds is required for closure.

- When debate is closed on the amendment, the committee will move to an immediate substantive vote on whether or not to adopt the amendment. Votes on amendments are substantive. If this vote receives the simple majority required, the amendment will be considered part of the draft resolution. After the vote, debate will resume according to the general Speakers' List on the topic.

### Rules Governing Voting

**RULE #33 - PROCEDURAL VOTING:** All voting is considered procedural with the exception of voting on draft resolutions and amendments. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more affirmative than negative votes to pass. A motion that requires two-thirds to pass requires exactly or more than two-thirds of the votes to be affirmative. In the Security Council, a procedural motion requires nine votes to pass. If there is an insufficient number of speakers for/against a motion, the motion will automatically fail/ pass.

**RULE #34 - SUBSTANTIVE VOTING:** The only substantive voting will be voting on draft resolutions and amendments. All other votes will be procedural votes. After debate has been closed on the general topic area, the committee will move into final voting procedures and the chambers are then sealed. At that point, only the following points and motions will be entertained: Division of the Question, Reordering Draft Resolutions, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each country will have one vote. Each vote may be a "Yes," "No," or "Abstain." Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted.

A simple majority requires "Yes" votes from more than half the members voting, as in more affirmative votes than negative votes. Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed on a topic area. In Security Council simulations, a substantive vote requires nine votes to pass, and the five permanent members of the United Nations have the

power to veto any substantive vote. In the North Atlantic Treaty Organization, any member has the power to veto any substantive vote.

**RULE #35 - DIVISION OF THE QUESTION:** After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately. Preambular clauses and sub-operative clauses may not be removed by division of the question.

- The motion can be debated to the extent of at most two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Moderator will take motions on how to divide the question and prioritize them from most severe to least severe.
- The committee will then vote on the motions in the order set by the Moderator. If no division passes, the resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is included in the final draft. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.
- Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote as a whole, requiring a simple majority of those voting “yes” to pass.

**RULE #36 - REORDERING DRAFT RESOLUTIONS:** After debate is closed, a motion to change the order of voting on draft resolutions currently on the floor will be in order. This motion takes precedence over a motion to divide the question on a resolution. The delegate raising this motion will indicate the desired ordering of draft resolutions. The default order will be the order in which the draft resolutions were introduced.

There will be no debate on this motion, and it will require a simple majority to pass. Only one such motion can pass in each round of voting procedures. The reordering proposals will be voted on in the order that they were received; there is no precedence of one over the other. Hence, the Moderator will first take all proposals for reordering, and then proceed to call for votes on each one, until one of them passes.

**RULE #37 - ROLL CALL VOTING:** After debate is closed on any topic area, any delegate may request a roll call vote on any draft resolution being considered. Such a motion may be made from the floor and agreed on by a third of the committee. A motion for a roll call vote is in order only for the final substantive vote on a draft resolution.

- In a roll call vote, the Moderator will call countries in alphabetical order starting with a selected member.

- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate may request the right to explain his/her vote only when the delegate is voting against the policy of his/her country; such a vote is termed “with Rights.” The delegate may only explain an affirmative or negative vote, not an abstention from voting.
- A delegate who passes during the first sequence of the roll call must vote either “Yes” or “No” during the second sequence. The same delegate may not request the right to explain his/her vote. The Moderator will then call for changes of votes.
- All delegates who had requested the right of explanation will be granted time to explain their votes, not to exceed thirty seconds.
- The Moderator will then announce the vote’s result.

### Precedence of Motions

**PRECEDENCE:** Motions will be considered in the following order of precedence:

1. Point of Personal Privilege (Rule 25)
2. Point of Order (Rule 26)
3. Point of Parliamentary Inquiry (Rule 27)
4. Adjournment of the Meeting (Rule 17)
5. Suspension of the Meeting (Rule 17)
6. Unmoderated Caucus (Rule 14)
7. Moderated Caucus (Rule 15)
8. Motion to Change Speaking Time (Rule 19)
9. Introduction of a Draft Resolution (Rule 30)
10. Introduction of an Amendment (Rule 32)
11. Postponement of Debate (Rule 18)
12. Resumption of Debate (Rule 18)
13. Closure of Debate (Rule 16)

At the start of final voting procedure, only the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege (Rule 25)
2. Point of Order (Rule 26)
3. Point of Parliamentary Inquiry (Rule 27)
4. Reordering Draft Resolutions (Rule 36)
5. Division of the Question (Rule 35)
6. Motion for a Roll Call Vote (Rule 37)

**SAMPLE POSITION PAPER**

*Delegation:* The Russian Federation

*Committee:* Disarmament and International Security

*Topic A:* Separatism

The Russian Federation considers separatism to be one of the gravest dangers facing the world today. Separatist groups threaten peace and security around the world. From developing countries like the Philippines to developed countries like Spain, the stability of both the internal structure of states and of the international world order is under attack. The danger of separatism has grown even greater in recent years, as separatist groups in many countries have become increasingly linked both with religious extremism and with international terrorist networks. Though separatism once could be considered an internal affair, it now must be seen within the context of international security. An attack on one country by a separatist group is frequently an attack on the international system itself, as separatist groups increasingly use terrorist tactics designed to destabilize an entire region. Thus, it is essential that the Disarmament and International Security Committee consider ways to address the destabilizing impact of separatism. In particular, Russia believes that the committee, while reiterating the UN's condemnation of separatism in general, must work to provide aid to states victimized by separatist groups and must facilitate the means by which the international connections of separatists groups can be analyzed.

As a country particularly victimized by separatist movements, Russia strongly opposes any attempt to give legitimacy to any group that uses terrorist tactics and any move by the UN to recognize a so-called "right to secession." The Russian Federation has contended with separatist terrorists in Chechnya and the North Caucasus for over a decade, and it believes that its experience in this region gives ample reasons for why the UN should never recognize separatist groups, except as agreed to by the victimized state. As Russia has learned over the course of the conflict in Chechnya, "separatists" are frequently aided by international terrorist networks, including those preaching religious extremism. For example, the perpetrators of the atrocity at Beslan in 2004 included two Arabs. It is believed that a great deal of the funding that goes to Chechen separatists comes from religious extremists in the Islamic world. Furthermore, Chechnya provides numerous examples of the vile tactics used by many separatist groups; whether by setting bombs in Moscow apartments, murdering children in Beslan, invading civilian neighborhoods in Nalchik, or raiding homes in Chechnya itself, Chechen separatists seem to stop at nothing to further their end. These are not "freedom fighters." These are terrorists.

The Russian Federation accepts that UN mediation can be extremely useful in ending wars, including wars of

separatism; however, it insists that any UN presence can only come with the consent of the UN member state involved, and there should never be an assumption that the end-point of negotiations will be secession. Russia sees the Sudanese experience as the one that should be the framework for any future UN involvement in secessionist conflicts. UN mediation was largely responsible for ending the Sudanese Civil War, but only because the UN's presence at the negotiating table came as a result of a request from the Sudanese government, because the SPLA was seen to be the legitimate voice of the South Sudanese people, and because the SPLA was not a terrorist organization. The negotiations were successful, ended the war, and created a framework of autonomy for South Sudan; however, if any of these factors had been absent, peace would have been impossible. Therefore, Russia believes that while it is possible for the UN to establish a framework for dealing with separatist groups, it must also work to determine the legitimacy of those groups, the legitimacy of their demands, and any links between those groups and international terrorism; furthermore, it must remember that, from a political rather than military perspective, separatism is an internal issue, and must be treated as such.

**SAMPLE WORKING PAPER**

The purpose of the Working Paper is to clearly communicate the interests of one or more countries. Please note that there is no set format for working papers; the following is just one example of a possible working paper. To facilitate the process, working papers should include the name and topic of the committee and should list the countries that wrote the paper. Pending the approval of the Director, working papers may be copied and distributed to the committee.

*Committee:* UN Conference on Trade and Development

*Topic A:* Generalized System of Preferences

*Submitted by:* Bolivia, Ecuador, Peru

Bolivia, Peru, and Ecuador believe that a GSP should be set up so that Lesser-Developed Countries (LDCs) receive preferential treatment from Developed Countries (DCs). To that end we propose:

1. Each DC reduce their tariffs to the lowest level possible. This level will be determined by the below created subcommittee,
2. Bilateral trade agreements should be pursued for further reductions in tariffs.
3. Trade preferences should be granted in the following areas: Agriculture, Manufactures, Semi-manufactures, Raw materials.
4. Decisions on product coverage by preference giving nations be made in consultation with the affected LDC. Annual re-evaluation of coverage shall take place with the

LDC with disputed going to the below-created subcommittee.

5. A subcommittee of UNCTAD should be created with equal membership of developed and developing countries. This subcommittee would have the following powers:

- a. To mediate disputes between preference givers and receivers;
- b. Make recommendations which all countries should follow;
- c. Serve as a forum for airing grievances relating to the GSP;
- d. Report regularly to the Secretary-General;

Membership should be as follows:

- a. Five permanent nations from the DCs
- b. Five permanent nations from the LDCs and LLDCs
- c. Ten members elected annually by UNCTAD

Voting rights will have to be worked out, but the UN format for subcommittees seems best. Of course, we are amenable to change.

## RESOLUTION FORMAT GUIDE

### Heading

The title should be in capital letters, above the main body of the resolution. The title consists of a number (signifying the first or second topic area being discussed), followed by another number (identifying the individual resolution). For example, the first draft resolution on the first topic area discussed would be titled “Draft Resolution 1.1” accordingly. The committee Director will assign the number once the resolution has been approved.

On the left margin and two lines below the title should be: (1) the committee name; (2) the topic addressed by the resolution; and (3) the signatories of the resolution.

NOTE: There are no sponsors of a resolution.

### Body

The resolution is written in the format of a long sentence. Just as grammatical rules make a language more uniform in its usage, so is the resolution in its format.

The resolution begins with “The General Assembly,” for all GA committees and with “The Economic and Social Council,” for all ECOSOC committees. The Regional Bodies and the Security Council use their own names as the introductory line. The rest of the resolution consists of phrases and clauses with the first word of each phrase/clause underlined.

The next section, consisting of Preambular Phrases, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma.

Operative Clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than

those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period. Any sub-operative clauses (or sub-sub-clauses, etc.) also should end with a semi-colon. There should be no periods in the body of the resolution.

### Content

Of course, the most important characteristic of the final resolution is the content, which will be carefully scrutinized by the Director before approval. A well-written resolution demonstrates:

- Familiarity with the problem. Relevant background information and previous United Nations actions are included.
- Recognition of the issues. Arguments on the topic are specified early. At a minimum, the resolution should address in some form all the issues listed in the “Questions a Resolution Must Answer” section of the Study guide.
- A clear and concise style. Every clause and phrase should have a purpose.
- Good form. Each phrase and clause should follow the exact format described above.

### Preambulatory Phrases

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

**Operative Clauses**

- Accepts
- Affirms
- Approves
- Authorizes
- Calls for/upon
- Confirms
- Considers
- Declares accordingly
- Deplores
- Draws attention to
- Designates
- Emphasizes
- Encourages
- Endorses
- Expresses its appreciation/hope for
- Has resolved
- Notes
- Proclaims
- Reaffirms
- Recommends
- Reminds
- Regrets
- Requests
- Resolves
- Strongly condemns
- Supports
- Takes note of
- Trusts
- Urges

**SAMPLE RESOLUTION**

**DRAFT RESOLUTION 1.1**

*Committee:* Commission on Information Regulation  
*Topic:* International Newsflow Imbalance

The Economic and Social Council,

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

*Further recalling* Article 19 of the Universal Declaration of Human Rights, “Everyone has the right to...receive and impart information and ideas through any media and regardless of frontiers,”

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

*Realizing* the need for all sovereign nations to maintain their integrity and still play an active role in the international system,

1. Recommends that a three-level information interchange system be established on the national, regional, and international levels to ameliorate the current problems of newsflow imbalance, to operate as follows:

- a. Each regions’ member nations will report their national information and receive the information of other nations in their region from the regional level of this interchange system;
- b. Nations will decide the character of the newsflow media best suited to the need of their sovereign territory, be this printed, audio, or audio-visual;
- c. Regional News Gathering Agencies will serve to gather information from the nations in their region, and these boards will have no editorial discretion and will serve to forward all information to the International Board;
- d. Each regional agency will be composed of representatives from every member nation of the nation of the region;
- e. The primary function of the International Board will be to translate information accumulated from the regional news gathering agencies;
- f. The secondary purpose will be to transmit all information gathered back to the member nations via the regional news gathering agencies;
- g. In order to expedite the transfer of information from the international to regional level the international board will utilize a UN frequency on a European Economic Community satellite;

2. Urges the establishment of the University of International Communications, which will be based in Geneva, Switzerland, with the following aims:

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

3. Calls for the continued use of funds from the International Program for the Development of Communications, Special Account, The United National Educational, Scientific and Cultural Organization (UNESCO), the UN Development Programme, and other sources of funding including national governments and private donors;

4. Recommends that the distribution of funds be decided by the International Programme for the Development of Communication (IPDC).

5. Decides to remain actively seized on the matter.