



CAMBRIDGE INTERNATIONAL SCHOOL  
AMRITSAR-MODEL UNITED NATIONS

## **RULES OF PROCEDURE**

# CISAMUN RULES OF PROCEDURE

## General Rules<sup>1</sup>

1. Language: English will be the official and working language of the conference.
2. Delegations: Each member state will be represented by one or two delegates and shall have one vote on each committee. Representatives of accredited observers will have the same rights as those of full member states, except that they may not sign or vote on resolutions or amendments. Secretary-General will provide a list of member states and accredited observers for each committee to the Director, which may be released upon request.
3. General Powers of the Committee Staff: The Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Director will have complete control of the proceedings at any meeting. Moderator will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. Moderator may temporarily transfer his duties to another member of the committee staff or other designees of the Director. Committee staff members may also advise delegations on the course of debate. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.
4. Appeal: Director has ultimate discretion on any ruling, whether it is appealed successfully or not.
5. Quorum: The Director may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee are present. A member of the committee is considered present if at least one delegate representing that member is in the committee chamber. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.
6. Courtesy: Delegates will show courtesy and respect to the committee staff and to other delegates. Moderator will immediately call to order any delegate who fails to comply with this rule.
7. Electronic Devices: No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Director.

## Rules Governing Debate

8. Agenda: The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. If the committee has only one topic area, the agenda is automatically adopted. To set the agenda:
  - A motion should be made to set the agenda to one of the committee's topic areas as stated by the Director in the committee background guide.
  - Two speakers' lists will be established: one in favor of the motion, and one opposed to the motion and in favor of the other topic. The committee will hear alternating speakers from these lists. No motions for moderated or unmoderated caucuses are permitted during this time.
  - A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against, or when one of the speakers' lists is exhausted. The Moderator will recognize two speakers against the motion to close debate, and a simple majority is required for closure of debate on the agenda.
  - When debate is closed, the committee will proceed 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 before the committee.
  - When voting procedure is complete on the first topic area, the second topic area is automatically placed before the committee.
  - In the event of an international crisis or emergency, the Secretary-General or his or her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate on the tabled topic. Until a resolution has passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or his or her representative.
9. Debate: After the agenda has been determined, one continuously open speakers' list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.
10. Unmoderated Caucus: An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated 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 the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Moderator may rule the motion dilatory and his or her decision is not subject to appeal. The Moderator may prematurely end an unmoderated caucus if the Moderator feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

11. **Moderated Caucus:** The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. 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 specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. e Moderator may rule the motion dilatory and his or her decision is not subject to appeal. If the motion passes, the Moderator will call on delegates to speak at his or her discretion for the stipulated time. Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The moderator may also decide, subject to appeal, to suspend the caucus early.
12. **Closure of Debate:** When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Moderator may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a majority to pass. If the committee is in favor of closure, the Moderator will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers' list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.
13. **Suspension or Adjournment of the Meeting:** Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next meeting, or for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Moderator may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

## **Rules Governing Speeches**

14. **Speakers' List:** The committee will have an open speakers' list for the topic area being discussed. Separate speakers' lists will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers' list by submitting a request in writing to the dais, provided that delegation is not already on the speakers' list, and may similarly remove their name from the list by a similar request in writing. At his or her discretion (usually only when a new speakers' list is opened) the Moderator may solicit nations to be added to the speakers' list by raising their placard. The speakers' list for the second Topic Area will not be open until the committee has proceeded to that topic.
15. **Speeches:** No delegate may address a session without having previously obtained the permission of the Moderator. The Moderator may call a speaker to order if his or her remarks are not relevant to the subject under discussion. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.
16. **Speaking Time:** When any speakers' list is opened, the speaking time is automatically set to one minute. Delegates may also make a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.



17. Yields: A delegate granted the right to speak from a speakers' list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.
18. Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a co-delegate is not considered a yield.
19. Yield to questions: Questioners will be selected by the Moderator and limited to one question each. Follow-up questions will be allowed only at the discretion of the Moderator. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
20. Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish his or her speech to be subject to comments. The Moderator will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.
21. Right of Reply: A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Moderator's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Moderator.

### **Points**

22. Point 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 to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion.
23. Point of Order: During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Moderator in accordance with these Rules of Procedure. The Moderator may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a point of order may not speak on the substance of the matter under discussion. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.
24. Point 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 at an appropriate time.

### **Rules Governing Substantive Matters**

25. Working Papers: Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Director to be copied and distributed. Working papers do not have signatories.
26. Resolutions: A resolution may be introduced when it receives the approval of the Director and is signed by twenty members in General Assembly committees, eight members in the Economic and Social Council committees and Regional Bodies, and five members in the Security

Council and Historical Security Council. Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. The Director's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in special committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per topic area.

27. **Introducing Resolutions:** Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the Moderator and does not require a substantive vote. The dais staff, time permitting, may choose to read the operative clauses of the resolution. Immediately after a draft resolution has been introduced and distributed, the Moderator may entertain non- substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that topic area has been passed.
28. **Amendments:** Delegates may amend any resolution that has been introduced. An amendment must have the approval of the Director and the signatures of 12 members in the General Assembly, 4 members in the Economic and Social Council & Regional Bodies, and 3 members in the Security Council and Historical Security Council. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon:
  - An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one for and one against the amendment. Debate will alternate between each list.
  - A motion to close debate will be in order after the committee has heard two speakers for the motion and two against, or when one of the speakers' lists is exhausted. The Moderator will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
  - When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers' list.
29. **Voting:** Once committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a "Yes," "No," or "Abstain." All matters will be voted upon by placards, except in the case of a roll call vote. After the Moderator has announced the beginning of voting, no delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority requires more "Yes" votes than "No" votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many "Yes" votes as "No" votes. A procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either "Yes" or "No" on the question.
30. **Challenges:** The delegate may challenge any other delegate with the permission of the Director. The challenge allows each delegate to speak for a period of two minutes. The Director has the authority to suspend the Challenge.