**Cardiff University International Model United Nations 2018**

**Rules of Procedure**

**Cardiff University International Model United Nations 2018 Secretariat**

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1. ***Authority of the Secretary-General***

The Secretary-General shall be the final arbiter of all decisions made within the conference. They, or such person as designated by him or her, are responsible for such interpretation of the rules as is necessary. The Secretary-General may also introduce, modify or remove such rules as he or she deems fit. The agenda topics of the Conference may only be modified by the Secretary-General. The Secretary-General is supported in his/her work by his/her chosen Secretariat.

***2. Language***

The language of the Conference is English, and as such all documents, notes and speech are to be produced solely in English. Excessive use of any other language during debate is deemed out of order.

***3. Courtesy***

Delegates shall show courtesy to all attendees of the Conference, including other delegates, chairs, directors and the Secretariat. All conference attendees must wear formal business attire, unless the country being represented has an alternative formal attire. Chairs shall call to order any delegate who fails to show proper courtesy. In cases of grave breaches of courtesy the Secretary-General is permitted to expel a delegate from the conference.

***4. Attendance***

At the beginning of the opening session, and at later sessions at the discretion of the chair, a roll-call shall be taken of all attending countries. Member States are to reply with either “Present” or “Present and Voting”, with the reply of “Present and Voting” to mean that the delegate is unable to abstain on a substantive vote. Observer States are to announce themselves as “Present” only.

***5. Voting Rights***

All delegates within a UN body have the right to vote on both procedural and substantive matters. All observers within a UN body have the right to vote on procedural matters only.

***6. Rights of Delegates and Observers***

All delegates, observers, and participating members of non-UN bodies have the right

to address the committee when recognised by the Chair. All delegates and observers, as well as participating members of non-UN bodies have the right to motion, subject to recognition by the Chair. Delegates and observers have the right to sponsor or sign resolutions and amendments.

1. ***Seconds and Objections***

In the event of a motion not being ruled dilatory by the Chair, the Chair must enquire whether the motion is seconded by another delegate. If there is no second, the motion shall fail. If the motion is seconded, the Chair shall enquire if any delegate objects to the motion. In the event that no delegate does so, it shall immediately take effect. In the event that there is both a second and an objection, the motion shall undergo a procedural vote.

***8. Substantive and Procedural Matters***

1. Procedural Matters: Procedural matters are those matters relating to the structure of the Assembly session. It should be noted that amendments are voted on with a procedural vote. All Delegates in the room must vote in a procedural vote and no Delegate may abstain. Where Delegates fail to vote, the vote will be retaken until such a time as all Delegates in the room have voted. Roll Call votes are not in order for procedural matters.
2. Substantive Matters: Substantive matters are those matters relating to the specific topic at hand. In practice, the vote on each clause in the division of the question is a substantive vote, as well as the one on the resolution as a whole. Delegates who are present may vote for or against, or, in the case of a roll call vote, abstain or pass. Delegates who are present and voting may only vote for or against.

***9. Setting the Agenda***

1. After the initial roll-call has been taken, a motion to set the Agenda is the only

motion in order. If any objections to the motion arise, the chair shall establish a speakers’ list for the purpose of discussing the motion. After two speakers “for” and two speakers “against” the motion, the committee shall vote on whether to adopt the topic proposed.

1. A simple majority is required to adopt the topic. If the vote on the Topic fails, the other Topic is immediately adopted. The passing of a resolution on Topic A automatically triggers the adoption of Topic B as the agenda for debate.
2. An additional motion to set the Agenda is only in order after the rejection of a resolution. If the Chair does not rule this motion dilatory, then it shall be debated

to the extent of one speaker for and one speaker against. A two-thirds majority is necessary to adopt the new agenda.

***10. General Speakers’ list***

1. The General speakers’ list is in effect whenever the committee is not in a caucus. Specific speakers’ lists should be made for the debate of amendments and of certain motions. A new general speakers’ list should be made for each topic.
2. Delegates may be added to the speakers’ list, either by sending a written note to the Chair requesting it, or by raising a placard if the Chair asks. Delegates may not add themselves to the speakers’ list if they are already present on it.
3. The time for each speaker is to be ninety seconds. This time may be altered by a motion to do so, requiring a simple majority. Motions to do so may be ruled dilatory by the Chair.
4. Delegates may use their remaining time when speaking to yield in one of three ways:
   1. to another delegate, if said delegate is willing. The delegate may not then yield to another delegate.
   2. to questions, allowing other delegates, chosen by the Chair, to ask brief questions of the delegate, who may answer. Only the time taken to answer shall be counted against the delegate’s remaining time. Follow-up questions are only permitted with the permission of the Chair.
   3. to the Chair, if they do not desire to yield to another delegate or to points of information. The Chair will then move to the next speaker on the speaker’s list. If a delegate runs out of time they are deemed to have automatically yielded to the chair.

***11. Points***

1. **Point of personal privilege**

A delegate may raise a point of personal privilege if they are suffering from circumstances that impair their ability to participate in the debate. Upon recognition by the Chair, they may state the source of their discomfort, and request actions to be taken. A point of personal privilege may interrupt the

speaker, but only in circumstances preventing participation in debate (i.e. audibility, or visibility of a resolution).

Delegates do not need to raise a Point of Personal Privilege if they need to use the bathroom. They should just leave the room quietly.

1. **Point of order**

A delegate may raise a point of order to indicate a breach in parliamentary procedure by another delegate or the chair. The chair will rule immediately on the point of order, although their ruling is subject to appeal. The delegate is not to use a point of order to provide substantive discussion on the agenda. This point may not interrupt a speaker and can only be raised when the floor is open.

1. **Point of parliamentary inquiry**

A delegate may raise a point of parliamentary inquiry to ask a question regarding the rules of procedure. This point may not interrupt a speaker. The chair will answer the inquiry in line with the rules of procedure. Delegates wishing to discuss substantive matters with the Chairs should do so either by written note or during an unmoderated caucus.

1. **Point of information**

A Delegate may raise a Point of Information whenever the floor is open to request information or clarification of remarks relating to material or arrangements of the meeting, documents, translations, etc. This point may not interrupt a Speaker.

Points of Information which are deemed rhetorical will be called to order.

1. **Right of reply**

A delegate may verbally request a right of reply to the chair, if they feel that their national integrity has been insulted by another delegate. They may not interrupt a

speaker to do so. The chair may immediately consent or refuse the Right of Reply, or ask the delegate to briefly explain their case before deciding. If the chair consents, they shall allocate time for the delegate to make their right of reply.

There shall be no rights of reply to rights of reply, although the Chair may still call the delegate to order at any time.

***12. Motions***

The following motions are in order when the floor is open, unless otherwise specified. During a Moderated or Unmoderated Caucus, the only Motions in order are a Motion to Extend the Caucus and a Motion to Appeal the Decision of the Chair. More motions are mentioned in the Working Papers, Draft Resolutions and Voting Procedure sections of the rules.

1. **Moderated caucus**

The proposing delegate (or observer) must suggest the purpose, overall time limit, and individual speaker’s time. Each speaker will be selected at the Chair’s discretion. An extension (which may not be longer than the original length of the caucus) may be granted at the Chair’s discretion. The overall time of the caucus may not exceed 20 minutes. The Chair may rule any motion for a moderated caucus dilatory, and this decision may not be appealed.

The Delegate who raised this Motion is given first speaker’s rights, and may talk first if they choose to. At their discretion, they may alternatively defer first to last, and choose to speak last in the Moderated Caucus.

1. **Unmoderated caucus**

A motion to make an unmoderated caucus is always in order when the floor has been opened by the Chair. The proposing delegate (or observer) must suggest the time limit of the caucus. An extension (which may not be longer than the original length of the caucus) may be granted at the Chair’s discretion. The overall time of the caucus may not exceed 30 minutes. The Chair may rule any motion for an unmoderated caucus dilatory, and this decision may not be appealed.

1. **Consultation of the whole**

A motion for a Consultation of the Whole suspends the rules of parliamentary procedure, and the committee is an informal consultation where committee members moderate the discussion. The motion requires a second and needs a specific overall time limit, not exceeding ten minutes, as well as a topic of discussion. Speakers’ time and order of speakers is determined on an ad hoc basis at the informal discretion of the delegates. The motion can only pass with a two-thirds majority. Delegates not speaking must remain in their seats. The Chairs may rule for the end of the Consultation of the Whole at any point and for any reason, their decision will not be subject to appeal. This motion may only be extended once.

1. **Appeal the decision of the chair**

A motion may be made to appeal decisions of the Chair unless they may not be appealed as stated above. Such a motion must be recognised by the Chair, who may speak in defence of their decision. A vote must have a two thirds majority to overrule the Chair, who may then choose to pass the appeal to the Secretary-General. The Secretary-General’s decision is final and may not be appealed

1. **Closure of debate**

The motion for closure of debate for the first topic to be discussed is in order when the floor is open, so long as at least one draft resolution has been introduced. The motion requires a two thirds majority to pass, and in case of objections, it is debatable to the extent of two speakers for and two against. If passed, then the committee will immediately move to vote on all draft resolutions, in the order in which they were introduced. Regardless of whether a resolution is passed, upon conclusion of voting, the committee shall immediately move to debate the alternative agenda topic.

A motion for closure of debate for the second topic to be discussed may be ruled dilatory by the Chair, and this decision is not open to appeal.

1. **Table debate**

A delegate may motion to table debate on a resolution, amendment or working paper. Such a motion requires a two-thirds majority, and may be ruled dilatory by the chair. If this motion passes, then the relevant document shall be removed from debate. The document may be re-introduced by a simple majority.

1. **Question the competence of the committee**

A delegate may motion to question the competence of the committee immediately after the introduction of a resolution or amendment. Such a motion may be ruled dilatory by the Chair, and requires a two-thirds majority to pass. It is debatable to the extent of one speaker in favour and one against. Additionally, the Chair may make a non-binding statement on the issue. Should such a motion pass, the amendment or resolution is considered as tabled.

1. **Move into voting procedure**

A delegate may motion to move to voting procedure. In the case of amendments this motion is not debatable. In the case of resolutions this motion is debatable to the extent of one speaker for and one against. The Chair may rule this motion dilatory. In the event that such a vote may result in the second topic to be concluded, the Chair’s decision is not appealable.

***13. Working Papers***

1. Working papers are informal documents (i.e. text, pictures, videos, or any other form of media) submitted to aid debate by the committee.
   1. A working paper should be introduced with a Motion to Introduce a Working Paper. Chairs do not need to approve Working Papers, although Delegates should

send the Working Paper to the Chair in an electronic format before raising the motion. Working Papers do not require and should not indicate sponsors and signatories.

1. ***Draft Resolutions***
2. Draft resolutions are formal documents, which outline a council’s proposed approach towards the debated topic.
3. A draft resolution must be approved by the Chair and receive the signatures of at least 10 per cent (rounding up) of the attending delegates and observers (up to a

maximum of four sponsors). When it has done so a delegate may raise a “motion to introduce the draft resolution”, which requires a simple majority to pass.

1. Delegates cannot be both sponsors and signatories on the same Draft Resolution, but may sponsor or sign multiple Draft Resolutions.
   1. A *sponsor* is a main author of the Draft Resolution, and has had significant input into writing a number of clauses. Delegates who are sponsors should be expected to support the overall Resolution.
   2. Because a Draft Resolution can be sponsored by a maximum of four Member States, it is possible that main authors of a Draft Resolution

may have to be marked down as signatories. However, Delegates should feel assured that the Chair will be aware of who has contributed significantly to a Draft Resolution and who has not.

* 1. A *signatory* has been involved in discussion about a Draft Resolution,

but may not have contributed specific clauses or may not agree with the Draft Resolution in a substantive way. Signing a Draft Resolution indicates a Delegate’s desire to see it being debated, not adopted.

1. If introduced, the operative clauses will be read aloud, or the delegates given time to read the resolution, at the Chair’s discretion.
2. More than one resolution may be in circulation at a time, but only one may pass on each topic. If a resolution is passed, debate will immediately commence on the second agenda item.
3. Once a resolution is introduced, a panel of authors may be convened to answer specific questions about the resolution. This is done by a simple motion to the chair. The panel of authors consists of the sponsors of the resolution, and the chair may allocate up to 10 minutes for the question and answer period.

***15. Amendments***

1. An amendment to a draft resolution must be approved by the Chair and receive the signatures of at least three of the attending delegates and observers. When that has taken place, a delegate may motion to introduce it. The amendment will be read aloud by the proposer.
2. Signatures may be gained from either sponsors, who are deemed to be in favour of the resolution or amendment as it stands, or signatories, who may vote as they wish.
3. A separate speakers’ list will be formed for debate on the amendment. At the Chair’s discretion, debate may instead proceed via a moderated caucus on the amendment.
4. Amendments to amendments are out of order.
5. The Chair may, at their discretion, make or allow amendments that do not alter the

substance of a resolution and without requiring a vote, provided that all sponsors of the draft resolution agree. If a sponsor of the resolution objects, then an

amendment cannot be considered friendly.

***15. Voting***

1. All votes for the passing of an amendment or resolution are substantive votes. All other votes are procedural. Unless otherwise stated, all votes require a simple majority, where there must be more votes “for” than “against” in order to pass.
2. Procedural votes

All delegates and observers have the right to one vote in procedural votes. All delegates and observers must vote either “for” or “against” the motion, they may not abstain.

* 1. Substantive votes

Votes to pass a resolution or amendment require a simple majority. Observers may not vote on substantive matters. Delegates that indicated that they were “present” at roll-call may vote either “for”, “against” or

“abstain”. Those that indicated “present and voting” must vote either “for” or “against”.

1. Only points of personal privilege or points of order are in order while voting is taking place. All other applicable motions must be made immediately after movement to voting procedure.
2. Division of the question

Once debate is closed, a delegate may motion to divide the question and vote upon the amendment or draft resolution in separate portions, which are to be suggested by the proposing delegate. The vote on each clause is a substantial one. The motion is not debatable and is passed by a simple majority. In the case of multiple motions

to divide the question being proposed, the most disruptive separation is voted on first. Multiple divisions may be in order. If this occurs, all divisions will be applied. Voting shall then take place on each separated portion of the resolution or amendment. If at least one portion fails, then an additional overall vote may be taken at the conclusion of the portion votes.

1. Roll Call vote

A delegate may motion to vote by roll-call. This motion is not debatable and is passed by a simple majority. The Chair may rule this dilatory. In the case of this motion being made after a division of the question, the motion may apply to one or more specific portions of the resolution.

1. Voting with Rights

Voting with Rights: In a roll call vote, a Delegate may vote for or against ‘with rights’. This indicates that they are voting against their national interest or stated position. Upon completion of voting, the Delegate will be permitted to briefly explain the reasons as to why they have chosen to vote a certain way. It should not be treated as an extra speech.

1. ***Security Council Voting Procedure***
   1. Procedural votes

Procedural voting is to take place in line with rule 15.a.1.

* 1. Substantive votes

All substantive votes in the Security Council require an affirmative vote of nine members. In the case of fewer than 15 members being present, an alternative method of two-thirds minus one is acceptable, at the Chair’s discretion. All votes on resolutions in the Security Council are to be deemed roll call votes.

* 1. Permanent members

The permanent members of the Security Council are the United Kingdom, the United States of America, France, the People’s Republic of China and the Russian Federation. Permanent members have the power to veto only on substantive matters.

***17. Non-UN Committees***

Any non-UN committee shall override the voting, voting rights and precedence motions within, replacing them with the alternative rules of procedure as laid out by the directors of that committee. All other articles shall remain in force.

European Council & Economic and Financial Committee Voting Procedure:

Decisions of the European Council on all matters shall be made by a consensus, except in instances where procedural matters are relating to its proceedings, whereby this will be decided by a simple majority of the members present.

During substantive votes, members of the Council may decide to vote ‘with rights’ and be granted the floor to explain their decision to the rest of the Council. The time frame for each delegate’s explanation will be decided at the Chair’s discretion, however will not exceed two minutes.

***18. Committee Directorate General Authority***

The Chairs of a committee shall be responsible for keeping order and ensuring the continuation of debate. To that end, they have the following powers:

1. The Chair may temporarily suspend some or all rights of a committee member. The delegate may appeal this decision to the Secretary-General.
2. The Chair is responsible for commencing, suspending, recommencing and concluding debate and any motion to do so by them is automatically carried.
3. All Chairs derive their authority from the Secretary-General, and so may be removed by them should it be deemed necessary for the well-being of the conference.

***19. Precedence***

In the case of multiple motions, points and votes being requested, they shall be voted upon in order according to the Order of Precedence list below. In the case of equal motions, a “first come first served” system is used, where within each motion there is no further ranking of precedence.

1. **Points:**
   1. Point of Personal Privilege – may interrupt the speaker
   2. Point of Order
   3. Point of Parliamentary Inquiry
   4. Point of Information
2. **Motions:**
   1. Motion to Appeal the Chair’s Decision
   2. Motion to Move for Closure of Debate
   3. Motion to Move to Voting Procedure
   4. Motion to Table a Resolution/Amendment
   5. Motion to Question the Competence of the Committee
   6. Motions to Extend
   7. Motion for an Unmoderated Caucus
   8. Motion for a Moderated Caucus

***Appendix I: Sample Draft Resolution***

**General Assembly Plenary**

**Sponsors: Angola, Bhutan, Colombia, Djibouti, Ethiopia, Fiji, Ghana, Haiti**

**Agricultural Development and Food Security**

The General Assembly,

Reaffirming the goal set out in paragraph 19 of the United Nations Millennium Declaration, to halve, by 2015, the proportion of the world’s people whose income is less than one dollar a day and the proportion of people who suffer from hunger,

Welcoming the outcome of the seventeenth session of the Commission on Sustainable Development on the thematic cluster of issues on agriculture, rural development, land, drought, desertification and Africa,

Recognizing the work undertaken by relevant international bodies and organizations, including the Food and Agriculture Organization of the United Nations, the International Fund for Agricultural Development and the World Food Programme, on agriculture development and enhancing food security,

Emphasizing that the United Nations can play an effective role in building a global consensus in addressing agriculture development and food security,

1. *Encourages* international, regional and national efforts to strengthen the capacity of developing countries, in particular their small-scale producers, to enhance the productivity of food crops, and to promote sustainable practices in pre-harvest and post-harvest agricultural activities;

2. *Underlines* the importance of the conservation of, access to, and fair and equitable sharing of the benefits arising from the use of genetic resources, in accordance with national law and international agreements;

3. *Reaffirms* the need to mobilize the resources needed to increase productivity, including the review, approval and adoption of biotechnology and other new technologies and innovations that are safe, effective and environmentally sustainable;

4. *Recognizes* the urgency of, and reaffirming its commitment to, reaching a successful and timely conclusion by 2010 to the Doha Round of World Trade Organization negotiations with an ambitious, comprehensive and balanced outcome as a key action to improve food security;

5. *Notes* the challenges faced by indigenous peoples in the context of food security, and in this regard calls upon States to take special actions to combat the root causes of the disproportionately high level of hunger and malnutrition among indigenous peoples.

Source: Best Delegate

***Appendix II: Preambulatory Clauses***

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| Affirming Alarmed by Approving Bearing in mind Believing Confident Contemplating Convinced Declaring Deeply concerned Deeply conscious Deeply convinced Deeply Disturbed Deeply Regretting Desiring Emphasizing | Expecting Emphasizing Expecting Expressing it’s appreciation Fulfilling Fully aware Emphasizing Expecting Expressing it’s appreciation Fulfilling Fully aware Further deploring Further recalling Guided by Having adopted Having considered | Having examined Having received Keeping in min Noting with deep concern Nothing with satisfaction Noting further Observing Reaffirming Realizing Recalling Recognizing Referring Seeking Taking into consideration Taking note Viewing with appreciation |

***Appendix III: Operative Clauses***

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| |  |  |  | | --- | --- | --- | | Accepts Affirms Approves Authorizes Calls Calls upon Condemns Confirms Congratulates Considers Declares accordingly Deplores Designates Draws the attention Emphasizes | Encourages Endorses Expresses its appreciation Expresses its hope Further invites Deplores Designates Draws the attention Emphasizes Encourages Endorses Expresses its appreciation Expresses its hope Further invites Further proclaims | Further recommends Further requests Further resolves Has resolved Notes Proclaims Reaffirms Recommends Regrets Reminds Requests Solemnly affirms  Trusts Takes note of | |