

# South-West MUN Rules of Procedure

## Rule 1: Powers of the Chair

The Chair is primary interpreter of the rules. They are solely responsible for opening and closing of each meeting. More broadly, at their discretion, the Chair may rule any motion out of order, determine the competence of resolutions, close debate and suspend individual delegates whom they deem to breach etiquette. The Chair is under the authority of the Secretary-General who has the power to overrule and suspend any chairs at the conference.

## Rule 2: Appeals

If a delegate disagrees with the decision of the Chair they may motion to appeal the decision. The committee will immediately vote, with a 2/3 majority required to overturn the decision. If the Chair still believes their original decision was correct they may call upon the Secretary-General, who shall deliver a final ruling.

## Rule 3: Pre-conference Work

Delegates are strongly encouraged to thoroughly prepare for the conference. They are, however, prohibited from pre-writing working papers, resolutions and clauses. The Chair will report to the Secretariat any individual who breach that rule and the individual may get sanctioned.

## Rule 4: Etiquette

Delegates are required to act diplomatically in the committee and with courtesy to all other delegates. Delegates must always use the specified language of their committee, except at the Chair's discretion.

## Rule 5: Attendance

At the beginning of each meeting the Chair shall take a roll call. Only delegates who indicate they are present shall have speaking and voting rights. Any late delegates must indicate their presence through a note to the Chair. There must be a quorum (half of the delegates total) in order for the debate to be opened.

## Rule 6: Voting

All present delegates representing United Nations member states shall have voting rights. For every vote, delegates shall have the right to vote in favour, against or abstain for a substantive vote. Substantive votes will only be carried out for voting on draft resolutions. All

other voting will be procedural for motions and amendments which will act on a 'in favour/against' basis on only. All delegates are required to vote. For a proposal to pass it must simply receive more votes in favour than against (Majority rule). The Chair can ask for seconds or objections to determine whether a full vote is necessary. If any delegate disputes the result of a vote they may request a roll call vote, which the Chair can allow at their own discretion.

## Rule 7: Agenda

After the Chair opens the meeting for the first time, the committee shall immediately consider the agenda. Delegates may motion to debate the two topics in a specific order. Four delegates for and four delegates against shall be permitted to speak for and against the motion. If such a motion fails, then the agenda is set to debating the two topics in the opposite order.

## Rule 8: Postponement of Debate

A delegate may motion to postpone debate after providing the chair with written evidence of four delegates supporting them. Three delegates may speak for and against the motion. If successful, the committee will move from the current agenda item to the alternative debate topic.

## Rule 9: Speakers List

Upon beginning debate on a topic, the Chair shall establish a Speakers List from which they shall call on delegates to speak when the floor is open. The Chair shall periodically ask delegates if they wish to be added to the list, but no one delegate may appear on the list twice at the same time. The default time provided to speakers is one minute, but delegates may motion to change the speaking time.

## Rule 10: Yielding

Upon completing a speech from the Speakers List, delegates may yield the remainder of their time in three ways. Firstly, they may yield to another delegate who is willing to make a speech. Secondly, they may yield to questions from other delegates. The Chair will then select up to two delegates to ask very brief questions. The delegate will answer these with their remaining time, which will be increased to fifteen seconds if below that amount. Finally, a delegate may yield their time to

the Chair. If the delegate does not have time left, he/she will automatically yield their time back to the chair.

#### **Rule 11: Moderated Caucuses**

When the chair has opened the floor to motions, a delegate may motion for a moderated caucus. They must specify the topic of discussion, time per speech and the total time of the caucus, at maximum 20 minutes. Extensions may be allowed after the caucus has elapsed on motion and must be voted upon. If successful, the Chair will select a delegate to speak on the basis of them raising their placards and the completion of each previous speech until the total time has expired.

#### **Rule 12: Consultation of the Whole**

When the floor is open, a delegate may motion for a consultation of the whole. They must specify the topic of discussion and the total time of the consultation, at maximum 15 minutes. If successful, a delegate shall give an informal speech to the committee and then select the next delegate to speak, beginning with the proposer, until the time has expired. The chair may intervene if they believe the floor is not being shared fairly.

#### **Rule 13: Unmoderated Caucuses**

When the floor is open, a delegate may motion for an unmoderated caucus. They must specify the total time of the caucus, at maximum 30 minutes. Extensions may be allowed on motion after the time has elapsed and must be voted upon. If successful, delegates shall talk and work freely among themselves until the time has expired.

#### **Rule 14: Point of Order**

If a delegate believes that the Chair has mistakenly interpreted the rules or another delegate has broken the rules, they may raise a point of order. The Chair will make a ruling, which a delegate may then appeal. Points of order may not be raised when another delegate is speaking.

#### **Rule 15: Point of Parliamentary Inquiry**

If a delegate is confused with the procedure of the committee, they may raise a point of parliamentary inquiry. The Chair will explain how the procedure works both to the delegate and the broader committee. Points of parliamentary inquiry may not be raised when another delegate is speaking.

#### **Rule 16: Point of Personal Privilege**

If a delegate believes there is an impediment to them being able to operate comfortably within the committee, they may raise a point of personal privilege. The Chair, wherever possible, will try to remove the impediment. Points of personal privilege may not be raised when another delegate is speaking, except if the impediment is due to audibility.

#### **Rule 17: Right of Reply**

If a delegate believes someone has questioned the sovereignty of their country, they may send a note to the Chair requesting a right of reply. If granted the delegate may speak for 30 seconds.

#### **Rule 18: Working Papers**

Whenever the floor is open, a delegate may motion to introduce a working paper. These are informal documents that provide discussion regarding key points of the topic, with formatting at the discretion of delegates. They may go onto form the basis of a draft resolution.

#### **Rule 19: Draft Resolutions**

Whenever the floor is open, a delegate may motion to introduce a draft resolution after it has been approved by the Chair. These are formal documents that may become part of international law, and must be formatted in line with United Nations standards. Prior to introduction, at least 20 percent of delegates must have indicated their support for debating the document by becoming 'signatories' and the Chair must have approved it for competence. Up to three signatories may be main submitters of the resolution. They will usually be the ones composing a panel of authors and reading out the resolution upon its introduction.

#### **Rule 20: Amendments**

An Amendment must first be approved by the chair before being motioned onto the floor. A delegate may then motion to propose an amendment to a draft resolution, provided they have demonstrated in writing the support of at least 10 percent of delegates. If successful, one to three speakers shall be permitted to speak for and against the amendment, followed by a vote on adopting the amendment. Amendments may only be focused on one clause at a time. It may be constructive or destructive.

#### **Rule 21: Closure of Debate**

When the floor is open, a delegate may motion to close debate on a specific draft resolution or on a topic as a whole. If there are objections to the motion, the Chair shall entertain two speakers for and two speakers

against the closing motion. If the former is successful, a vote shall be taken on whether to adopt that draft resolution. If the latter is successful, the committee shall vote separately on whether to adopt each resolution, and shall subsequently move onto the alternative topic. If multiple draft resolutions are on the floor, they shall be voted in order of their submissions. When closing debate, all resolutions have to be voted upon. The first resolution to pass automatically ends voting procedure as a whole. Delegates may alter the order of voting with Rule 22.

### **Rule 22: Order of Voting**

If a motion to close debate on a topic passes, delegates may motion to change the order in which the draft resolutions are voted upon. If no such motion is successful, the draft resolutions shall be voted upon in the order they were introduced.

### **Rule 23: Division of the Question**

Before voting upon a draft resolution, a delegate may motion to divide the question. If successful, the operative clauses of the resolution would be divided in two and each section voted upon separately. It is in order to divide a draft resolution further after it has already been divided. Once each section has been voted upon separately, all the successful sections are combined and finally voted upon as a whole. This procedure is however only encouraged within Security Council. It may be denied in other committees at Chair's discretion.

### **Rule 24: Reconsideration of a Proposal**

If a draft resolution was not adopted, yet the committee is debating the relevant topic, a delegate may motion to reconsider the proposal. If successful, three delegates shall be permitted to speak for and against the draft resolution, after which a vote on whether to adopt the resolution shall be taken.

### **Rule 25: Panel of Authors**

Right after the introduction of a resolution to the floor, a delegate may ask for a panel of author where the main submitters of the resolutions may come in front of the committee and briefly present the resolution. They may then be asked questions by other delegates in order to clarify clauses and points raised in the resolution. A panel of author may only last 15 minutes.

## **Appendix A: Order of Precedence**

Parliamentary points take the highest precedence, in the following order:

1. Point of Personal Privilege (Rule 16)
2. Point of Parliamentary Inquiry (Rule 15)
3. Point of Order (Rule 14)

Motions are then considered in the following order:

1. Appealing the Decision of the Chair (Rule 2)
2. Postponing Debate (Rule 8)
3. Closing of Debate (Rule 21)
4. Reconsidering of a Proposal (Rule 24)
5. Introducing Draft Resolutions (Rule 19)
6. Introducing Working Papers (Rule 18)
7. Proposing Amendments (Rule 20)
8. Unmoderated Caucuses (Rule 13)
9. Consultations of the Whole (Rule 12)
10. Moderated Caucuses (Rule 11)
11. Changing the Speaking Time (Rule 9)

While voting on resolutions only the following motions are permitted:

1. Order of Voting (Rule 22)
2. Division of the Question (Rule 23)

## **Appendix B: European Council**

### **Rule B1: Qualified Majority Voting**

When voting upon adopting resolutions and amendments the European Council uses qualified majority voting. For a proposal to pass it requires the affirmative votes of at least sixteen member states who account for at least 65% of the European Union's population. When using this mechanism, abstentions are counted as votes against.

### **Rule B2: Unanimity**

When voting on foreign policy, citizenship rights, indirect taxes, European Union membership and social security, the European Council must be unanimous in its decision.

## **Appendix C: Security Council**

### **Rule C1: Procedural Votes**

Decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine members.

### **Rule C2: Non-procedural Votes**

Decisions of the Security Council on non-procedural matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members.

### **Rule C3: Decisions on Procedural Votes**

If a proposal receives less than nine affirmative votes it automatically fails. If a proposal receives nine or more affirmative votes and no permanent member votes against it automatically passes. If, however, a proposal receives nine or more affirmative votes yet a permanent member votes against it, whether it passes will determine if it is procedural or substantive. In this scenario the Chair will rule whether it is procedural after the vote has occurred.

### **Rule C4: Challenging Decisions on Procedural Votes**

If a delegate disputes the ruling of the chair they must immediately raise a point of order and call for a vote on the preliminary question. The preliminary question shall be voted upon immediately, regardless if there are any seconds.

### **Rule C5: The Preliminary Question**

The preliminary question is “was the previous vote a procedural vote?” In line with United Nations convention, the preliminary question is considered non-procedural, and hence a permanent member voting against it means it will fail. If the preliminary question passes the overall proposal is considered procedural and therefore passes. If it fails, the overall proposal is considered non-procedural and therefore fails.

## **Appendix D: Acknowledgement and Statement of Use**

### **Acknowledgement**

This set of rules of procedures of South-West MUN is developed based on the rules of procedures of Cambridge University International MUN (CUIMUN). The author expresses their gratitude to the organisers of CUIMUN for inspiring the creation of this set of rules.

### **Statement of Use**

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