

MODEL UN RoP Guide

HMUN-UNA/USA Procedure

Soorya Balasubramanian
Sinhani Prem

1. Introduction

MUN is a simulation of the United Nations (UN) that is done at a high school and university level. MUN aims to educate participants about civics, effective communication, globalization and multilateral diplomacy. In MUN, students participate as “delegates” from the UN Member States and simulate UN committees. From this experience, not only do they become involved and debate today’s pressing current issues, but also broaden their world view and their knowledge of international relations and the UN, allowing delegates to develop their critical thinking and soft skills. It is an international global phenomenon, being a wide-spread extra-curricular activity with a solid tradition and community in many countries. Although MUN can be an interesting, challenging and exciting experience for those participating, delegates should also understand that it also demands prior research and knowledge not only of the topic being discussed, but also of the workings of MUN itself. The debate is a formal event, with specific rules, which delegates should know and need to act in accordance with, in order to effectively represent their allocated country in the best way possible. This document is meant to help the delegates, since we are aware the vast majority are beginners. Nonetheless, this document should be viewed as a starting point, and all the delegations need to do their own research regarding the topic and the position of their country. We hope this information is helpful and that, most importantly, you have fun!

2. Rules of Procedure, Explained

a) Roll Call

The Roll Call is the first thing you do in the committee. It is the calling out the countries in the alphabetical order. The Chairperson (or Chair) will announce each country's name. After hearing their country, the delegate should raise their placard and answer "present" (which means you can abstain in voting procedures) or "present and voting" (in this case, you have to vote either "yes" or "no" for every resolution). It is very important to be on time for Roll Call, or you may lose your voting rights

b) Setting the Agenda

There will be a motion to set the agenda of the debate, so that the topic which is being discussed at hand can be formalised

c) General Speakers List

The formal debate revolves around a General Speaker's list. The Chair will ask all delegates if they are interested in speaking, and if they are, the delegates should raise their placards. The Chair will choose delegates to be placed on the General Speaker's list. If none are willing to speak, the Chair may appoint someone. The speaker's list is strictly followed. When the sessions begin, speeches focus on stating country positions and offering recommendations for action. After blocs have met (e.g., in an unmoderated caucus), speeches focus on describing bloc positions to the entire committee. Delegates also make statements describing their draft resolutions and try to gather support through formal speeches and also statements supporting or disagreeing with specific draft resolutions, as well as presenting any amendments they have created. The General Debate is considered the backbone of the MUN, i.e. the default type of debate.

It is important that people sign up to the General Speaker's list, because once the list is exhausted, it is considered that no one wants to discuss anymore, and the debate will automatically 2. SETTING THE AGENDA 3. DEBATE A.

FORMAL/GENERAL DEBATE For your first speech in the General Speaker's List, you can use your Position Paper The Chair will call for motions before the general speaker's list is exhausted ("Are there any points or motions on the floor?").

d) Yielding

When the debate is from the General Speaker's List, there is a strict time limit to adhere to. If you finish your speech before your time limit is up, you have the opportunity to yield the remainder of your time in 3 ways:

1. Yield to another delegate –you may give the remainder of your time to another delegate. This can be useful if you have an ally who is able to back you up, give supporting arguments or is able to strengthen your speech.
2. Yield to questions – this will allow time for delegates from the committee to ask questions regarding your speech. This may work for or against you, so use this yield wisely.

3. Yield to the Chair – this serves no strategic purpose, you only forfeit the remainder of your time to the Chair.

e) Moderated and Unmoderated Caucus

In a moderated caucus, the Chair is allowed to choose more freely who gets to speak, calling delegates one-by-one for short speeches, so that each can address the committee. The length of the moderated caucus and the speaker's time are determined by the delegate proposing the motion (gen. 15 minutes). Delegates Volunteer to debate upon a particular motion for a specified time

In unmoderated caucuses (also called lobbying session or “unmods”), the committee breaks for a temporary recess (max. 20 minutes) so that delegates may meet with each other and discuss ideas. This is a non-moderated debate, normally used to exchange ideas, draft working papers or resolutions, gather support for a specific draft resolution. Delegates are allowed to move from their seats and talk to other delegates freely and in the groupings of their choice. This is the time where resolutions are drafted. These will only be in order after a certain time into the debate, as the Chair will want to ensure that you have enough to discuss, and do not use this as a break.

f) Closure of Debate

Once the speaker's list is exhausted, the committee automatically moves to voting. Also, once a delegate feels that his or her country's position is clear to others, or that there are enough draft resolutions on the floor, he or she may make a motion for the closure of debate. Debate can also be suspended at the end of the day

g) Once a motion to close the debate has been approved, the committee moves into voting procedure. The voting procedures change depending on the committee in question. A delegate can vote “yes”, “no” or abstain from voting. Abstentions are noted, but do not count towards the majority.

Order of the voting procedure:

- 1) Draft Resolutions (they can be voted as a whole or clause by clause).
- 2) Amendments to resolutions (only the unfriendly amendments need to be voted on, the ones that are not supported by the sponsors)

h) Quorum

The quorum is the number of Member States who need to be present for the Chair to open a meeting and for the GA to take decisions. The quorum for opening a GA meeting is one -third of the Member States. Of course, for this debate in particular, we will abstain from demanding such quorum to be considered, and follow through with the debate with the participating delegations. The quorum for the adoption of resolutions/decisions and elections is a simple majority of Member States.

i) Working papers

Working papers are informal documents containing a framework for the resolution. They can be created individually. They do not have to be formatted to the UN rules. The working papers may be submitted to the Chair. If you want delegates to discuss specific point in it, you can move for a moderated caucus to discuss your working paper. If the motion passes, the chair will put it up on the screen, and it can be discussed (that way, you can get good feedback and learn who agrees with you or not).

j) Draft Resolutions

k) Draft resolutions are more formal documents that have to be written in the correct UN resolution format. These are the documents that will be voted upon, and become resolutions after the voting procedures. In order to get a draft resolution discussed, you have to get a minimum amount of supporters (minimum of 5 Member States). They can be:

a) Sponsors – people who wrote the resolution (max. 5 sponsors);

b) Signatories – people who do not necessarily agree, but want to hear the resolution discussed. The Chair then has to agree that the resolution can be introduced.

Once the draft resolution has been introduced, it may be discussed, and delegates may propose amendments (changes) to the draft. If you wish to make an amendment, you have to get a set number of supporters for the amendment, in order to send it to the Chair, who can approve it for discussion. Each amendment must be introduced, debated and voted upon separately to become a part of the draft resolution.

l) Important Motions:

- Motion to open debate

- Motion to suspend the debate (for break/lunch/informal/off-record discussions);
The Dais will rule this motion out of order if it is raised prematurely.

- Motion to adjourn the debate

- Motion to set the agenda

“The country of [name] moves to place [topic A] first on the Agenda, followed by [topic B] and then [topic C].”

- Motion for moderated caucus

“The delegate of Ghana moves for a moderated caucus of 10 minutes, individual speaking time 30 seconds, to discuss [issue/working paper/draft resolution x].”

- Motion for unmoderated caucus

“The Russian Federation moves for an unmoderated caucus for 10 minutes for the purpose of [X].”

- Motion to close the debate/move to the voting procedure

“The delegate of the United States of America moves to close debate and over into voting procedure.”

- Motion to introduce working paper/draft resolution/amendment “The delegate of Angola moves to introduce Draft Resolution 1.2 to the floor.”

m) Right to Reply

If a delegate feels that another delegate’s speech has offended his country, the delegate can ask chairs for a right of reply by sending a note. If the Chair recognizes it, both parties involved will be granted a chance to speak.

n) Points

- Point of order; When a delegate believes the chair has made an error in the running of the committee; violation of the rules of procedure by the Chair. The delegate should only specify the errors they believe were made in the formal committee procedure, and may not address the topic being discussed

- Point of parliamentary inquiry; To clarify the RoP, flow of debate, or if you are uncertain of what is going on.

- Point of information; A delegate has a substantive question for a speaker during formal debate. The speaker chooses whether or not to yield his or her time to points of information
- Point of personal privilege. When a delegate's ability to participate in committee is impaired, for example: you cannot hear the other delegate speaking, or you cannot see the working paper that is displayed on the screen.

o) Voting

Procedural votes - for a procedural vote, the only options are "yes" or "no" votes; abstentions are allowed.

Substantive votes -on substantive matters (resolutions, reports, presidential statements, amendments, and the second vote on divisions of the question), Member States may vote "yes", "no", "abstain" or "pass". Abstentions are essentially non-votes and are not included in the tally when determining the passage of a resolution; a resolution will pass with a vote of 10 in favour, five opposed, and 170 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document

Placard and roll call are the two permissible types of voting. All procedural votes must be taken by placard, with the exception of Adjournment of Debate, which requires a roll call vote. The Chair will count placards of Member States when they vote on particular issues and announce the result of the vote. A roll call vote may only occur on substantive votes, and only if a Member State requests a roll call vote (with the exception of Adjournment of Debate, for which the roll call vote is automatic). It is the right of any Member State to request a roll call vote, and there is no vote on the motion as the motion is automatically honoured. The Chair reads the roll and each Member State casts its vote aloud when called upon; countries may pass once, but then must vote in the affirmative or negative when asked again (they may not abstain). Roll call votes typically take quite a long time, particularly in large committees; these are usually reserved for politically important resolutions/reports or for resolutions on which a very close vote is expected. Amendments require a simple majority to pass and to be added to the Draft Resolution and Draft Resolutions require a simple majority to be discussed and a 2/3 majority to be adopted

MOTION/POINT	DEBATE	WHO INITIATES	CONTENT/OBSERVATIONS	VOTE
Setting the Agenda	No	A delegate	Formal adoption of conference agenda by delegates during the opening plenary	Simple majority
Quorum	No	The Chair declares when meetings are open	The Chair can declare a meeting open when at least 1/3 of the members are present (see II.2.1)	No
Motion to open the Speakers List	No	A delegate	Allows delegates to sign up to speak (must be done in the beginning of the meeting, but the speakers list can be opened and closed multiple times)	Simple majority vote
Speeches	No	The Chair calls on speakers in the order in which they signified their desire to speak		No
Motion to postpone the debate	1 for / 1 against	Delegates	This motion terminates discussion and prevents voting	2/3 majority vote
Motion for closure of debate	1 for /1 against before vote or none if no one wants to speak	Delegates	This motion may be put forth at any time	2/3 majority vote
Motion for suspension or adjournment of a meeting	No	Delegates	This motion may be put forth at any time	1/3 majority vote
Point of order	No	Delegate		Decision of the Chair
Point of Parliamentary Procedure	No	Delegate	Can be made when the floor is open (when no other delegate is speaking) to the Chair	No vote

Point of personal privilege	No	Delegate	Is made to the Chair	No vote
Point of information	No	Delegate	This is made in order to pose a question to a speaker during formal debate. The speaker chooses whether or not to yield his or her time to points of information	Decision of the speaker
Motion for moderated caucus	No	Delegate		One-third majority (1/3)
Motion for unmoderated caucus	No	Delegate		One-third majority (1/3)
Right to reply	No	Delegate	Must be submitted in writing	Decision of the Chair
Motion to introduce working paper/draft resolution/amendment	No	Delegate	The draft resolution or amendment must be in conformity with the RoP	Simple majority vote
Appeal to the Chair's decision	No	Delegate	Made when the delegate feels the Chair has incorrectly decided a point or motion. The appealing delegate speaks and the Chair defends himself or herself before the vote	2/3 majority vote