



# Rules of Procedure



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# 1. Introduction

Welcome to the official Rules of Procedure document for the HUGMUN 2021 conference.

No discussion will ever run smoothly if everybody is talking at once, especially in an organization the size of the UN. Even in the committees at Model UN, nothing can get done unless there is some structure. The Rules of Procedure provide this necessary order and govern the debate. They secure an orderly and productive working atmosphere and thus allow an understanding of diplomatic work.

Whenever any provision refers to another part of these rules, the provision concerned will be cited as follows.

*e.g.: Formal requirements for a motion to move into a form of debate [6.2.3 (1)]  
> provision [chapter.section.article (clause)]*

We expect you to read the Rules of Procedure (=RoP) thoroughly prior to the start of the conference in order to prepare for your committee work at HUGMUN 2021. Should there arise any questions regarding the RoP, feel free to contact your Chairs or the Secretariat members.

## 2. Roles at the MUN

Before the debate can start, you need to familiarize yourself with some key terms used in MUN conferences. As people have different roles and functions, it is necessary to know who or what is being referred to in the guide.

### **Delegate**

A delegate shall act as their assigned delegation's representative in that part of the United Nations System (such as being the delegate of Japan in the Human Rights Council). The role of the delegate is to debate the topics of their committee, and to better the situation by the means of writing resolutions, explaining their country's position, or by writing amendments to amend a resolution that is being debated.

### **Chairs**

The Chairs are in charge of steering the debate in the committee. They will apply these Rules of Procedure and will ensure that the debate moves forward. The Chairs have discretion to interpret these rules and ensure that the debate is constructive.

### **Secretariat**

The Secretariat acts as the organizational body at HUGMUN. All matters pertaining to the general conduct of the debate shall be referred to it.

### **Secretary-General**

The Secretary-General is the head of the Secretariat and shall issue the final rulings over the interpretation of this document. All decisions made by the Secretary-General shall be considered final and without appeal.

## 3. Key Terms

### **Committee**

Delegates represent their assigned country's views and policy in different UN committees. At HUGMUN 2021, there are five committees in place: the UNHRC, the SPECPOL, the ECOSOC, the DISEC and the UNSC.

### **(Draft) Resolution**

A written collection of policy ideas, formatted according to UN specifications.

### **Amendment**

An amendment is a change (addition, removal or adjustment) to a clause in the resolution to become better and more appealing to the committee [9.3].

### **Point**

Points are questions or comments raised by the delegate pertaining to the resolution or to the committee. They shall be raised to the Chairs or to delegates who have the floor. Points are a useful and appropriate tool that delegates can apply to increase their understanding of the debate.

### **Motion**

A delegate may use a motion to propose a way for the House to proceed. Most motions are specific to certain parts of the MUN committee session. Motions are divided based on whether they require a Second (and can therefore be objected) or not. Motions that do not require a Second always have priority over motions that do, however Chairs may decide which motion to entertain first.

### **Substantive Vote**

A substantive vote has potential for action outside the debate, such as a vote on draft resolutions, amendments or motions that modify resolution content. Only member delegates are allowed to vote on substantive votes.

### **Procedural Vote**

A procedural vote refers to any vote concerning the committee's workflow, such as a vote to extend Speaker's time or suspend debate. Any vote that is not substantive vote is considered as a procedural vote. Abstentions are not allowed during a procedural voting procedure.

### **Second**

A delegate may shout "Second!" when he/she formally wishes to support the motion raised. Almost every motion needs at least one Second in order to be considered.

### **Objection**

An objection is called out by a delegate when he/she does not support a motion.



## Veto

A veto is a right possessed solely by the P5-Nations in the Security Council, which enables them to prevent substantial matters from passing by voting against the proposal concerned.

## 4. Diplomatic Conduct

Besides rules governing debate only, there are guidelines that every participant in the conference is obliged to follow.

### Courtesy

Show common courtesy towards your fellow delegates and Chairs. While the countries you are representing may have differences, abuse of any kind will not be tolerated.

### Dress Code

The dress code is western business attire, consisting of a jacket, shirt or blouse, trousers or skirt, a neck- or bow tie if you are wearing a shirt and appropriate shoes (e.g. no sneakers), both during sessions and while on the campus.

Please refrain from wearing any national or political symbols during the conference. An exception is made for symbols of the UN or its bodies and sub organizations.

### Working language

Working language at HUGMUN is English! While it may be hard to refrain from using your native language, you may only use English while at the conference.

### Note passing

In order to have an atmosphere where you can properly work and listen to speeches, you can communicate with other delegates by passing handwritten notes during formal sessions. This is not permitted during voting procedure.

### Electronic devices

Electronic devices are permitted during committee. They can be used for researching facts, writing draft resolutions and amendments. Chairs can forbid the use of individual devices or suspend their use in committee if they feel they distract a delegate from the session.

### Decorum

Do not interrupt when another delegate is speaking. Please rise when addressing the Chairs and remember to properly address them, e.g. "Honorable Chairs, fellow delegates...". During formal sessions, remember that you are representing your country's view, not your own!

**Do not speak** in first person, but rather **in your country's name**. Before giving a speech, wait until the Chairs have recognized you and granted you the floor. If raising a point, i.e. a point of parliamentary inquiry (a question), raise your placard and wait for the Chair to call on you.

## 5. Rules governing debate

### 5.1 Roll Call

A roll call is the starting point of every session. One by one, each country's name is read and the delegates must state their intention to join the debate. It allows the Chairs to check attendance and calculate required majorities for procedural and substantial votes. A delegate can reply with "present" or "present and voting". A delegate who declares himself as "present and voting" may not abstain during substantive votes. Once this stage is completed, the session can move on to the next step.

### 5.2 Setting the Agenda

Whenever there is more than one topic on the table, a decision is needed which topic shall be debated first. Setting the agenda requires raising a motion [6.2.1]. If other countries wish to put other topics on top of the agenda, a decision shall be reached by a procedural vote. Once the votes are cast, the substantive debate can begin. From this moment on, it is your time to promote your country's agenda to get the best possible outcome.

### 5.3 Opening Speeches

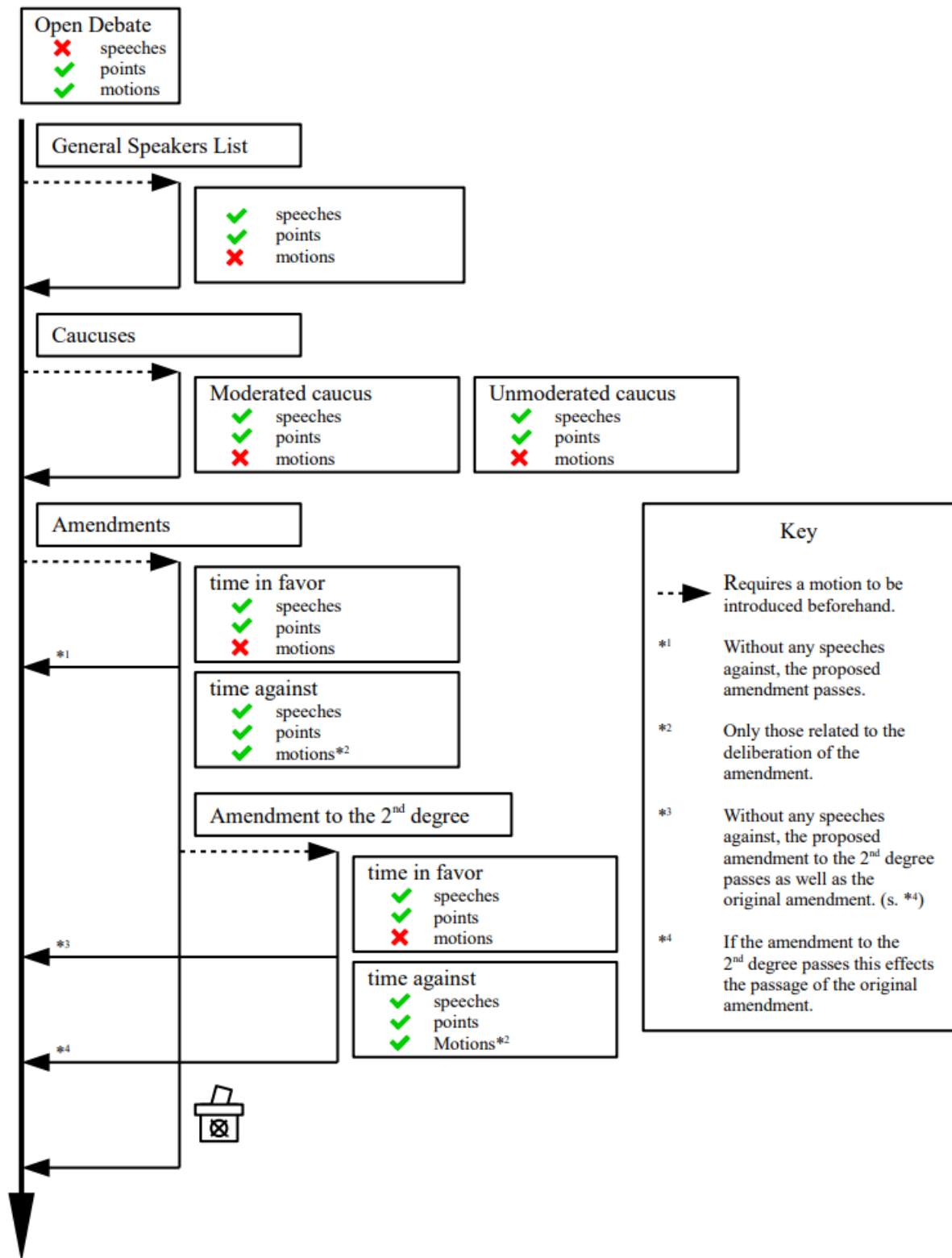
Opening speeches are delivered by each state's delegate according to alphabetical order. The Chairs set the time limit at one minute. Changing the time limit set by the Chairs requires a motion [6.2.5,6].

During each country's address, no other country may interrupt, and motions cannot be raised until all statements are read. Delegates shall begin their speeches by recognizing the Chairs and other delegates before reading their statements.

Tips for a great opening speech can be found in our preparation guide.

Once opening statements are completed, the discussion moves to the open debate.

## 5.4 Open Debate



## 5.5 The General Speaker's list (GSL)

The GSL is the part in which the majority of discussion occurs. Initially, the Chairs establish a time limit for each speaker. Countries then ask to be added to the list [6.1.1], and then take turns speaking according to the order by which they have been added to the list.

Each country must conclude its statement within its allotted time. No delegate may speak while another is talking, note-passing is allowed.

When a delegate has finished his/her speech, he/she may open himself/herself to questions by the other delegates [7.3]. The Chairs shall determine, whether and which amount of questions can be asked. To join the GSL, delegates can pass a note to the Chairs or wait until the Chairs ask whether delegates wish to be listed [6.1.1]. Should the GSL remain empty with no delegates wishing to be listed, the committee moves into open debate.

## 5.6 (Un-)Moderated Caucus

Both forms of debate require a motion in order to be entertained. Should the motion [6.2.13] pass, the country which introduced the motion speaks first. The Chairs decide the next speaker out of countries raising their placards.

A motion for an unmoderated caucus has precedence over a motion for a moderated caucus. [6.2.14]

Moderated Caucus	Unmoderated Caucus
entertains a specific topic that each speaker may only speak in relation to	Delegates may discuss various topics (formal debate is suspended during an UC)
Delegates remain in their seats	Delegates can walk around freely
Decorum is maintained during a delegate's speech, speakers are chosen by the Chair	Delegates can engage with each other in groups and individually
Delegates sit down when they finish their speech/ speaker's time has elapsed	Delegates can write working papers and draft resolutions and form blocs
Points of Information are not raised. Delegates can respond to each other's comments in their own speeches.	Lobbying and negotiation take place between blocs and within them
Extension time cannot exceed the time of the original motion (can be extended twice)	Extension time cannot exceed the time of the original motion (can be extended twice)
time has elapsed/ no country wishes to speak → caucus ends, debate returns to open debate	time has elapsed → caucus ends, debate returns to open debate



## 5.7 Time in favour and against

The debate about the resolution and any amendment is divided into time in favour and time against the proposal. The terms refer to the intention of the speeches, meaning as to whether the speech intends to recommend the approval or rejection of the proposal. Up to two delegates may speak in each time slot.

Amendments (while a resolution is debated), amendments to the second degree (when an amendment is debated) and amendments to the third degree (when an amendment to the second degree is debated, only permissible in the Security Council) which intend to change the content of the proposal (unfriendly amendment) may be introduced only when the committee has moved into time against the proposal.

Changes that aim at correcting grammar and spelling mistakes (friendly amendment) are permissible in time in favour, not debatable and may be adopted without being voted upon. However, the submitter of the original proposal may request that the change shall be considered as an unfriendly amendment.

If the committee has moved into time against a proposal and no delegate wishes to speak, the proposal under consideration shall pass without being voted upon.

## 6. Motions

### 6.1 Motions that do not require a Second

Motions define the way the committee shall proceed. Below, you find the respective types and purposes. It shall be noted, that, if not stated else, motions require a Second for passage.

#### **Motion to be added to (the list of Co-Submitters, Speaker`s list...)**

The delegate asks to be added to a list which is relevant at the time the motion is raised. The delegate can for example ask to be added to the list of Co-submitters of a resolution, the list of signatories of a resolution, the general Speaker`s list and more.

#### **Motion to withdraw from (the list of Co-Submitters/Signatories, Speaker`s list...)**

This motion has the opposite effect to the previous one. Using it the delegate asks to be withdrawn from a list (list of Co-submitters of a resolution, the list of signatories of a resolution the general Speaker`s list etc.).

#### **Motion to present**

By using this motion, the delegate asks to present elaborations to the committee relevant to the debate. This could be a new resolution (which shall be in order only if there is no resolution debated at the time), a new first-degree amendment (which shall be granted at any time when there is no amendment currently debated or if the amendment is to the second degree) or a speech.

### **Motion to withdraw (the Amendment, Resolution...)**

With this motion, delegates can withdraw their submitted documents if they do not see the need to discuss them anymore.

### **Motion to follow up**

This motion can be used by a delegate to ask the current speaker in the debate a supplementary question after the speaker already answered a point of information by the same delegate. However, the motion is only granted once.

## **6.2 Motions that require a Second**

### **Motion to set the Agenda**

This is usually the first motion raised in all committees, since this motion establishes what the committee shall debate about. The motion shall be raised in the following form:

*“Motion to set the agenda on the topic of [...].”*

### **Motion to challenge the Roll Call**

It has the same effect as the previous motion but may be used during the debate if any delegate wishes to change their status (e.g. from “present and voting” to “present”) or if the delegate has come late to the debate and therefore is not yet on the list of present delegates.

### **Motion to move into (type of Debate)**

Using this motion, the delegates can move the committee into a different type of debate or start a debate/opening speech (after setting the agenda and establishing the quorum). The motion may be raised in the following form:

*“Motion to move into [type of debate] on the topic of [topic – resolution, amendment etc.] for [number] minutes [with the individual speaking time being [number] minutes].”*

### **Motion to extend debating time:**

This motion is not debatable motion and is up to the Chairs’ discretion. It might not be entertained due to time constraints or if other events have been planned for the committee.

### **Motion to extend (the Speaker's time, Points of Information...)**

This motion suggests extending the amount of time, speakers, points of information, etc. which have been allocated for the type of debate the committee is in. The amount of time, Speakers, points of information, etc. that should be added shall be specified in the motion.

### **Motion to limit (the Speaker's time, Points of Information...)**

Suggests the opposite to the previous motion. The amount of time, Speakers, points of information, etc. the debate should be limited to shall be specified in the motion.

### **Motion to move into Voting Procedure**

Suggests moving into the voting procedure on the matter that is currently being debated (resolution, amendment etc.)



### **Motion to move into time in favor**

This motion is made when those planning on speaking in favor of a resolution or an amendment wish to speak.

### **Motion to move into time against**

Used when arguments in favor of a resolution or an amendment seem to have exhausted, and the time has yet to elapse.

### **Motion to vote by Acclamation**

Asks for the voting procedure to be conducted by delegates raising placards in favour, against or abstaining. This motion is not in order when voting on a resolution as a whole.

### **Motion to vote by Roll Call**

This motion asks for voting procedure to be conducted via vocal call. If this motion passes, delegates must say when their country's name is called whether they are "in favour", "against", "abstaining" or "pass" (If the delegate wishes that his country votes as the last, after passing, the delegate may no longer abstain). ("abstaining" or "pass" is not in order when voting on a procedural matter – voting on a motion).

### **Motion to table (Amendment, Resolution)**

Used when the delegate wishes to stop debating about the current matter at hand and move to the next part. When passed, the matter which has thereby been tabled has to be reintroduced.

### **Motion to suspend (Amendment, Resolution, Debate...)**

Used when the delegate wishes to stop debating about the current matter at hand and move to the next part. When passed, the committee moves to the next subject and comes back to the suspended one afterwards.

### **Motion to censure**

This motion may only be raised if a delegate at whom it is directed has particularly harshly offended or accused another country. It must be raised in the following manner:

*"Motion to censure the delegate of [country] for the duration of [number] minutes."*

If passed, the delegate who has been censured must either leave the room or remain silent, be excluded from the voting quorum and not send any notes for the set duration of time. The motion requires a majority of two thirds of all delegates of the committee for passage and is vetoable by the P5-Nations when introduced in the Security Council.

### **Motion to divide the House**

It forces all delegates not to abstain in the following voting procedure. If raised right after a voting procedure, the voting procedure at which it has been directed must be repeated with no abstentions being in order.

### **Motion to repeat the Voting Procedure**

Forces a repetition of a voting procedure which has preceded this motion. There must be a sufficient reason for this motion to pass.



### **Motion to explain the Vote**

Forces a delegate on whom it has been directed to explain the reason for their vote. The delegate who raised the motion has the right for a quick factual response after the previous delegate has finished their explanation, which may lead to repeating the voting procedure.

### **Motion to divide the question**

Passing this motion leads to the following voting procedure being conducted with a separate vote on every clause and subclause of the resolution or amendment in question. If raised right after a voting procedure, the voting procedure on which it has been directed must be repeated with a separate vote on every clause and subclause of the resolution or amendment in question, unless the delegate who raised the motion may specify the parts the resolution or amendment shall be divided into. The motion may only be used when voting on a resolution or an amendment.

### **Motion to suspend the Session**

If this motion passes, the debate is suspended for the set duration of time and shall be introduced as follows:

*“Motion to suspend the debate for the duration of [number] minutes.”*

The motion shall only be used as a formality before lunch breaks and coffee breaks.

### **Motion to adjourn the Session**

If passed, this motion adjourns the session to the set time, usually next day. The motion shall only be used as a formality to end the session at the end of the day.

## **7. Points**

Points allow delegates to ask questions, make corrections to the debate or to correct the chairs if they make a mistake. Points do not require a Second and must be immediately entertained by the Chairs.

### **7.1 Point of Personal Privilege**

This point refers to the comfort and well-being of a delegate. This is the only point which may interrupt a Speaker, if the delegate uses the point due to audibility. It is not allowed to be used to refer to the content of a speaker’s statement.

*Example: “Point of personal privilege! May the delegate speak up a little, please?”*

### **7.2 Point of Order**

A point of order refers to the Rules of Procedure when a delegate does not agree to a decision made by the chair. This point is not debatable and cannot interrupt the Speaker. It can refer to a current decision made by the chair or to a general procedural matter.

*Example: “Point of order!” Is it in order for delegates to yield the floor more than once, as the floor has already been yielded to the delegation of Norway?”*

### 7.3 Point of Information to the Speaker

When a delegate asks a point of information, it is a mark of respect to remain standing. It is a question directed to the delegate who has the floor, not a comment. Thus, the question has to be phrased as a question. It is not permissible to ask another question to the delegate unless the chair has granted a corresponding motion [6.2.5] as there is no dialogue allowed on the floor.

*Example: “Is the delegate aware that...?”*

### 7.4 Point of Information to the Chair

This point of information is directed to the Chairs and may refer to anything that does not pertain to the Rules of Procedure or to personal privileges. It can e.g. refer to scheduling and the committee’s agenda or clarification on the topic that is being debated.

*Example: “Point of information to the Chair! Could the Chair explain when the Nuclear Non-Proliferation Treaty was signed?” or “Point of information to the Chair! What time is lunch?”*

### 7.5 Point of Parliamentary Inquiry

A point of parliamentary inquiry refers to the Rules of Procedure. It allows delegates to ask questions on the Rules of Procedure in general.

*Example: “Point of parliamentary inquiry! Could the Chairs explain what is meant by a motion to divide the house?”*

## 8. Yielding and referring

There are two ways a delegate granted the right to speak can yield the time remaining at the end of his or her speech.

### 8.1 Yield to another Delegate

The delegate may give the remaining time to another delegate, who may not wish to speak, however make any further yields to any other delegates.

### 8.2 Yield to the Chairs

The delegate may yield their questions to the Chairs if they do not wish to yield to another delegate or to answer points of information.

## 9. Resolutions

### 9.1 Working Paper

Working papers are informal documents containing policy proposals by one or more delegates. They do not need to be formatted according to the United Nations specification in the same way a draft resolution does. A working paper can be submitted to the Chairs to be put on a screen and be discussed. This can happen either during an unmoderated caucus or during a moderated caucus dedicated to discussing a working paper.

### 9.2 Draft resolutions, Sponsors and Signatories

Draft resolutions are formal documents which contain your policy ideas and those of other delegates, written according to United Nations formatting rules. In order to get a draft resolution approved by the Chairs, the content needs to be sound, the formatting needs to be correct, and a minimum amount/number of delegates in the committee as sponsors or signatories is needed). The draft resolutions which are approved by the Chairs are the documents the committee will vote on after the closure of the debate.

### 9.3 Amendments

Amendments are ‘altering requests’ for draft resolutions. Once a draft resolution has been introduced, every country has the chance to work on an amendment in order to strike out clauses, to change clauses or add clauses. During the conference, two types of amendments are being entertained: to the first and to the second degree.

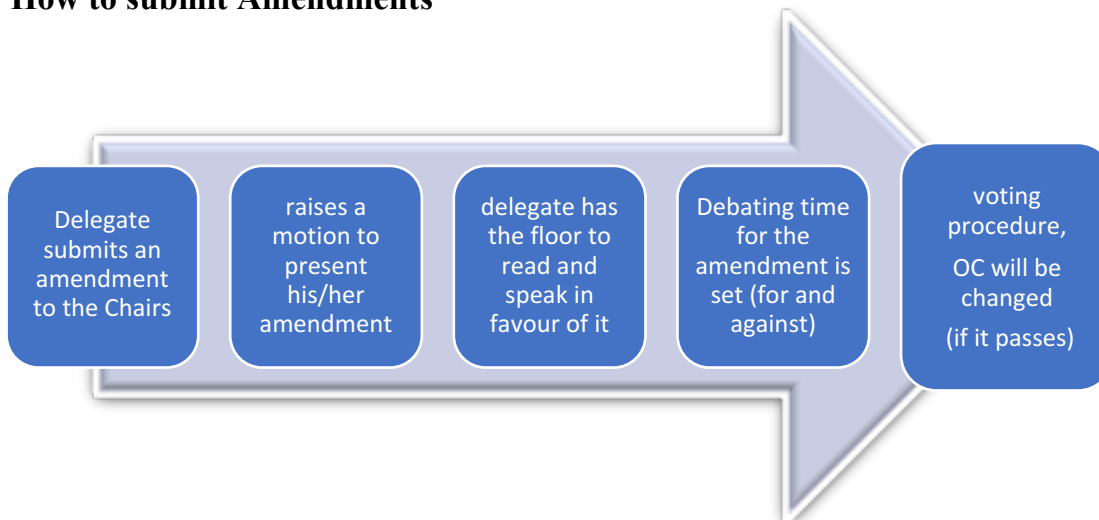
#### **Amendment to the first degree**

An amendment to the first degree must be sent in paper form or electronically to the Chairs and shall contain the text of the amendment, name of the country submitting the amendment and number of the clause to which the amendment relates. A delegate may amend multiple clauses at the same time. Amendments that have been submitted do not require any signatories or co-submitters.

#### **Amendment to the second degree**

Amendments to the second-degree are amendments which change an amendment to the first degree. They can only be submitted in the “time against” the first-degree amendment.

## How to submit Amendments



### Passage of Amendments

If an amendment to the second degree passes, the original amendment passes automatically and without a separate vote. If an amendment to the second degree is rejected, the original amendments is to be voted upon. Chapter 5.7 (7) shall be applied to the previous clauses.

## 9.4 Formal Requirements of Resolutions

A Resolution must follow the format of preambulatory and operative clauses, keeping in mind that a resolution is one long sentence and that the first word in each clause must be italicized. (see HUGMUN - preparation guide for more information)

## 10. Voting Procedure

When a motion to move into voting procedure has been entertained or when there have been objections to a motion, the committee moves into voting about the matter at hand. Voting procedure will be conducted via acclamation or via roll call. Delegates may either vote in favour, against or abstain from the voting procedure (neither for nor against). During voting procedure, it is customary that no one is allowed to leave the room. In the Security Council only, P5 nations may use their veto right.

Some matters require different majorities:

A **simple majority** shall be considered achieved when there are more votes in favor than votes against.

A **two-thirds majority** will require at least twice as many votes in favour than votes against.

The different voting procedures during the session are explained below.

## 10.1 Voting on a Motion (Procedural Vote)

No abstentions or vetoes are in order and a simple majority of present delegates is required for the motion to pass.

### **Voting on an Amendment**

At least a simple majority of present delegates is required to pass; if an amendment to the second degree is passed, the original amendment is automatically passed, too.

### **Voting on a Resolution**

A simple majority of all delegates is necessary for the resolution to pass.

### **Voting on individual clauses of a finished Resolution when dividing the question**

A simple majority of all delegates for each clause to pass, simple majority for any subclause - if a clause does not pass all its sub-clauses do not pass either.

### **Voting on a Resolution which changes borders, government or political arrangement of a state**

A 2/3 majority of all delegates is necessary for the resolution to pass.

### **Voting on a clause which changes borders, government or political arrangement in a state in a resolution when dividing the question**

A 2/3 majority of all delegates is necessary for the clause to pass - if the clause does not pass all its sub-clauses do not pass either.

## 11. Committee specific Rules of Procedure

### 11.1 Concerning the Security Council:

#### **Special Requirements on Passage**

Any matter before the Council is considered passed only in the event of nine members voting in favour, but substantial matters may be vetoed regardless.

#### **Amendment to the 3rd degree**

Amendments to the third degree are amendments which change an amendment to the second degree. They can only be submitted in the time against the amendment to the second degree. The passage of the amendment to third degree effects the passage of the amendment to the second degree, however, the originally proposed amendment (amendment to the first degree) still has to be voted upon.



### **Motion for a P5-Meeting**

By this motion, any P5-Nation may request a meeting with only the P5-Nations attending. The motion requires the approval of the majority of the P5-Nations. Regular member states of the Security Council work in an unmoderated caucus for the duration of the P5-caucus, but may request the caucus to be ended.

### **Motion to yield Veto Rights**

If passed, this motion makes it impossible for the P5 to use their veto rights in the directly following voting procedure. However, voting on this motion is the only procedural voting in which P5 states can use their veto rights and therefore passing this motion requires a consensus among the present P5 states.



Credits to: MUNoBB, HamMUN, GOMUN, LakeMUN, LIMUN, IsarMUN, ProMUNers

