

## **RULES OF PARLIAMENTARY PROCEDURE**

### **GENERAL RULES**

- RULE 1**  
SCOPE
- The rules contained in this handbook will be the official rules for the conference and will be considered adopted in advance of the session. No other rules of procedure are applicable, unless otherwise specifically stated by the Chair.
- RULE 2**  
RULE CHANGES
- The Chair reserves the right to make any changes to these rules necessary to insure the smooth functioning of the conference, and may present them to the delegates at any time.
- RULE 3**  
LANGUAGE
- English will be the official and working language of the conference.
- RULE 4**  
LAPTOPS
- The use of laptops in the committee is not prohibited. However, online gaming of any kind is not in order.
- RULE 5 DELEGATIONS**
- The delegation of each member state will consist of no more than two delegates in each committee. Regardless of the number of delegates, each delegation has only one vote in each committee.
- RULE 6**  
COURTESY
- Delegates will show courtesy and respect to all staff and delegates. Delegates will be attentive to those who hold the floor and will maintain decorum during all sessions of the conference. The Co-Chair will immediately call to order and delegates who fail to comply with this rule.
- RULE 8**  
NON-MEMBERS
- Observers will have the same rights as those of full members, except that they may not vote on resolutions or amendments.
- RULE 9 STATEMENTS OF  
THE SECRETARIAT**
- The Chairs may make, at any time, either oral or written statements to the committee.
- RULE 10**  
DUTIES AND POWERS  
OF THE CHAIR
- The Chair will open and close each session, rule on points of order and may limit speaking time, limit the Speakers list, and decide the propriety of any procedural motion.  
The Chair, subject to these rules, will have complete control of the proceedings at any meeting.

RULE 11  
DUTIES AND POWERS  
OF THE CO-CHAIR

The Co-Chair will direct discussions, accord the right to speak, put questions, announce decisions, ensure and enforce the observance of these rules, and may propose the adoption of any procedural motion to which there is no significant objection.

RULE 13  
APPEAL

Any decision by the Chair or Co-Chair, with the exception of those matters that are explicitly not subject to appeal, may be appealed immediately by a delegate. The appeal must be seconded. The Chair or Co-Chair may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a simple majority of those members present and voting. A "For" vote indicates support of the Chair's ruling; a "Against" vote indicates opposition to that ruling. The Chair's ruling will stand unless overruled by a majority of "No" votes.

RULE 14  
WITHDRAWING  
A MOTION

If the sponsor of a motion wishes to withdraw his motion, he may simply rise and notify the Chair of the withdrawal.

RULE 15  
QUORUM

The Chair may declare the Committee open when at least one-quarter of the Members are present. The presence of a majority of the members will be required for the vote on any substantive motion.

RULE 16  
ROLL CALL

All Committee meetings will begin with a roll call. The Assistant Chair will read an alphabetized list of the countries in the committee, and those delegates present will respond, "Present."

### **RULES GOVERNING DEBATE**

RULE 17  
DEBATE

During debate, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed for all debate on the Topic, except when superseded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the Topic being considered and may address any resolution currently on the floor.

<p>RULE 18 UN-MODERATED CAUCUS</p>	<p>A motion to 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 its purpose and specify a time limit for the caucus, not to exceed fifteen minutes. The motion will immediately be put to a vote. A simple majority of members present is required for passage. The Chair may rule the motion out of order and his/her decision is not subject to appeal.</p>
<p>RULE 19 MODERATED CAUCUS</p>	<p>The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The Assistant Chair will temporarily depart from the Speakers List and call on delegates to speak at his discretion. 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 explain its purpose and specify a time limit for the caucus. Once raised, the motion will be voted on immediately, with a simple majority of members present required for passage.</p>
<p>RULE 20 CLOSURE OF DEBATE</p>	<p>When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion. When closure of debate is moved, the Assistant Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If the Committee is in favor of closure, the closure of the debate will be declared, and all resolutions or amendments on the floor will be brought to an immediate vote.</p>
<p>RULE 21 SUSPENSION OR ADJOURNMENT OF THE MEETING</p>	<p>Whenever the floor is open, a delegate may move for the suspension of the meeting until the next session of the conference, or for the adjournment of the meeting which would draw a close to the conference altogether. The Chair may rule such motions out of order; these decisions will not be subject to appeal. When in order, such will not be debatable but will be immediately put to the vote and will require a simple majority to pass.</p>

## **Rules Governing Speeches**

- RULE 22  
SPEAKERS LIST
- The Committee will have an open Speakers List for the Topic being discussed. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to the Speakers List by raising his/her placard, provided that country is not already on the Speakers List.
- RULE 23  
SPEECHES AND  
TIME LIMITS
- No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if her remarks are not relevant to the subject under discussion, or are offensive to committee members and staff. The Chair may limit the time allotted to each speaker. When a delegate exceeds the allotted time, the Assistant Chair may call the speaker to order. Delegates may motion to adjust the speaking time. The motion is not debatable and requires a simple majority to pass.
- RULE 24  
YIELDS
- A delegate who has been granted the right to speak on a substantive issue (a Topic or amendment) may yield the remainder of his time to another delegate, to questions, or to the Chair. *When yielding to another delegate*, a delegate who is yielded to may speak for the remaining time, but may not make any yields. *When yielding to questions*, delegates who wish to ask questions of the speaker will raise their placards, and the Assistant Chair will select questioners. *When yielding to the chair*, the speaker's time will simply end. Delegates speaking on procedural matters may not yield.
- RULE 25  
RIGHT OF  
REPLY
- A delegate whose personal or national integrity has been impugned by another delegate may request a Right of Reply by raising his/her placard and saying, "Right of Reply." The Right of Reply is to be used to respond to the statements of the speaker. It may not be used to make corresponding, insulting remarks. The Chair's decision whether to grant the Right of Reply cannot be appealed.

## **Points**

- RULE 26  
POINTS OF PERSONAL  
PRIVILEGE
- Whenever a delegate experiences personal discomfort which impairs his/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. A Point of Personal Privilege may not interrupt a speaker, (except for those concerning audibility).
- RULE 27  
POINTS OF  
ORDER
- During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Chair, in accordance with the rules of procedure, will immediately decide the Point of Order. The Chair may rule out of order those points, which are dilatory or improper; such a decision is subject to appeal. Points of Order should not be related to the topic discussed. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.
- RULE 28  
POINTS OF  
PARLIAMENTARY  
INQUIRY
- When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairs a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

## **Rules Governing Substantive Issues**

- RULE 29  
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 be written in resolution format. After working papers are submitted to the chairs, it will be edited and if approved, eligible to be introduced to the committee as a draft resolution.
- RULE 30 INTRODUCING  
RESOLUTIONS
- A *draft resolution* may be introduced when it receives the approval of the Chair and is signed by one-third (rounding up if necessary) of the delegations in the Committee. Signing a draft resolution does not indicate support of the resolution, and the signatory has no further obligations. The main submitter of the draft resolution will introduce the resolution by making a main submitter's speech.

**RULE 31 RESOLUTIONS** More than one resolution may be on the floor at any one time and will be discussed separately, and more than one resolution may be passed. Debate on resolutions will proceed according to the General Speakers List. Resolutions require a simple majority to pass.

**RULE 32 AMENDMENTS** Delegates may amend any resolution which has been introduced. An amendment must have the signatures of one-fifth (rounding up if necessary) of the members of the Committee to be introduced. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. Friendly amendments are in order. An approved amendment may be introduced when the floor is open. General Debate will be suspended and a Speakers List will be established for and against the amendment. A motion to close debate will be in order after the Committee has heard two speakers for and against. A vote of two-thirds is required for closure. When debate is closed on the amendment, the Committee will move to an immediate vote. A simple majority is needed to pass an amendment. After the vote, debate will resume according to the General Speakers List.

### **RULES GOVERNING VOTING**

**RULE 33**  
**VOTING** Only delegates who have recorded as present in the latest roll call may vote. Each delegation in each committee gets one vote. Each may vote "For" or "Against" on procedural matters, and "For", "Against", or "Abstain" on a substantive matter. All matters will be voted on with placards except in the case of a roll call vote. A motion that requires a "simple majority" passes only if the number of delegates voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails. A motion that requires a "two-thirds majority" passes only if the number of delegates voting in favor of the motion equals or exceeds twice the number voting against. The number of abstentions will not be considered in determining the results of the vote. Members may vote on both procedural and substantive issues; while Observers may vote only on procedural issues. Resolutions are voted on in the order they are introduced. After

the Chair has announced the beginning of voting, no Member will interrupt the voting except on a point of order in connection with the actual conduct of voting or on a point of parliamentary inquiry. During a vote, representatives should maintain proper decorum; no caucusing should take place, no notes should be passed, and no delegates should enter or leave the room.

RULE 34  
ROLL CALL  
VOTING

When the Committee is moving into voting procedures, a delegate may request a roll call vote. Such a motion may be made from the floor and requires a simple majority to pass. The Chair may rule this motion out of order; such a decision cannot be appealed. *A motion for a roll call vote is in order only for substantive motions.* In a roll call vote, the Assistant Chair will call countries in alphabetical order. In the first sequence, delegates may vote "For", "Against", "Abstain", or "Pass". A delegate who passes during the first sequence of the roll call must vote during the second sequence. The Assistant Chair will then announce the outcome of the vote.