



Rules of Procedure MUN Bern

1. Scope

The rules included in this guide are applicable to all Committees of the General Assembly, the Economic and Social Council, and the Specialized Agencies. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on what procedure to follow. For Committees in the Specialized Agencies and some Committees in the ECOSOC, the rules can be adapted by the Committee Chair to reflect the rules of the actual body that is being simulated, and these adapted rules will take precedence unless explicitly specified by the Committee Chair.

2. Language

English is the official and working language of the committees. If a Delegate wishes to present a document written in a language other than English, the Delegate will have to provide a translation to the Committee staff that will then distribute the translated version to the rest of the Committee.

3. Representation

Each member of the Committee will be represented by one or two Delegates and will have one vote. If two Delegates represent a Member State together, the Delegates can present speeches together without formally yielding as long as only one Delegate speaks at any given time.

4. Participation of Non-Members

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. These representatives reserve the right to vote only on procedural matters but not on substantive matters. A representative of an organization that is neither a member of the United Nations nor an Accredited Observer may address a Committee only with the prior approval of the Chair.

5. Statements by the Secretariat

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time.

6. General Powers of the Committee Staff

The Committee Dais Staff consists of the two Committee Chairs and the Committee Supervisor. Each Committee session will be announced open and closed by the Committee Chairs, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chairs will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Committee Chairs may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chairs also have the right to interrupt the flow of debate in order to show a presentation or to bring in a guest

speaker or an expert witness. The Chairs can choose to temporarily transfer their duties to another member of the Secretariat. Committee Dais staff members may also advise delegations on the possible course of debate. Further, no handouts may be circulated to the Committee body without the knowledge and explicit approval of the Chairs. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules.

7. Quorum

Quorum denotes the minimum number of Delegates who need to be present in order to open debate. When at least half of the members of the Committee (as declared at the beginning of the first session) are present, quorum is met, and the Chairs declare a Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum. In order to vote on any substantive motion, the Committee must establish the presence of a simple majority of members. In case of double delegations, at least one Delegate from each pair must be present during substantive voting.

8. Courtesy

Every Delegate will be courteous and respectful to the Committee staff and to other Delegates. The Chairs will immediately call to order any Delegate who does not abide by this rule. Any Delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chairs, who will then take the appropriate action.

9. Electronic Aids

Delegates are not permitted to use any type of electronic device, including laptops, phones, etc., in the Committee room when the Committee has been convened. All laptop use must occur

outside of the Committee room unless otherwise specified by the Chair. The Chair may grant the use of electronic devices at his or her discretion.

10. Delegate Conduct

Delegates are warned that there is a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other Delegates. Neither speeches nor debates with other Delegates may contain remarks of this nature. Those Delegates who believe that their countries' policies merit such conduct are advised to consult the Chair before taking any action.

11. Absences

If a Delegate is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A Delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated.

RULES GOVERNING DEBATE

12. Agenda

Since there is only one topic, the agenda is automatically considered as set. The Committee will go directly into General Debate after the Roll Call.

13. Debate

The automatic setting of the Agenda is followed by the opening of a new, continuous Speakers List, which is used to begin general debate. This Speakers List will decide the order of speakers for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the

Topic Area being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails, the Committee postpones debate on it.

14. Unmoderated Caucus

A Delegate may move for an unmoderated caucus at any time when the floor is open, prior to closure of debate. The Delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed twenty minutes. The motion will be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule the motion dilatory, and his/her decision is not subject to appeal. An unmoderated caucus may be extended only twice but only after the caucus has ended and not for a longer duration than the initial caucus time.

15. Moderated Caucus

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers List and call on Delegates to speak at his/her 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, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on, with a simple majority of members required for Passage. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule a motion dilatory, and his/her decision is not subject to appeal. No motions are in

order between speeches during a moderated caucus. A Delegate can and will be ruled out of order if the Delegate's speech does not address the topic of the moderated caucus. If no Delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only twice but only after the caucus has ended and not for a longer duration than the initial caucus time. There is no yielding of time in moderated caucuses.

16. Consultation of the Whole

At the discretion of the Chair, Delegates may move for an informal consultation of the entire Committee in which the rules of procedure are suspended and which goes without the Chair moderating the ensuing discussion. The Delegate making the motion must specify the time limit and a topic of discussion for the consultation of the Whole, not exceeding ten minutes. The motion will be put to a vote and requires simple majority to pass. During the execution of this motion, Delegates will be expected to remain in their seats and be respectful of speakers at all times. The moderation will be carried out by the Committee's Delegates. Each Delegate may address the Committee and then announce the next speaker. No speaker can address the speaker who spoke right before. The consultation of the Whole can only be extended twice, and not for a longer duration than the initial consultation time. The Chair's decision regarding the Consultation of the Whole is not subject to appeal.

17. Closure of Debate

When the floor is open, a Delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, not subject to appeal, rule such a motion dilatory. Closure of Debate on the General Topic is only allowed after at

least one Draft Resolution has been introduced.

When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present. If there are no speakers against closing the debate, the Chair will ask the Delegates if there are any objections to voting by acclamation. If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

18. Suspension and Adjournment of the Meeting

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a Delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may rule such motions dilatory; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee. In the case of a real emergency as declared by the Dais, debate will automatically be suspended without any exceptions.

19. Postponement and Resumption of Debate

Whenever the floor is open, a Delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as "tabling," will

require a two-thirds vote to pass and will be debatable to the extent of one speaker in favour and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favour and one opposed. Resumption of debate will cancel the effects of the postponement. The Chair may rule a motion for postponement or resumption dilatory, but his/her decision is subject to appeal.

20. Reconsideration

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize up to two speakers opposing the motion after which the motion will be immediately voted upon. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered. The Chair may rule a motion for reconsideration dilatory, but his/her decision is subject to appeal.

21. Appeal

An appeal can only be made to procedural matters, but not substantive ones. A Delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the rules of procedure. The Delegate can only appeal a ruling immediately after it has been pronounced. The Delegate will be given thirty seconds to explain the reasoning behind the appeal. The Chair may speak briefly in defence of the ruling. The appeal shall then be put to a vote, and

the decision of the Chair shall stand unless overruled by two-thirds of the members present. A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling.

The following rulings of the Chair may never be appealed by a Delegate:

- Decision to rule a motion for an unmoderated or a moderated caucus, including extensions out of order;
- Decision to end a moderated caucus early;
- Decision to rule a motion for a consultation of the whole, including extensions out of order;
- Decision to rule a motion for closure of debate out of order;
- Decision to rule a motion for suspension or adjournment out of order;
- Decision to refuse a right of reply;
- Approval of a working paper, draft resolution and amendment;
- Decision to rule a motion for reordering draft resolutions out of order;
- Decision to rule a motion for division of the question out of order;
- Decision to rule a motion for a roll call vote out of order.

RULES GOVERNING SPEECHES

22. Speakers List

The Committee shall at all times have an open Speakers List for the Topic Area being discussed. The Chair will either set a speaking time or entertain motions

to set a speaking time. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers List by submitting a request in writing to the Chair, provided that member is not already on the Speakers List, and may remove its name from the Speakers List by submitting a request in writing to the Chair. At any time the Chair may call for members that wish to be added to the Speakers List. The names of the next several members to speak will always be posted for the convenience of the Committee. The Speakers List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speakers List. A motion to close any Speakers List is never in order; nor is a motion to return to the Speakers List ever in order.

No Delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion or are offensive to Committee members or the Dais. Delegates are required to make all speeches from the 3rd person perspective. There can be no speeches made from the 1st person perspective unless the approval of the Chair is received. There can be no props used unless the approval of the Chair is received.

23. Time Limit on Speeches

The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a Delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a Delegate to finish his or her thought.

24. Yields

A Delegate granted the right to speak on a substantive issue may yield in one of

three ways at the conclusion of his/her speech: to another Delegate, to questions, or to the Chair. A Delegate must declare any yield at the conclusion of his or her speech.

Yield to another Delegate: His or her remaining time will be offered to that Delegate. If the Delegate accepts the yield, the Chair shall recognize the Delegate for the remaining time. The second Delegate speaking may not yield the time to another Delegate at the end of his or her speech. To turn the floor over to a co-Delegate of the same member state is not considered a yield.

Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any Delegate whose question is, in the opinion of the Chair, rhetorical, leading, and/or not designed to elicit information. Only the speaker's answers to questions will count toward the remaining speaking time.

Yield to the Chair: Such a yield should be made if the Delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.

Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the Delegate is speaking on a procedural matter. A Delegate must declare any yield by the end of his/her speech. Delegates cannot yield if they run out of time. Yields only need to be made when debate proceeds according to a Speakers List. There are no yields during a moderated caucus.

25. Comments

If a substantive speech involves no yields, and if the speaker does not use all of the time allotted, the Chair may recognize up to two Delegates, other than the original speaker, to comment for thirty seconds on the specific content of the speech just completed. Commentators may not yield. No comments shall be in

order during debate on procedural motions.

26. Right of Reply

A Delegate whose personal or national integrity has been impugned by another Delegate may submit a request for a Right of Reply only in writing to the Chair. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A Delegate granted a Right of Reply will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order.

RULES GOVERNING POINTS

27. Points of Personal Privilege

Whenever a Delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the Delegate speaking is inaudible. Otherwise, the Delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

28. 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 Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The Delegate who rises to a point of order must wait till the end of the speech. Additionally, the Committee Chair has the right to address a Delegate if proper parliamentary procedure is not being followed.

29. Points of Parliamentary Inquiry

When the floor is open, a Delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point but should rather approach the Committee staff during caucus or send a note to the chairs. Points of Information do not exist.

RULES GOVERNING THE PATH TO A DRAFT RESOLUTION

30. Working Papers

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair but do require the signature of the Chair to be distributed. Once distributed, Delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval. No document may be referred to as a "working paper" until it has been approved and introduced. The approval of a working paper is not subject to appeal.

31. Draft Resolutions

A draft resolution may be introduced when it receives the approval of the Chair and is signed by 5 members of the Committee. The approval of a draft resolution is not subject to appeal. The number of required signatories for a draft resolution is subject to modification by the Committee Chair. Signing a draft resolution need not indicate support of the draft resolution, and the signatory

has no further rights or obligations. Signatories should be listed in alphabetical order on every draft resolution.

A draft resolution requires a simple majority of members present to pass and become a resolution. Only one draft resolution may be passed per Topic Area. After a draft resolution is passed, substantive voting procedure will end, a motion for adjournment of the meeting is in order.

32. Introduction of Draft Resolutions

Once a draft resolution (technically still a working paper) has been approved by the Chairs as stipulated above, the Chairs will display the document on the screen for all delegates to read within a reasonable time frame. Delegates may then move for the introduction of a draft resolution. Before voting, the Chair may recognize a certain number of Delegates (at the Chair's discretion) to come forward to answer questions on the document to which the Delegates were signatories. In addition, the Chair may also allow for an informal presentation of the document. The Chair, at his/her discretion, may also answer any clarifying points on the draft resolution. Any substantive points will be ruled out of order during this period, and the Chair may end this "question-answer period" for any reason, including time constraints. No document may be referred to as a "draft resolution" until it has been introduced.

A procedural vote is then taken to determine whether the document shall be introduced as a draft resolution. Should the motion receive the simple majority required to pass, the document will be considered introduced and thus on the floor and can now be referred to as a draft resolution. More than one draft resolution may be on the floor at any one time. They will be numbered in order of introduction. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or

a Resolution on that Topic Area has been passed. Debate on draft resolutions proceeds according to the general Speakers List for that Topic Area, and Delegates may refer to the draft resolution by its designated number.

33. Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and the signatures of 3 members. The number of required signatories for an amendment is subject to modification by the Committee Chair. Approval of an amendment is not subject to appeal. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. If a submitted amendment contains a typographical error, the corrected version should be submitted to the Chair only and does not need to be circulated to the entire Committee. The Chair, at his or her discretion will announce the corrections made in the latter version. Pre-ambulatory phrases may not be amended. The final vote on the amendment is substantive; NGOs, Observer Nations, and Third-Party Actors will not be allowed to vote on amendments.

A motion to introduce an approved amendment may be raised when the floor is open. After this motion, the Chair may read the amendment aloud or show it on the screen. Thereafter, a procedural vote on the introduction of the amendment is taken. The motion will pass by a simple majority. If the motion passes, general debate will be suspended, and a new Speakers List will be established for and against the amendment. A motion to close debate will be in order after the Committee has heard from at least two speakers for the amendment and from at least two speakers against. A motion to close debate will proceed.

When debate is closed on the amendment, the Committee will move to an immediate substantive vote. Amendments need a simple majority to pass.

After the vote, debate will resume according to the general Speakers List.

RULES GOVERNING VOTING

34. Procedural Voting

Voting on any matter other than draft resolutions and amendments is considered procedural. Each member of the Committee, including representatives of Accredited Observers and of NGOs must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more "Yes" votes than "No" votes. A two-thirds vote will require at least twice as many "Yes" votes than "No" votes.

35. Substantive Voting

Substantive voting includes voting on draft resolutions and amendments. Once the Committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers are sealed, and no interruptions will be allowed. The only motions (in order of precedence) and points that will be in order are:

- Point of Personal Privilege;
- Point of Order;
- Point of Parliamentary Inquiry;
- Reordering Draft Resolutions;
- Division of the Question;
- Motion for a Roll Call Vote.

If there are no such points or motions, the Committee will vote on all draft resolutions. For substantive voting, each

member will have one vote. Each vote may be a 'Yes', 'No' or 'Abstain'.

Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast. A simple majority requires more "Yes" votes than "No" votes (i.e. more countries voting in the affirmative than the negative); a two-thirds majority requires twice as many "Yes" votes as "No" votes. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area. NGOs, Observer Nations, and Third-Party Actors will not be able to vote on draft resolutions and/or amendments.

36.Voting by Acclamation

Before beginning the vote on a particular motion, draft resolution or amendment, the Committee Chair has the right to ask the Delegates if there are any objections to a vote by acclamation. In addition, if no speakers against the motion to close debate are recognized, the Chair will propose a vote by acclamation, subject to objections from the Delegates. If the Committee members have no objections, then the motion will automatically be adopted without the Committee going into voting procedure. A single objection to voting by acclamation will mean that the Committee will go into normal voting procedure.

37.Reordering Draft Resolutions

A motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. The Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion to reorder passes with a simple majority, or all motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order. The

Chair may rule a motion for reordering draft resolutions dilatory, and his/her decision is not subject to appeal.

38.Division of the Question

After the debate has been closed, a Delegate may move that the operative parts of a draft resolution be voted on separately. The Chair may rule a motion for division of the question dilatory, and his/her decision is not subject to appeal. Pre-ambulatory clauses and sub-operative clauses may not be altered by division of the question.

The motion can be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.

If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.

The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division has been passed with a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution.

If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.

Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

39.Roll Call Voting

A Delegate has the right to request a roll call vote after debate on a draft resolution is closed. A roll call vote is only in order for substantive votes. A motion for a roll call vote may be made from the floor and

seconded by 2 members of the Committee. The required number of seconds is subject to modification by the Committee Chair. The Chair may rule a motion for roll call voting dilatory, and his/her decision is not subject to appeal.

In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. In the first sequence, Delegates may vote 'Yes', 'Yes with Rights', 'No', 'No with Rights', 'Abstain', or 'Pass'.

Delegates who vote either 'Yes with Rights' or 'No with Rights' reserve the right to explain his/her vote.

A Delegate who voted 'Pass' during the first sequence of the roll call must vote either 'Yes' or 'No' during the second sequence. The Delegate may not request the right to explain his/her vote.

All Delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair.

The Chair will then announce the outcome of the vote.

PRECEDENCE OF MOTIONS

Motions will be considered in the following order of preference:

- Point of Personal Privilege;
Point of Order;
- Point of Parliamentary Inquiry;
Adjournment of the Meeting;
Suspension of the Meeting;
- Unmoderated Caucus;
Moderated Caucus;
Consultation of the Whole;
Introduction of a Draft Resolution;
Introduction of an Amendment;
Postponement of Debate;
Resumption of Debate;
- Closure of Debate;

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

- Point of Personal Privilege;
Point of Order;
- Point of Parliamentary Inquiry;
Reordering Draft Resolutions;
Division of the Question;
- Motion for a Roll Call Vote.