

## *Rules of Procedure*

### **GENERAL RULES**

*Note: For GA committees, exchange “Chair” with “Moderator.”*

*Note: For all votes that require one or more speaker(s) for and against, if no delegate wishes to speak against, the motion automatically passes.*

#### **RULE 1: SCOPE OF THE RULES**

Unless otherwise stated by the Secretary-General, these rules apply to all Ivy League Model United Nations Conference (ILMUNC) committees.

#### **RULE 2: LANGUAGE**

English will be the working language of all ILMUNC committees.

#### **RULE 3: ATTIRE**

Delegates are expected to wear formal business attire to all committee sessions. Appropriate casual attire is allowed for all other ILMUNC events.

#### **RULE 4: CONDUCT**

Delegates are expected to maintain decorum at all times during ILMUNC. This includes respecting staff decisions at all times, being recognized before addressing the committee, standing when addressing the committee, and refraining from the use of undiplomatic language.

### **THE CHAIR**

#### **RULE 5: FUNCTIONS OF THE CHAIR**

The Chair shall open and close each committee session, enforce these rules, recognize speakers, put questions to a vote, and announce decisions. The Chair has the right to act at his or her own discretion to ensure the smooth operation of the committee. To this end, he or she has ultimate authority over the committee’s proceedings and the maintenance of order therein. The Chair has the power to entertain or deny any motion.

#### **RULE 6: APPEAL OF THE CHAIR’S DECISION**

A delegate may motion to appeal the Chair’s ruling on a discretionary matter. The appealing member speaks first in favor of overturning the Chair’s decision. The Chair then speaks in defense of his or her ruling. A vote by two-thirds of the body is needed to overrule the Chair’s decision.

### **COMMITTEE RULES**

#### **RULE 7: QUORUM**

One-third of the members of a committee must be present for committee session to be opened and for debate to proceed. A majority of the expected members (one half plus one) must be present for any substantive votes to be taken.

#### **RULE 8: VOTING RIGHTS**

Each member-state of an ILMUNC committee will have one vote in all matters. Only when voting upon a resolution or amendment may a member-state abstain; that is, they may not abstain on a procedural motion. Member-states that abstain from voting are considered as not voting and shall not be counted in determining a majority. Observer States will have one vote in procedural matters only. These nations are not allowed to vote on substantive matters, including amendments and resolutions.

#### **RULE 9: SIMPLE MAJORITY**

A simple majority vote means that more member-states must vote in favor than against to pass a motion.

#### **RULE 10: SUBSTANCE AND PROCEDURE**

A substantive matter is herein defined as pertaining to the content of the topic areas. A procedural matter is all that which is not substantive.

## **RULES GOVERNING DEBATE**

### **RULE 11: AGENDA**

The Chair will open a temporary speakers list for the purpose of debating which topic will be discussed. During that debate, a motion to set the topic will be in order, accepted at the Chair's discretion. In the event of such a motion, the Chair will entertain one speaker in favor of and one speaker against setting that topic, each speech lasting 1 minute. There will be no yields. This motion requires a simple majority to pass. If the motion carries, debate and a speakers list will be opened on that topic. If the motion fails, the committee will proceed with the already established speakers list until another such motion is made. If all topics fail such a motion, the Chair can choose to either select a topic at his or her discretion or allow debate to continue.

### **RULE 12: QUESTION OF COMPETENCE**

A motion to Question the Competence of a committee to discuss a resolution, working paper, or amendment is in order if a member feels that a topic is outside the scope of the committee's jurisdiction or expertise. This motion is not intended to cut off debate but merely to prevent misguided discourse. The Chair shall have the power to rule on this motion at his or her discretion. One member may speak for and one may speak against the motion. This procedural motion requires a two-thirds vote to pass. If the motion passes, the committee will immediately cease all consideration of the target of this motion.

### **RULE 13: SPEECHES**

No member may address a committee without having first obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject matter under discussion.

### **RULE 14: SPEAKERS LIST**

Once a topic has been chosen, the Chair shall open a speakers list to be followed for all debate on that

topic. Speakers may comment generally on the topic area being considered, any resolution on the floor, or any proposed amendment to any resolution on the floor. After a speakers list has been created, a member-state may add its name to the list if the list has not been closed. Such a request may be submitted in writing or, if the Chair specifically allows, by a show of placards. When the speakers list is exhausted and no other nation wishes to be added, debate will be considered closed and the committee will move directly into voting procedure. Please note that nations can only be actively queued on the speakers list once at any given time.

### **RULE 15: TIME LIMIT ON SPEECHES**

The committee shall allocate a limited amount of time for each speech on the speakers list. A motion to set the speaking time is appropriate when the committee is not in voting procedure or a caucus. The time set by a successful motion applies to every speech on the speaker's list thereafter, unless there is a new motion to set the speaking time. Setting a time limit on speeches requires a simple majority to pass.

### **RULE 16: YIELDS**

A member who has been granted the right to speak from the speakers list may yield his remaining time to the Chair, to questions and/or comments (see below), or to another delegation. Yielding to the Chair elapses all further time and to another delegation transfers remaining time from the speech. There can be only one yield per speech.

### **RULE 17: YIELDING TO QUESTIONS**

In yielding to questions, time remaining only diminishes in the answer to a question. The Chair reserves the right to grant a request for a two-part question. The speaker may decline to answer a question at any point or step down, in which case the question-and-answer period for this speech expires.

### **RULE 18: COMMENTS**

Comments may follow a speech in two instances: when a speaker yields to comments, and when a

speaker fails to yield. In both scenarios, two thirty-second comments are in order and can be made by any delegation. The content of the comments must pertain directly to the original speech.

#### RULE 19: RIGHT OF REPLY

If the personal integrity of a delegate is questioned, a right of reply may be granted. All rights of reply must be submitted in writing to the Chair and, if granted, the Chair will read the reply to the committee. The Chair's decision on this matter may not be appealed, and there will be no rights of reply to a right of reply.

## POINTS AND MOTIONS

#### RULE 20: POINT OF ORDER

A point of order is used when a member wishes to draw attention to a procedural error made by a member or the Chair. This point can interrupt all proceedings.

#### RULE 21: POINT OF PARLIAMENTARY PROCEDURE

A point of parliamentary procedure is an inquiry about these rules.

#### RULE 22: POINT OF PERSONAL PRIVILEGE

A point of personal privilege is used to indicate that a delegate is experiencing discomfort that impairs his or her ability to participate in the proceedings. This point can interrupt all proceedings.

#### RULE 23: MOTION TO POSTPONE DEBATE ON THE TOPIC

When it becomes necessary for a committee to postpone debate on the topic for a period of time (e.g. when faced with a crisis), a motion to postpone debate on the topic may be made. This is done with the intention to resume that debate at a later time. To re-open debate on a postponed topic, the procedure set out in Rule 11 must be followed. If debate resumes on a postponed topic during the same session, the previously established speakers list will continue. There may be one speaker in favor of and one against this motion, which requires a two-thirds majority to pass. This motion

is especially applicable on crisis committees, less so otherwise.

#### RULE 24: MOTION TO CLOSE DEBATE

A motion to close debate (move directly into voting procedure) is in order anytime the committee is not already in voting procedure or a caucus. There will be two speakers against this motion and it requires a two-thirds majority to pass. If this motion passes, all debate on the topic ends, and all resolutions and amendments are brought to a vote as they have been presented on the floor.

#### RULE 25: MOTION FOR A MODERATED CAUCUS

A moderated caucus is a departure from the speakers list to facilitate debate or narrow its scope. In a moderated caucus, the Chair calls on nations to be recognized at his or her discretion. This motion requires a simple majority to pass. A motion for a moderated caucus should include a time limit for the caucus, a time limit for speeches in the caucus, and a purpose (focused topic area).

#### RULE 26: MOTION FOR AN UNMODERATED CAUCUS

An unmoderated caucus is a period of time in debate that is relatively free-form. A motion for an unmoderated caucus should include a time limit for the caucus, which cannot exceed twenty minutes. Unmoderated caucuses and extensions cannot exceed thirty consecutive minutes. This motion requires a simple majority to pass.

#### RULE 27: MOTION TO CLOSE THE SPEAKERS LIST

This motion means that no members of the committee may be added to the current speakers list. If a motion to close the speakers list passes, upon reaching the end of the speakers list, the committee will automatically enter voting procedure. This motion does not call for any speakers for or against and requires a simple majority to pass.

## RULE 28: MOTION TO TABLE A RESOLUTION

This motion is targeted at removing the subject from discussion. It requires a two-thirds majority to pass and requires two speakers for and two speakers against. Each of the speakers is granted thirty seconds and is chosen at the Chair's discretion. A resolution may be brought back into consideration by a simple majority.

## RULE 29: MOTION TO REINTRODUCE A RESOLUTION

This motion is made to bring a resolution that has previously been tabled back to the table for debate. This motion requires a simple majority to pass and does not require any speakers for or against.

## RULE 30: MOTION TO RECESS

Passing this motion ends committee session for the prescribed break time period, as indicated in this ILMUNC handbook. This motion requires a two-thirds majority to pass and is subject to the Chair's discretion. The Chair's decision cannot be appealed.

## RULE 31: MOTION TO ADJOURN DEBATE

This motion is in order at the conclusion of all sessions. It requires a two-thirds majority to pass.

## RULE 32: MOTION TO INTRODUCE A(N) RESOLUTION, WORKING PAPER, or AMENDMENT

This motion is only in order after the Chair has reviewed the resolution, working paper, or amendment, when the committee is not in a caucus or voting procedure.

## RULE 33: PRECEDENCE

As a general rule, points take precedence over motions, and a motion that represents the largest disruption to session takes precedence over a motion that represents a smaller disruption. Extensions to caucuses take precedence over other motions.

## **RULES GOVERNING RESOLUTIONS, AMENDMENTS, AND VOTING**

### RULE 34: RESOLUTIONS

A resolution represents the decision of a body of the United Nations regarding a particular issue. It must follow a specific format that is indicated in the ILMUNC handbook. For the committee to consider a resolution, at least one-fifth of the body must be either a sponsor or signatory.

### RULE 35: WORKING PAPERS

Working papers are often the precursors to resolutions in that they can outline the issues of a topic area or propose solutions without a particular format. A working paper may not be voted upon and may only contain signatories.

### RULE 36: SIGNATORIES AND SPONSORS

A resolution requires sponsors and/or signatories to be presented on the floor. A sponsor takes part in the writing of a resolution and a signatory wants to see the resolution or working paper debated. A sponsor or signatory may withdraw from the resolution at any time before voting procedure begins. If at any time a resolution is without sponsors, sponsorship of that resolution will be offered to any members of the committee that wish to accept it. If no member of the committee wishes to accept sponsorship of that resolution, it will be removed from consideration. Member states may sign (either as a sponsor or a signatory) more than one resolution per topic.

### RULE 37: SUSPENDING THE RULES OF DEBATE

This motion requires a two-thirds majority and is accepted only at the discretion of the chair (and cannot be appealed). If the rules are suspended, the Chair may consult the motioning party about in what capacity the rules will be suspended and for how long. Suspending debate may be helpful in the presentation of a resolution to the committee.

## RULE 38: AMENDMENTS

An amendment changes a resolution by adding, striking out, or substituting a word or phrase. There are two types of amendments, friendly and unfriendly, both of which must be submitted to the Chair in writing. A friendly amendment is agreed upon by all sponsors of the resolution and becomes part of the resolution. An unfriendly amendment is not supported by one or more of the sponsors and requires signatures from one-fifth of the body to be considered. Unfriendly amendments are voted upon at the closure of debate, before their respective resolutions, in the order submitted, and are treated as individual entities (similarly to resolutions). An unfriendly amendment requires a two-thirds vote to become included in the resolution. Amendments may not be amended, and may not amend the preamble of a resolution.

## RULE 39: CONDUCT DURING VOTING

Upon entering voting procedure, the chamber shall be sealed and silent, with note passing suspended; no persons may enter or leave with the exception of Secretariat members. All non-pertinent points and motions are out of order.

## RULE 40: VOTING ON PROCEDURAL MATTERS

Each delegation may only vote in favor of or against a procedural matter.

## RULE 41: ROLL CALL VOTES

A member may request a roll call vote on a resolution. If the request is granted, the Chair shall read through the committee roster and each member, when called, can vote: “Yes,” “Yes with Rights,” “No,” “No with Rights,” “Abstain,” or “Pass.” When the Chair finishes reading through the roster, those members who previously passed shall be asked to vote in turn. Members who pass may only vote “Yes” or “No” and may not pass again on that matter. Rights should be to the point and only used in instances in which a delegation, by its vote, is straying from national policy. In these instances, the delegate is granted thirty seconds upon conclusion of the vote for an explanation. A yield is not in order.

## RULE 42: DIVISION OF THE QUESTION

Immediately after debate is closed on a topic and after any unfriendly amendments are voted upon, a member may motion to divide the question. This motion indicates that the member wishes to consider two or more parts of the resolution separately. Before specifying the sites of division (which cannot be in the preamble), the Chair will recognize two speakers in favor of and two speakers against the motion to divide. The committee will then vote on whether or not to allow divisions, requiring a simple majority. If and when the motion passes, the Chair will accept all propositions to divide the resolution. At the Chair’s discretion, the committee will entertain the motions to divide in order of complexity, moving from most to least complex. The body will then move on to vote on each clause (or group of clauses, as per the division) separately and as if they were independent resolutions. Only the sections that receive a majority vote will be included in the final resolution.

## RULE 43: REORDERING RESOLUTIONS

If there are multiple resolutions on a topic, the committee will normally vote on the resolutions in the order in which they were submitted. However, a member may motion to reorder the resolutions before any voting begins. When this motion is made, the member must specify the new voting order he proposes. The motion requires a simple majority to pass.

## RULE 44: IMPORTANT QUESTION

Once in voting procedure, a motion to make a resolution an important question may be made on the following grounds: matters of international peace and security, budgetary matters, questions pertaining to the election or expulsion of a member to the United Nations, suspension of the rights or privileges of a member, or matters pertaining to the Trusteeship Council. If this motion is made, it suggests that the resolution in question is of vital importance and consequently must be treated this way. The motion requires two speakers for and two speakers against. The motion for an important

question only requires a simple majority to pass, but if it does pass, then the resolution in question will then require a two-third majority to pass.

#### RULE 45: VOTING ON RESOLUTIONS

Resolutions require a simple majority vote to pass. Observer states are not allowed to vote on

resolutions. Multiple resolutions are allowed to pass on any given topic. Should two or more resolutions, which are in direct conflict with one another, pass, then the last to pass will hold legal and administrative authority.

### Working Papers

Working papers are often the precursors of resolutions in that they can outline the issues of a topic area or propose solutions without a particular format. Some chairs, however, may request working papers to be in resolution format. A working paper may not be voted upon and may only contain signatories (Rule 35). This sample resolution shows the requisite format for resolutions.

### Resolutions

Resolutions are written suggestions for how to solve the topic at hand and are the end result of both debate and working papers. Resolutions are written by delegates and voted on by the committee. The preamble of a resolution states the reasons for addressing the topic. Preambulatory clauses can reference the UN charter, other UN documents, and past international actions. Each clause begins with a preambulatory phrase and ends with a comma.

Actions and recommendations made in a resolution are written in the form of operative clauses. Each operative clause is numbered, begins with an operative phrase, and ends with a semicolon. Operative clauses should be organized logically with each operative clause containing a single idea or proposal. The resolution ends in a period after the last operative clause.

A resolution requires sponsors and/or signatories in order to be presented on the floor. The number of sponsors and signatories must add to one-fifth of the committee. A sponsor takes part in the writing of a resolution and a signatory simply wants to see the resolution debated. (See Rule 36).

**Organization of American States (OAS)  
Resolution 2.1**

Topic: Tropical Deforestation

Sponsors: Brazil, Ecuador

Signatories: Argentina, Chile, Colombia, Guatemala, Honduras, Mexico, Panama, USA, Venezuela

The Organization of American States,

*Alarmed by* the rapid decrease of tropical rainforests throughout Latin America,

*Cognizant of* the long-term environmental hazards of deforestation,

*Noting with approval* the campaigns launched by several Latin American governments in order to halt this destruction,

*Seeking to* reinforce these programs,

1. Proclaims the year 2000 as “Year of the Tropical Rainforest”;
2. Encourages that Latin American governments launch programs during the “Year of the Tropical Rainforest” which include but not be limited to: