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UNITED NATIONS YOUTH AND STUDENT ASSOCIATION OF AUSTRIA

EISENSTADT - GRAZ - INNSBRUCK - KLAGENFURT - LINZ - SALZBURG - VIENNA

Rules of Procedure for Model United Nations

These rules are a simplified version based on those used at meetings of the UN and its institutions. As these rules should be used for simulations of all UN governing bodies some items (eg. quorum) of course differ from reality.

c: UNYSA-AUSTRIA-AFA as of 25 July 2012

GENERAL RULES

I. Rules

The rules are not subject to change and shall be considered adopted prior to the beginning of the conference.

II. Language

English shall be the official working language of the conference. No representative may address the forum or submit a document in a language other than English.

III. Courtesy

All delegates must show courtesy and respect to the Secretary General, Chairpersons, committee staff, advisors and fellow delegates. The Chairperson will immediately call to order any delegate who fails to comply with this rule.

IV. Credentials

The credentials of the Secretariat and delegates have been accepted prior to the opening of the conference. Actions relating to the alteration of rights or credentials of any member may only be initiated at the consent of the Secretary General.

V. Secretary General and Secretariat

The Secretary General will provide and direct the staff required by all the committees. He/She will have the ultimate authority over all such committees and may at any time delegate authority to a member of the Secretariat. Furthermore, the Secretary General or a member of the Secretariat may at any time make written or oral statements to the committees.

VI. Chairpersons

The Chairperson shall declare the opening and closure of each meeting of the committee, shall direct its discussions, and ensure compliance with the Rules of Procedure. He/she shall compose the speaker's list, accord the right to speak, propose the limitation of time for debate, and announce decisions.

The Chairperson shall further have complete control over the proceedings of the committee as well as over the maintenance of order at the meetings. Furthermore, he/she shall have the right to advise delegates on the possible course of debate. The Chairperson may also close or suspend the meeting and may temporarily transfer his/her duties to another member of the committee staff. In exercise of these functions, the Chairperson shall at all times follow the Rules of Procedure and report to the Secretary General.

VII. Members

Each member state of a committee will be represented by one delegate and will be granted one vote in the committee. Members of the committees shall be permanent representatives to the United Nations, heads of state, ministers of foreign affairs or others of comparable rank or relevance to the issues at hand.

VIII. Participation of Observers

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, resolutions, or amendments.

IX. Quorum

A Quorum is the number of members present necessary for any vote to be taken. The Chair may declare a meeting open and permit the debate to proceed when at least one-third of the expected number of members in the committee are present. The presence of two-thirds of the members will be required for any substantive vote to be taken.

X. Meetings and Dates of Convening

Each committee shall meet at the time and place designated by the Secretariat under the recommendation of the Secretary General.

XI. Attendance

Delegates of all committees are required to attend all scheduled committee meetings. In case of absence for more than two half day sessions and/or during the distribution of certificates, the delegate may be denied the right to receive the conference certificate.

RULES GOVERNING DEBATE

XII. Committee Session

Each committee session of a body shall commence with a roll call of the member states followed by the observers in English alphabetical order. When their country is called out, delegates shall declare themselves either “present” or “present and voting” whereas accredited observers shall declare themselves “present and observing.”

Members arriving late shall pass a written note to the Chair stating that they are either “present” or “present and voting” whereas accredited observers arriving late shall pass a written note stating that they are “present and observing.”

Concerning the consequences of members declaring themselves “present” or “present and voting” see rule XXIX. The rights of the accredited observers are depicted under rule VIII.

XIII. Opening Speeches

At the beginning of the first session, each delegate to a committee will be expected to give a short opening speech no longer than one minute (a maximum of two minutes in the Security Council). Opening speeches should provide for positioning within the committee and should briefly outline a country’s or organization’s stance and objectives in relation to the topic.

XIV. Debate

After the delegates have presented their opening speeches, a continuously open speaker’s list is to be established for the purpose of formal debate. The speaker’s list will be the default style of debate. However, by raising a motion during formal debate, delegates can change the style of debate to either a moderated or an un-moderated caucus.

XV. Formal Debate

The formal debate is the default style of debate and its main feature is the speaker’s list. The speaker’s list shall be followed except where superseded by procedural or substantive motions or points. During formal debate, speakers may speak generally on the topic area being considered, may address any working paper or draft resolution currently on the floor and may raise procedural or substantive motions and points. The time limit for individual speeches will be determined by the Chair. At the opening of the committee session, delegates will be asked by the Chair whether they wish to be placed on the speaker’s list. Those holding their placards high will be placed on the speaker’s list. Thereafter, once debate commences, a member may be added to the speaker’s list only by passing a written request to the Chair. After the delegate finished his/her speech, the delegate may add his/her country to the speaker’s list again by passing a written request to the Chair. The speaker’s list will be continuously open. Once the speaker’s list has been exhausted, the Chair will declare the closure of debate, and the committee will immediately move to voting procedures.

XVI. Un-moderated Caucus

A motion for an un-moderated caucus is in order during formal debate at any time when the floor is open and prior to closure of debate. During an un-moderated caucus, delegates can meet informally with each other to discuss draft resolutions, amendments and other issues of relevance. However, no delegate is allowed to leave the conference room except when stating a point of personal privilege.

The delegate raising the motion for an un-moderated caucus must briefly explain its purpose and specify a time limit, which should not exceed thirty minutes. The time limit is subject to the Chair’s approval. If there is a second delegate supporting the motion, it will be put to an immediate vote. No speeches for or against the motion will be entertained, and a simple majority is required for passage. No abstentions are permitted.

XVII. Moderated Caucus

A motion for a moderated caucus is in order during formal debate at any time when the floor is open and prior to closure of debate. The sponsor of the motion must briefly specify the purpose for the Moderated Caucus, the total time limit and the time limit allowed for individual speeches. The time limit is subject to the Chair’s approval. The total time limit should not exceed fifteen minutes. If there is a second delegate supporting the motion, it will be put to an immediate vote. No speeches for or against the motion will be entertained, and a simple majority is required for passage. No abstentions are permitted. During a moderated caucus, delegates signify their wish to speak by raising their placards. If nobody else wants to take the floor, the style of debate will automatically resume to formal debate.

XVIII. Suspension of the Meeting

During formal debate, a delegate may raise a motion to suspend the meeting (suspending all committee functions until the next meeting) by stating the purpose of the suspension and specifying a time for reconvening, which is subject to the Chair's approval. If there is a second delegate in support of the motion, it will be put to an immediate vote. No speeches for or against this motion will be entertained. A simple majority is required for passage, and no abstentions are permitted.

XIX. Closure of Debate

During formal debate a delegate may move to close the debate on a substantive matter under discussion whether or not any other delegate has signified his/her wish to speak. A second delegate in support of this motion is required. The Chairperson, however, may rule such a motion dilatory. This motion is not debatable. The closure of debate requires a simple majority, and no abstentions are permitted. If the motion passes, the Chairperson shall declare the closure of debate, and immediately move to voting procedure (on the draft resolution or amendments approved by the Chairperson).

RULES GOVERNING SPEECH

XX. Speeches

No delegate or accredited observer may address a committee without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks do not follow proper parliamentary convention, are not relevant to the subject under discussion, or are offensive to any delegate or staff member. The time limit for speeches is always subject to the Chair's approval. If a delegate exceeds the permitted time, the Chair may call the speaker to order.

XXI. Yields

A delegate who was granted the right to speak and has finished speaking before his/her time elapsed has to yield the remaining time in one of the following ways:

i) Yield to the Chair

If the delegate does not wish to yield to questions or to another delegate, he/she may yield the time back to the Chair. The Chair will then move on to the next speaker.

ii) Yield to another Delegate

A delegate may yield his/her remaining time to another delegate. In this case, the Chair will offer the remaining time to the chosen delegate and if accepted will recognise him/her for the remaining time. After the time has elapsed, the delegate may not make any further yields. Only one yield to another delegate is possible within the time limit of one speaker.

iii) Yield to Questions

If the delegate yields his/her time to questions, the questioners will be selected by the Chair and limited to one question each. The questions shall concern the substance of the speaker's speech. The Chair will have the right to call to order any delegate whose question is rhetorical or not designed to elicit information. Furthermore, comments or statements instead of questions are out of order. Only the speaker's answers to the questions will be deducted from the speaker's remaining time. Delegates must declare any yield by the conclusion of their speeches. If time runs out, the Chair will simply move on to the next speaker.

POINTS AND MOTIONS

XXII. Point of Personal Privilege

Whenever a delegate wishes to leave the room for personal reasons that impair his/her ability to participate in the proceedings, the delegate may raise a point of personal privilege. Since a point of personal privilege may interrupt a speaker, delegates should use this power with utmost discretion.

XXIII. Point of Order

A delegate may raise a point of order to complain about improper parliamentary procedure. The Chair, in accordance with the Rules of Procedure, will immediately decide on the point of order.

The ruling of the Chair stands unless overruled by the Secretary General. A point of order may interrupt a speaker. However, it must be justifiable and should be made with discretion. Points of order that are dilatory or improper may be ruled out of order by the Chair.

→ Questions regarding the Rules of Procedure should be submitted to the Chair in writing or addressed to the Chair during an un-moderated caucus. Although not officially listed as a point within the Rules of Procedure, the Chair may allow delegates to raise a point of information during the debate if certain rules and procedures are unclear. The Chair may then interrupt the session at any time in order to explain.

XXIV. Right of Reply

A delegate whose national integrity has been impugned by another delegate may request the right to reply to the speaker after his/her time has elapsed. The Chair's decision to accord the right of reply may not be appealed. If granted, the delegate receiving the right may speak immediately for a maximum time period of one minute. No right of reply will be granted in response to a right of reply.

XXV. Procedural and Substantive Motions

Procedural motions and substantive motions may be raised at any time during formal debate. If there is at least one delegate in support of the motion, the Chair will put the motion to a vote. The precedence of procedural and substantive motions is stated under rule XXX.

RULES GOVERNING SUBSTANTIVE ISSUES

XXVI. Working Paper

Delegates may propose working papers for committee consideration and are encouraged to bring pre-prepared working papers to the conference. Working papers shall consist of proposals for solutions to the issue at hand and are intended to aid the committee in its discussions and in the formulation of draft resolutions. Working papers are not official documents but do require the signature of the Chair to be copied and distributed. The Chair may postpone the meeting for an adequate period of time for the purpose of enabling the delegates to read the document distributed. Changing the content of a working paper does not require voting, motions, or any other special procedure.

XXVII. Draft Resolutions

Draft resolutions shall follow the official format of the United Nations. A draft resolution has to be approved by the Chair and requires signatures of at least one-third of the committee members. When calculating the number of countries required for bringing a draft resolution to the floor, the signatures of the sponsors and the signatories are added up.

Signatories of a draft resolution do not necessarily indicate support for the content of a draft resolution and have no further obligations; by signing a draft resolution they only indicate their wish to have it brought to the floor for further refinement and debate (but they do not have to vote in favour of it at a later stage). Members that are the principle authors of a draft resolution and are in support of it are regarded as sponsors of a draft resolution. Sponsors are obligated to vote in favour of the draft resolution. Members wishing to add their support to a draft resolution may add their name to the list of sponsors at any time during debate. This request should be submitted to the Chair in writing.

More than one draft resolution may be on the floor at any given time and may be referred to by any speaker.

i) Introducing Draft Resolutions

Once a draft resolution has been approved as stated in Rule XXVII and has been copied and distributed to all delegates in the committee, debate will be postponed by the Chairperson for an adequate period of time for the purpose of enabling the delegates to read the document distributed. Once the reading time has elapsed, one of the sponsors may raise a motion to introduce the draft resolution. One delegate in support of the motion is needed (no vote at this stage) for entering the introduction process, which comprises the following elements:

a) One of the sponsors will read out the operative clauses of the draft resolution.

b) All the sponsors will be open for questions. The questioners will be selected by the Chair and limited to one question each. The number of questions asked and the time period given to the sponsors for response is to be determined by the Chairperson. The Chairperson decides when the time for questions has elapsed.

c) A speaker's list is created for and against the introduction, and a time limit for the individual speeches shall be set by the Chairperson. After at least two speakers have spoken in favour and two against the motion – given that there are speakers against – the Chairperson can put the motion to introduce a draft resolution to a vote.

ii) Vote on the Motion to Introduce the Draft Resolution

A simple majority is required for passage, and no abstentions are permitted. Once passed, the draft resolution is officially on the floor and can be subject to debate until closure of debate.

XXVIII. Amendments

Once a draft resolution is officially on the floor, its content may solely be amended. A proposal is considered an amendment if it merely adds to, deletes from, or revises the clauses of a draft resolution. Amendments of amendments are out of order. An amendment is considered to be out of order if it renders the resolution meaningless.

i) Editorial Amendments

An editorial amendment may be introduced solely for the purpose of clarification (e.g.: spelling or grammar mistake). Editorial amendments, if supported by all sponsors of the draft resolution, are shortly presented by the Chairperson and immediately incorporated into the draft resolution without a formal vote and preceding all other amendments.

ii) Friendly Amendments

An amendment may be considered “friendly” if it does not fundamentally change the intent of the draft resolution as a whole and is supported by all sponsors. “Friendly” amendments, pending review by the Chair, are shortly presented by the Chairperson and immediately incorporated into the draft resolution without a formal vote, following editorial amendments and preceding the list of unfriendly amendments.

iii) Unfriendly Amendments

An amendment, which is not supported by all the sponsors of a draft resolution, is considered “unfriendly.”

An unfriendly amendment requires the supporting signatures of two members, and the approval of the Chair. After all amendments are collected and a list of amendments has been established, the sponsors will be asked by the Chairperson to read out the amendments. Afterwards, each sponsor will be open for questions. The number of questions asked, and the time limits given are to be determined by the Chairperson. After the Chairperson has decided that the time for questions has elapsed, a speaker’s list shall be created for and against the incorporation of the amendment and a time limit for the individual speech should be set by the Chairperson. After at least two speakers have spoken in favour and two against the amendment – given that there are speakers against – the Chairperson can put the amendment to a vote. A simple majority is needed for passage, and no abstentions are permitted.

Once the last amendment is voted upon, the draft resolution is put to a vote as a whole. Other draft resolutions being concerned by the closure of debate follow the same procedure.

RULES GOVERNING VOTING

XXIX. Voting

Each member of a committee will have one vote on both substantive and procedural matters. Accredited observers may vote on all matters except on draft resolutions, resolutions, or amendments. In case of the final vote on a draft resolution, each member “present and voting” may cast an affirmative vote (“yes”) or an opposing vote (“no”) whereas each member “present” can also abstain from voting (“abstain”). During voting procedure, each delegate has to follow his/her declaration stated at the beginning of the particular session in which the voting takes place. Abstentions on procedural matters are not in order. All matters will be voted upon by placards except in case of a roll call vote. After the Chairperson has announced the beginning of voting procedure, no delegate is allowed to leave the room or interrupt the procedure except for a point of personal privilege or a point of order in connection with the actual conduct of voting.

i) Voting on Substantive Matters

The only substantive voting at the simulation will be the final voting on a draft resolution. It requires affirmative votes from two-thirds of the member states present. Abstentions do not affect the consensus quorum required for passage.

In case of the Security Council affirmative votes from nine members including the concurring or abstaining votes of the five permanent members are required.

ii) Voting on Procedural Matters

Apart from the final voting on a draft resolution, all voting done at the simulation will be considered procedural voting. Procedural voting requires a simple majority for passage, and no abstentions are permitted.

iii) Division of the Question

After debate on any draft resolution has been closed, a delegate may move for division of the question, which means that operative parts of the draft resolution will be voted on separately. Pre-ambulatory clauses and sub-operative clauses may not be separated in a division of the question. If the motion receives a simple majority required to pass, the draft resolution will be divided accordingly. A separate vote will be taken on each divided part to determine whether or not it will be included in the final draft, and a two-thirds majority is needed for passage. Parts of the draft resolution that are subsequently passed will be recombined into a final document and put to a substantive vote as a whole.

iv) Roll Call Voting

During any voting procedure, delegates may raise a motion for a roll call vote. A second delegate in support of this motion is required. A simple majority is required for passage, and no abstentions are permitted. However, the Chairperson may rule such a motion dilatory if it only leads to an unnecessary prolonging of the voting procedure. Furthermore, in case of a miss-vote on any matter, the Chair may reserve the right to initiate a roll call vote. In a roll call vote, the Chair will call all countries in English alphabetical order, and each representative should reply either "yes", "no", "no with rights" or "abstain."

v) "No with Rights"

In case of the final voting on a draft resolution, members have an additional option to choose from for casting their vote, which is "no with rights." Members voting "no with rights" are granted 30 seconds after the last vote has been cast in order to explain their reasons for opposing the draft resolution. A draft resolution that has been voted upon in a committee and has been passed may be referred to as a resolution.

→ *At the simulation, resolutions will only be presented by the Chairpersons and officially acknowledged by all the other delegates in the General Assembly (no further voting procedure).*

XXX. Precedence of Motions

Motions and points will be considered in the following order of preference:

i) Points indicated below shall have precedence above all motions at all times in the following order:

- *Point of Personal Privilege (Rule XXII)*
- *Point of Order (Rule XXIII)*
- *Right of Reply (Rule XXIV)*

ii) Motions indicated below shall have precedence in the following order:

- *Motion to Suspend the Meeting (Rule XVIII)*
- *Motion for an Un-moderated Caucus (Rule XVI)*
- *Motion for a Moderated Caucus (Rule XVII)*
- *Motion to Close the Debate (Rule XIX)*
- *Motion to Introduce a Draft Resolution (Rule XXVII)*
- *Motion for the Division of the Question (Rule XXIX)*
- *Motion for a Roll Call Vote (Rule XXIX)*