LONG FORM

RULES OF PROCEDURE

GENERAL RULES

1. **Scope**

These rules, as specified in their entirety, will be considered to have been adopted in advance by all committees at the conference. Any modifications to the Rules of Procedure for a specific committee will be made clear by the Dais.

2. **Delegate Conduct**

Delegates, staff, and secretariat should all refrain from using offensive, racist, sexist, or otherwise inappropriate language. Violations by delegates will be addressed at the discretion of the Dais and/or Secretariat.

3. **Language**

The official working language for the conference will be English. Delegates are not permitted to discuss committee matters in another language. All working papers and draft resolutions are expected to be submitted in the English language.

4. **General Powers of the Secretariat**

The Secretary-General and all other members of the Secretariat reserve the right to modify or suspend these Rules of Procedure at any time. The Secretariat or its designated representative(s) may address the committee at any time and/or allow any speaker to address the committee at any time.

5. **General Powers of the Committee Staff**

The committee staff may alter the Rules of Procedure at their discretion. Additionally, they may rule motions or general committee actions as dilatory, also by their own discretion. If delegates are observed by the committee staff to be violating the behavioral rules of the conference, then the staff may temporarily eject the delegate from the committee, and file an official complaint with the Secretariat.

6. **Electronic Aids**

For in-person committees, all Electronic Aids, including, but not limited to, computers, cell phones, and smart-watches, may not be used during formal debate, but may be permitted during a suspension of the rules at the discretion of the chair and/or Secretariat. For online committees, all Electronic Aids are permitted.

7. **Dress Code**

Delegates are required to be in Western Business Attire to participate in committee.

8. **Points**

For all points, delegates should raise their placards and only speak once recognized by the Dais.

a. **Point of Inquiry**

A delegate may rise to this point to ask a question about parliamentary procedure. A point of inquiry may never interrupt a speaker.

b. Point of Order

A delegate may rise to a point of order to correct an error in parliamentary procedure during debate. A point of order only interrupts a speaker if the point of order pertains to the speaker's right to speak (i.e., current speaker should not be speaking because a delegate was skipped on the speaker's list). Point of order is not appealable, and the final determination is made by the Dais.

c. Point of Personal Privilege

At any point, a delegate may rise to a point of personal privilege to signal to the chair that they have a personal concern.

9. Appeals

Any decision made by the Dais may be appealed by a delegate via motion, unless otherwise specified in this document. The Dais will give a short statement explaining their rationale, after which the committee will be asked whether or not to uphold the ruling. If $^{2}/_{3}$ of the committee votes against upholding the ruling, the ruling will be reversed.

10. Voting

a. Substantive Voting

Substantive votes are required to approve draft resolutions as resolutions. They require a simple majority to pass.

b. Procedural Voting

Procedural votes are defined as any other vote regarding the flow of debate. These also require a simple majority to pass, with the exception of unfriendly amendments, which require a ⅔ majority.

BEGINNING COMMITTEE

1. **Quorum**

At least ⅓ of registered delegates must be in attendance for the committee to begin.

2. **Roll Call**

Roll call is performed by the Chair to confirm the attendance of delegates at the beginning of every committee session. Members may declare themselves to be "Present" or "Present and Voting." If a member state is "Present," they may abstain during substantive votes. If a member state is "Present and Voting," they must vote either for or against during substantive votes. No delegate may abstain from a procedural vote.

RULES GOVERNING SPEECHES

1. **Speeches**

Delegates must be recognized by or called upon by the Chair before speaking. The Dais reserves the right to call the speaker to order if the content of their speech is not relevant to the topic of the speaker's list or moderated caucus. Delegates who are absent at the time they are called upon forfeit their time

automatically to the chair. Delegates must refer to themselves in third person as their respective position.

2. **Speaking Time**

The default speaking time for any speaker's list that is newly opened is one minute. Delegates may motion to set a new speaking time, which will require a simple majority to pass.

3. **Right of Reply**

The right of reply allows delegates to respond to a specific statement made against their person via motion and approved speech. It is intended to be used to respond to insults against the delegate's character. There will be no rights of reply on top of rights of reply.

FORMAL DEBATE

1. **Primary Speaker's List**

The purpose of the Primary Speaker's List is to debate the setting of the agenda. The Chair will call upon a number of delegates to speak for 1 minute on which topic should be debated first. If there is only one topic on the floor or topics are chronological, the Dais may proceed automatically to the Secondary Speaker's List and set the agenda to the topic at hand.

2. **Setting the Agenda**

Following the Primary Speaker's List, delegates may motion to set an order for the specified topics by motioning to set the agenda. Included in this motion is the motion to have two

speakers for and two speakers against the specified order. Following the motion to set the agenda, the dais will select two speakers for and two speakers against with a thirty-second speaking time.

Following this, the committee will then vote on the specified order of topics. Should the motion pass, the specified order of topics will be immediately adopted. The dais will then request that delegates move to open the Secondary Speaker's List. Should the motion fail, the committee will adopt the order specified by the Dais in background materials.

3. Secondary Speaker's List

The Secondary Speaker's List is set by the Chair. It is limited to speeches on the set agenda topic. If all other motions fail within a topic, then the flow of debate will revert to this speaker's list. Should the Secondary Speaker's List be exhausted, the committee will automatically enter voting procedure on the specified topic.

4. Yields

Delegates must yield during formal debate.

a. Yield to Another Delegate

The speaker designates their remaining time to be used by another speaker of their choosing. The new speaker will be given at minimum 20 seconds to speak, even if the time of the speech has elapsed.

b. Yield to Comments

The speaker designates their remaining time to be used for other delegates (selected by the Chair) to make comments on their speech. Delegates will be allotted a minimum of 20 seconds to speak each, even if the time of the original speech elapses.

c. Yield to Questions

The speaker designates their remaining time to be used for other delegates (selected by the Chair) to ask questions about their speech. The time it takes to ask a question is not included in the speaker's time.

d. Yield to Chair

The speaker forfeits their remaining time to the Chair.

INFORMAL DEBATE

1. Moderated Caucus

A moderated caucus serves to facilitate detailed debate at critical points in debate. When motioning for a moderated caucus, a delegate must include a total duration, speaking time, and topic. The total duration must be divisible by the speaking time. The delegate who motions is granted the right to speak first or last in the caucus. Should the motion pass, the Chair will call upon delegates to speak for the specified amount of time.

Delegates may not yield their time during a moderated caucus.

2. **Unmoderated Caucus**

The purpose of an unmoderated caucus is to allow for the informal discussion of ideas and the development of working papers; delegates may leave their seats during this time and use personal pronouns to speak in first person. When motioning for an unmoderated caucus, delegates must specify the total duration of the caucus.

3. **Gentleman's Unmoderated Caucus**

During a Gentleman's Unmoderated Caucus, delegates are permitted to discuss freely with no speaking time or intervention by the dais. However, delegates are required to remain seated and are not allowed to speak over one another. If the dais notices such behavior, they will warn delegates, after which they may terminate the Gentleman's Unmoderated Caucus and return to the Secondary Speaker's List.

4. **Extension**

Delegates can motion for an extension of the current caucus by up to half of the original time. A given caucus can only be extended once, and an extension can be rejected at the discretion of the Dais.

5. **Round Table**

A form of debate where all delegates receive a short amount of time to voice their views on a specific topic. Delegates will speak in roll call order with a default speaking time of 30

seconds. When motioning for a Round Table, delegates must specify the topic.

6. **Straw Poll**

The Chair or a delegate can motion for a straw poll to gauge general committee opinions on a simple question. Delegates will raise their placards to show their opinion on said question. When motioning for a Straw Poll, delegates must specify the question at hand.

7. **Introduction of a Party**

A delegate may motion for the introduction of a party to gain more information about a certain topic. Valid parties able to be requested using this motion are any parties mentioned by the chair during the course of debate, topic experts, and/or major stakeholders regarding the topic at hand, such as representatives of governments.

8. **Suspension of Debate**

A delegate may motion to suspend debate until a specified time. Often, a suspension of debate is used to pause committee until the following committee session.

9. **Precedence of Motions within Informal Debate**

    a. Suspension of Debate
    b. Introduction of a Party
    c. Extension
    d. Straw Poll
    e. Unmoderated Caucus

f. Gentleman's Unmoderated Caucus
g. Round Table
h. Moderated Caucus
i. Other suspensions of the rules, entertained at Dais discretion.

WORKING PAPERS AND DRAFT RESOLUTIONS

1. Working Papers

Working papers are to be considered by the committee. They may be written by any delegate at any point during committee session. Working papers are to be referred to as such until they have been approved as draft resolutions by the Dais. Working papers are not voted on or introduced to the committee. At the Dais' discretion, a working paper may be displayed to the entire committee using an electronic aid to show current progress.

2. Draft Resolutions

Draft resolutions are working papers that have been submitted and formally approved by the Dais. A draft resolution must have a minimum of $^{1}/_{3}$ of the committee as signatories, though this may be modified by the Dais or by appeal. A delegate can sponsor a maximum of one draft resolution, but they may be a signatory of multiple. A sponsor is a lead author of a draft resolution, while a signatory wishes to see the proposed draft resolution discussed further in committee.

Sponsors are required to vote in favor of their draft resolution, whereas signatories are not. Draft resolutions may be introduced to the committee and may subsequently be voted upon by the entire committee. Rules governing voting are

delineated in the section titled, “Rules Governing Voting.”

3. Motion to Introduce a Draft Resolution

This motion may be passed by a simple majority. If the motion passes, draft resolutions will be read aloud to the committee by the sponsors.

4. Motion for a Question-and-Answer Session

Following the introduction of a draft resolution, delegates may motion for a question-and-answer session with the sponsors of the draft resolution. The Dais will call on all speakers and may determine appropriate response and question times. When motioning for a question-and-answer session, delegates must specify the total duration.

5. Amendments

There are two types of amendments, friendly and unfriendly. When motioning to amend a draft resolution, delegates must specify the clause that they wish to see changed, and the exact changes they would like to make.

a. Friendly Amendments

These amendments are approved by all of the original sponsors of the draft resolution and are added to the draft resolution immediately following their introduction.

b. Unfriendly Amendments

These amendments are not approved by all of the original

sponsors of the draft resolution. Unfriendly amendments may be submitted at any time prior to entering voting bloc.

a. The procedure for unfriendly amendments is as follows:

    i. A delegate motions to make a specific amendment.
    ii. The amendment is read aloud by the Chair.
    iii. The committee then votes to debate the amendment. This requires a simple majority to pass.
    iv. The Chair then selects two speakers for and two speakers against with a speaking time of thirty seconds.
    v. Following these speeches, a delegate motions to vote on the amendment.
    vi. If the motion passes, the committee votes on the amendment. An amendment requires $^{2}/_{3}$ of the committee to pass.
    vii. If the amendment passes, it is added to the resolution.

VOTING

1. **Motion to Close Debate**

This motion ends all debate on the current debate.

2. **Motion to Enter Voting Bloc**

This motion moves to enter voting bloc. During voting bloc, committee room doors will be barred, and no individual may

enter or leave.

3. **Motion to Reorder Draft Resolutions**

By default, a motion to move into voting bloc will introduce the draft resolutions in the order they are received. Delegates can motion to vote on draft resolutions in any order. In cases of conflicting clauses, the resolution which is voted upon and passed latest will take effect.

4. **Motions to Select the Voting Method**

Delegates may vote on draft resolutions using any of the following ways:

a. **Motion to Vote by Acclamation**

To vote by acclamation, the Dais will ask the committee three times if there are any objections. If any delegate objects, the committee must adopt a different voting method. Otherwise, the motion is passed.

b. **Motion to Vote by Placard**

The standard voting procedure, in which the chair will call for: all in favor of the draft resolution passing, all opposed, and then all abstaining. Delegates vote by raising their placards when called.

c. **Motion to Vote by Roll Call**

Roll call voting occurs in two rounds, in both of which the Chair calls upon each individual delegate to vote in roll call order. During the first round, delegates may vote “Yes,”

“No,” or “Abstain.” If a delegate votes “Yes” or “No”, they may vote “with rights,” allowing them to explain why they voted in that manner in a thirty second speech after the first round of voting has concluded.

The Chair will then call for the second round of voting. At the conclusion of the second round of voting, results of the vote will be announced. If a delegate has declared themselves to be “Present and Voting,” they may abstain from voting during the first round of voting but are required to vote “Yes'' or “No” during the second round.

d. Motion to Divide the Question

Division of the question sees the Chair read each operative clause, pausing for the committee to vote by placard. If a simple majority of the committee votes in favor of the clause, it remains in the draft resolution. If the committee votes against the operative clause, both the operative clause and its corresponding preambulatory clause are deleted from the draft resolution. This process continues until each operative clause has been read and voted upon.