



TISBMUN XXIV

DARE TO DREAM.

RULES OF PROCEDURE



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Roll Call

1. At the beginning of each session Chairpersons shall call in alphabetical order on all delegates in order to state their status of attendance. Delegates may simply reply “present” or “present and voting”. Representatives stating just “present and voting” shall have no right to abstain from any vote on the substantial matter.
2. If any of the Representatives were not present during the Roll Call, upon their arrival they shall send a note to the Chairpersons clarifying their status of presence.

Quorum

1. The quorum signifies the minimum number of delegates who need to be present in order to open Session for the debate.
2. The quorum is met when at least one-third of all delegates registered are present at the committee session. The quorum shall be verified at the beginning of each session by the Roll Call.

Debate

Debate in Model UN consists of the following:

1. Formal Debate (General Speaker’s List)
2. Moderated Caucus
3. Unmoderated Caucus

Upon setting the agenda, the Speaker’s List is open- either at the discretion of proposing a Motion to Open Speaker’s List.

General Speaker’s List (GSL)

Chairs or by delegates

1. The General Speaker’s List shows the order of speakers for the topic being on the agenda and is open for the whole duration of the committee.
2. Once the Speaker’s List is open, any delegate can be added to the Speaker’s List by raising their placard
3. The delegate already added to the Speaker’s List cannot be added for the second time. Once the delegate makes his speech, they can submit a request to be put on the Speaker’s List again. The delegate can also withdraw himself from the Speaker’s List by sending a note to the Chairs.
4. Speaking time for the General Speaker’s List is set to 90 seconds. The time limit can be altered by a Motion to Change the speaker’s time.
5. If there is a motion adopted altering the mode of the debate, the general Speaker’s List shall be suspended for the duration of the motion and shall be resumed afterward.

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6. Once the Speaker's List is exhausted, the debate is considered closed and the Committee automatically moves into the voting procedure on the document which is currently being discussed within the set topic.
7. The Speaker's List is open just for the topic currently on the agenda.

Moderated Caucus

1. The moderated caucus is aimed to facilitate and accelerate the discussion on the issues deemed as essential and critical for the topic on the agenda. Instead of being added to the general Speaker's List, delegates wishing to speak shall raise their placards and be called upon at the discretion of the Chairs.
2. The motion for the moderated caucus can be introduced by any of the delegates once the Floor is open for Points and Motions. The delegate shall specify the total time of the Motion (not exceeding 20 minutes), individual speaker's time for each of the delegates (not exceeding the speaker's time set for the general Speaker's List) and the purpose of the Motion. The purpose, i.e. the topic of the Motion shall be connected to the issue currently being discussed on the agenda and shall be more particular than the general topic of the discussion.
3. A Simple Majority of the quorum is required for the motion to pass. In the case that there are more Moderated Caucuses proposed, the Committee will vote upon them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as set by the Chairs.
4. In case the delegate does not take advantage of whole allotted time assigned to them, the remaining time and the floor is being yielded to the Chairpersons automatically. During Moderated Caucus delegate cannot yield his time to other delegations or inquiries.
5. If no delegates wish to speak, the Moderated Caucus may be closed at the discretion of Chairpersons and the Committee will return back to the general Speaker's List.
6. A Moderated Caucus can be extended twice with each extension not being longer than the timeframe of the caucus being extended.
7. The Motion can be ruled out of order at the discretion of the Chairs- such a decision is not subject to appeal.

Unmoderated Caucus

1. Unmoderated Caucus is the most informal out of all forms of debate, during which delegates are able to discuss freely all issues with other delegations, lobby for their interests, resolve difficult questions about the topic on the agenda and create working papers and resolutions.
2. A Simple Majority of the quorum is required for the motion to pass. In case that there are being more Unmoderated Caucuses proposed, the committee will vote upon them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as set by the Chairs.

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An Unmoderated Caucus can be extended twice as long as the total time of the Caucus does not exceed the timeframe of the previous one.

3. The Motion can be ruled out of order at the discretion of the Chairs- such decision is not subject to appeal.

Motion to Table the Debate

1. Any delegate may at any time when the Floor is open to introduce the Motion to Table the Debate which temporarily suspends any discussions regarding the Topic being currently on the agenda.
2. The Motion is debatable. Two or four Representatives can be selected to speak “for” and “against” the Motion. The Motion requires a Qualified Majority to pass.
3. The Motion to Resume the Debate shall automatically cancel the Motion to Table the Debate on a given Topic. The motion is non-debatable and requires a Simple Majority to pass.
4. For both- Motion to Table, the Debate and Motion to Resume the Debate-the Chairpersons may rule the Motions out of order. Such a decision is not subject to appeal.
5. Such a motion would preferably be voted upon when session is to be close, for example before a break or the end of committee session for the day.

Yields

A delegate who was granted the permission to speak by the Chairpersons shall have the right to yield his time - if remaining - to:

1. Yield to Questions - If the delegate is open to questions, it is at the discretion of the Chairpersons to grant this right to any delegate willing to pose an inquiry to the delegate within the remaining time allocated to the delegate. Inquiries are not counted into the remaining speaker’s time, unlike the answers provided by the delegate. The delegate who yielded his time to questions can refuse to answer any of 8 them at his discretion. Also, Chairpersons shall call to order any delegate whose inquiry by its character does not comply with the standards.
2. Yield to another delegate – the remaining time will be offered to another delegate as allotted by the former speaker. The delegate, if accepting the yield, cannot yield to floor to any person with the exception of Chairpersons.
3. Yield back to the Chairs - if there is remaining time left, but the delegate is not wishing to answer any questions or give his allocated time to another delegate, they can yield his time back to the Chairpersons, who will proceed with another delegate on the Speaker’s List/wishing to speak afterwards.

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Points

1. Point of Personal Privilege - A delegate may raise a Point of Personal Privilege in case of whichever kind of personal discomfort which prevents them from full participation in the debate. Such a thing can be for example audibility of other speakers, switching on/off of air-conditioning etc. A Point of Personal Privilege can interrupt the speaker only in the case of bad audibility.
2. Point of Parliamentary Inquiry - A delegate may raise a Point of Parliamentary Inquiry in order to clarify certain aspects of the Rules of Procedure by the Chairpersons. Such Point may not interrupt speakers and can be introduced only when the Floor is open for Points and Motions
3. Point of Order - Point of orders are raised after a delegate's speech and are of two types:
4. Logical Fallacy: If an argument made by the delegate had a major logical flaw then this type of Point of Order should be raised. Delegates should not abuse this.
5. Factual Inaccuracy: If a fact, figure or statistic was misstated by a delegate, this type of Point of Order should be raised.
6. Point of Information - A delegate may raise this point following another delegate's speech if they wish to pose a question to that delegate. The question posed should be concise and directly related to the delegate's speech. It is up to the Chairpersons' discretion if this point is considered.

Right to Reply

1. A delegate whose country's national integrity or sovereignty has been contested may raise a Right to Reply. The Secretary-General will decide to give a certain time limit to the Delegate to respond and to rule whether the Right to Reply is in order. The decision of the Secretary-General is not subject to appeal.
2. The right to Reply can also concern any case of personal insults or challenges.
3. The specifics of a right to reply will be handled by the Secretary-General.

Working Papers

1. Working papers are intended to aid with the work of the Committee and especially the Draft Resolution, as well as to present the viewpoints of the delegates and the potential solutions to the topic.
2. Any delegate can introduce a Working Paper for the consideration of the Committee, but they should run it by the Executive board in advance - for the EB to verify that it was created in committee by collaborating with other EB members.
3. Working paper requires any Signatories, the exact number of which will be decided in advance by the EB members. However, it should bear the name of the delegate or delegates who proposed it.
4. There is no set format for the Working Paper, i.e. the working paper does not have to be introduced

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in the resolution format (it should preferably be in point format).

5. There should be no plagiarism in your working paper at all as it is not tolerated at all.

Draft Resolution

1. Draft Resolution means a document drafted in the official format of the resolution.
2. No Draft Resolution shall be circulated before committee, without the previous approval of its required format and number of Sponsors and Signatories by the Chairpersons (i.e. no pre-writing)
3. The ones recognized as the writers of the Draft Resolution are called
4. "Sponsors". Chairpersons will set the required minimum number of Sponsors according to each Committee.
5. "Signatories" are the ones supporting the discussion regarding the Draft Resolution on the Floor and bear no further obligation. Chairpersons will set the required minimum number of Signatories according to each Committee.
6. One Member State cannot be "Sponsor" and "Signatory" at the same time.
7. Once the Draft Resolution has been introduced delegates cannot add themselves to the list of Sponsors anymore. However, they can be removed from the list by passing a request in written form to the Chairs. If the Draft Resolution does not have the number of Sponsors required, the document will be removed from the Floor immediately.
8. Delegates wishing to be added or removed from the list of Signatories can do so at any time. The request to do so should be passed to the Chairs in written form.
9. More than one Draft Resolution can be on the Floor at once. The maximum limit will be set by the Chairpersons of each committee.
10. There should be no plagiarism in your Draft Resolution at all. It will not be tolerable at all.
11. All clauses must be written by delegate completely, in committee session with collaboration between delegates.

Introducing a Draft Resolution

1. After the approval of the Draft Resolution by Chairpersons, the Draft Resolution will be assigned a number and distributed between the delegates.
2. A Sponsor of the Draft Resolution shall introduce it upon passing of a motion with the purpose of the Introduction of the Draft Resolution. Afterwards, the Sponsor has the Floor to introduce the Draft Resolution, while the Introduction should be limited to the reading of the Operative Clauses.
3. Subsequently, the Sponsor shall respond to inquiries regarding the clarification of the Draft Resolution. The Session for the inquiries will have a time length as decided by the EB. Any substantive statements regarding the Draft are not in order during the Inquiries Session.
4. Further details will be communicated by the EB to the delegates.

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Amendments

1. An amendment is a suggestion of sorts which modifies deletes, adds or revises one or more parts of the Draft Resolution.
2. Amendment can be proposed by any delegate on any part or Clause of the Draft Resolution.
3. Amendments to Pre-ambulatory Clauses are out of order.
4. Any grammatical, spelling or formatting mistakes in the Draft Resolution shall be corrected without a vote. The final corrections are at the discretion of the Chairpersons.
5. There are two types of Amendments:
6. *Friendly Amendment* - Amendments accepted and approved by all Sponsors of the Draft Resolution shall be considered Friendly. They shall be implemented in the Draft Resolution without the need to be voted upon.
7. *Unfriendly Amendment* - Amendments not approved by all the Sponsors shall be considered Unfriendly. The required number of Sponsors needed for an Unfriendly Amendment shall be set by the Chairpersons according to each Committee. Any Amendments to Unfriendly Amendment are out of order. Unfriendly Amendment can be withdrawn from the Floor by all its Sponsors before being voted upon; such withdrawal shall be submitted in written form to the Chairpersons.

Voting

Procedural and Substantive Votes

1. Substantive votes shall be considered those referring to resolutions, amendments or their parts. During substantive votes, delegates can vote either in favour, against or can abstain. Delegates stating "Present and voting" during the Roll Call cannot abstain. Substantive voting is being done by the Member States only, i.e. observers have no right to vote.
2. Procedural votes shall be considered those referring to other voting procedures with the exception of those mentioned above. During procedural votes, no abstentions are allowed. During procedural voting, all observers have the right to vote.

Majorities

1. A Simple Majority requires 50%+1 of all delegates to vote in favour.
2. A Qualified Majority requires a two-thirds majority of all delegates.
3. All procedural and substantive matters shall be passed by a Simple Majority unless stated otherwise.

Required Majorities

- Motions Requiring Simple Majority:
 - Motion to Verify the Quorum
 - Motion to Set the Agenda

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- Motion to Open Speaker's List
- Motion for the Moderated Caucus (and its extension)
- Motion for the Un-Moderated Caucus (and its extension)
- Motion to Resume Debate
- Motion for Adjournment of the Meeting

1. Motions Requiring a Qualified Majority

- a. Motion to Table the Debate
- b. Passing a Draft Resolution

Voting Procedure

1. If the Speaker's List is exhausted or the Motion for the Closure of Debate and Moving into Voting Procedure shall be accepted, all the Draft Resolutions and Amendments on the Floor shall be put to vote.
2. Delegates shall refrain from any communication during the call and shall not speak unless requested by the Chairpersons, while raising Points or when the Floor is open to the Points and Motions.
3. Each Representative has one vote. Voting shall be done by Delegates raising their placards, unless stated otherwise. Each Delegate may vote "In Favour", "Against" or "Abstain".

Voting on Amendments

4. Voting on Amendments to the Draft Resolutions on the Floor shall have precedence to Draft Resolutions.
5. In the event of two or more Amendments being proposed on the Floor, the Chairpersons shall determine the order in which they shall be voted upon. The most disruptive Amendments shall be put to vote first.
6. Amendments that pass shall be incorporated into the Draft Resolution.

Order of Voting

7. In case of two or more Draft Resolutions being on the Floor, the Representatives shall vote upon them in the order they were submitted.
8. The order of the Draft Resolutions being voted upon can be altered by the "Motion to Reorder Draft Resolution" which can propose different order than the one being currently in place. The Motion requires a Simple Majority to pass. The Motion can be proposed only after the Closure of Debate.
9. The Draft Resolution shall be voted upon as a whole unless the Motion to Divide the Question may be introduced. By this Motion the Delegate suggests each Clause to be voted upon separately. Perambulatory clauses and sub-operative clauses may not be separated and

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voted upon independently. If there is an opposition against the Motion, two Speakers “for” and “against” can be selected- the Motion requires a Simple Majority to pass and can be proposed only after the Closure of Debate.

10. In case of two or more Draft Resolutions being on the Floor, the Representatives shall first vote upon all Amendments to all Draft Resolutions and at the end upon the Draft Resolutions themselves.
11. If one of two or more Draft Resolutions passes, the other(s) automatically fail without being voted upon.

MUN Jargon

1. Abstention: a vote neither in favour nor against.
2. Against: a vote opposed to a resolution or amendment
3. Clause: the parts of which a resolution is divided into
4. Committee: a forum preparing a resolution for the general assembly
5. Co-submitter: a co-author or signer of a resolution
6. Delegate: representative of a country or organization
7. Floor: when a delegate has the floor, they have the right to speak in a debate
8. IGO: inter-governmental organization
9. In favour: a vote supporting a resolution or amendment
10. In order: allowed
11. Main submitter: author of a resolution who proposes it to a committee
12. Merge: to combine 2 resolutions into 1
13. Motion: a proposal for the forum
14. NGO: Non-Governmental Organization
15. NMD: Non-Member Delegation
16. Open debate: debate where delegates may speak in favour or against it at any time
17. Operative clause: numbered clauses which take action
18. Pre-ambulatory clauses: non numbered clauses which add legal and situational context to the issue
19. Resolution: proposal suggesting ways to deal with a certain issue
20. Second: used when a delegate supports a motion
21. Submit: to propose or suggest
22. UNO: a United Nations Organization
23. Yield: to give (e.g. to yield the floor to the chair)