

Central Titan Model United Nations

Rules of Procedure

I. GENERAL RULES

RULE #1: SCOPE

The rules included in this guide are applicable to all committees of Central Titan MUN. If a situation arises which is not addressed by the Rules of Procedure, the Committee Chair will be the authority on what procedure to follow.

RULE #2: LANGUAGE

English is the official and working language of the conference. All documents and speeches should be delivered in English.

RULE # 3: STATEMENTS BY THE SECRETARIAT

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

RULE # 4: GENERAL POWERS OF THE COMMITTEE DAIS

The Committee Dais consists of the Committee Chair and two Assistant Chairs. The Chair can temporarily transfer his or her duties and powers to Assistant Chairs.

RULE # 5: REPRESENTATION

A member of the Committee is a representative, officially registered with the Conference. Each member is represented by two delegates and has one vote. During speeches, one delegate cannot yield to or share his or her time with the other member of the same delegation.

RULE # 6: CREDENTIALS

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of the rights, privileges, or credentials of any delegate may not be initiated without the approval of the Secretary General.

RULE # 7: PARTICIPATION OF NON-MEMBERS

Non-members may include Observer States, Non-Governmental Organizations, and other accredited individuals as approved by the Committee Chair. Non-members have the same rights as those as full members, except that they may not sign or vote on draft resolutions or amendments.

RULE # 8: QUORUM

Quorum denotes the minimum number of delegations who need to be present in order to open debate. Quorum is set as one-quarter of the members of the Committee.

RULE # 9: SIMPLE AND TWO-THIRDS MAJORITY

Simple majority is defined as half plus one (50% + 1) of the committees' total delegates

and Two-thirds majority is defined as 66%. These majorities are used only during procedural voting (Rule # 34), not during substantive voting (Rule # 35).

RULE # 10: ELECTRONIC DEVICES

Delegates are not permitted to use any type of electronic device, including laptops, phones, tablets, etc. when the committee is convened. All usage of electronic devices must occur outside of the committee room unless the committee is in unmoderated caucus.

RULE # 11: DELEGATE CONDUCT

Every delegate will be courteous and respectful to all conference participants. The Chair 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 Chair.

RULE # 12: ABSENCES

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the Dais.

RULE # 13: AGENDA

The first order of business for the Committee is the Setting of the Agenda. A motion to set the Agenda places one topic before the other. After the motion is made, the Chair calls for at least two speakers for and two speakers against. Speakers for the motion speak in favor of the suggested topic; speakers against the motion speak in favor of the other Topic Area. At the discretion of the Chair, the motion is put to a vote after an equal number of for and against speakers are heard. The motion requires a simple majority to pass. If the motion fails, the other topic area is automatically placed first on the Agenda.

RULE # 14: DEBATE

After the Agenda is set, the Committee automatically continues on the General Speakers' List. The General Speakers' List will decide the order of speakers for all debate. Speakers may speak generally on the topic area being considered and may address any draft resolution currently on the floor.

RULE # 15: UNMODERATED CAUCUS

A delegate may motion for an unmoderated caucus when the floor is open. The delegate making the motion must specify a topic of discussion and time limit for the caucus, not to exceed twenty minutes. The motion requires a simple majority to pass. 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. An unmoderated caucus may only be extended once after the caucus has expired.

RULE # 16: MODERATED CAUCUS

A delegate may motion for a moderated caucus when the floor is open. The delegate making the motion must specify a purpose, speaking time and total time for the caucus, not to exceed twenty minutes. The motion requires a simple majority to pass. 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. Once the motion passes, a Secondary Speakers' List is opened for the moderated caucus, and the Chair will ask for delegates wishing to be added. A delegate will be ruled out of order if his or her speech does not pertain to the topic of the caucus. If no delegate wishes to speak during a moderated caucus, the caucus automatically ends. A moderated caucus may only be extended once after the caucus has expired.

RULE # 17: CLOSURE OF DEBATE

When the floor is open, a delegate may motion for closure of debate on the matter under discussion. This motion requires two speakers' against or two technical againsts. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. After the motion passes, the Committee will move immediately to substantive voting procedure.

RULE # 18: SUSPENSION OF THE MEETING

The suspension of the meeting means the postponement of all Committee functions until the next meeting. This motion may only be raised 15 minutes prior to the scheduled end of committee session. This motion requires a simple majority to pass.

RULE # 19: ADJOURNMENT OF THE MEETING

The adjournment of the meeting means all businesses of the Committee have been completed. This motion requires a simple majority to pass.

RULE # 20: POSTPONEMENT AND RESUMPTION OF DEBATE

Whenever the floor is open, a delegate may motion for the postponement of debate on a draft resolution or amendment currently on the floor. The motion requires one speaker for and one speaker against and will require a two-thirds majority to pass. A motion to resume debate on a tabled amendment or draft resolution requires one speaker for and one speaker against and a simple majority to pass.

II. RULES GOVERNING SPEECHES

RULE # 21: SPEAKERS' LIST

The Committee shall at all times have the General Speakers' List for the Topic Area being discussed. The speaking time will be automatically set at one minute unless a motion is raised to change it. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order. Secondary Speakers' Lists will be established as set out in these Rules. The Chair may at any time call for members that wish to be added to the Speakers' List. No delegate may address a session without the permission of the Chair. Delegates are required to make all speeches from the third person perspective. There can be no speeches made from the first person.

RULE # 22: YIELDS

A delegate granted the right to speak on must yield in one of three ways: to another delegate, to questions, or to the Chair.

- Yield to another delegate: The remaining time is offered to that delegate. If the delegate accepts the yield, the Chair will recognize the delegate.
- Yield to questions: Questioners are selected by the Chair and limited to one question each.
- Yield to the chair: The remaining time is absorbed by the Dais.

Only one yield is allowed per speech. A delegate must declare any yield by the conclusion of his or her speech.

III. RULES GOVERNING POINTS

RULE # 23: POINT OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort, he or 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's speech is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech.

RULE # 24: POINT 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 Chair will immediately rule on a Point of Order. 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.

RULE # 25: POINT 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 not interrupt a speaker.

IV. RULES GOVERNING DOCUMENTS

RULE # 26: WORKING PAPERS

Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions. Working papers are not official documents and can be in any format but require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider the working paper introduced and refer to the working paper by its designated number. No document may be referred to as a "working paper" until it has been introduced. Working papers do not require signatures.

RULE # 27: DRAFT RESOLUTIONS

Draft resolutions are substantive documents composed by a minimum of two sponsors. Sponsors are required to vote for the draft resolution during formal voting procedure. A draft resolution may be introduced when it receives the approval of the Chair. Signatories do not necessarily support the draft resolution but wish to see it discussed. Signatories are listed in alphabetical order on every draft resolution. A draft resolution requires a

majority of members present to pass. Only one draft resolution may be passed per Topic Area.

RULE # 28: INTRODUCTION TO DRAFT RESOLUTIONS

Once a draft resolution has been approved, numbered, copied, and distributed by the Chair, a delegate may move to introduce the draft resolution. The Chair may call on the document sponsors to read the operative clauses. A procedural vote requiring simple majority is then taken to determine whether the draft resolution will be introduced. If the motion passes, the draft resolution is considered introduced and on the floor. Debate on draft resolutions proceeds according to the General Speakers' List. No document may be referred to as a "draft resolution" until it has been formally introduced. More than one draft resolution may be on the floor at any given time.

RULE # 29: AMENDMENTS

Amendments are separated into non-substantive, friendly, and unfriendly amendments. Friendly and unfriendly amendments are substantive amendments.

RULE # 30: NON-SUBSTANTIVE AMENDMENTS

Non-substantive amendments correct spelling and grammatical errors and improper format. These amendments may apply to either preambulatory or operative clauses. The corrected version should be submitted to the Chair and does not need to be voted on. Non-substantive amendments do not need to be circulated to the entire committee, but the Chair will announce the changes.

RULE # 31: FRIENDLY AMENDMENTS

Friendly amendments are substantial amendments made with the approval of the Chair and all the sponsors of the draft resolution. They are automatically incorporated into the draft resolution without a vote. The Chair will announce the changes.

RULE # 32: UNFRIENDLY AMENDMENTS

Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of it. An unfriendly amendment must have the approval of the Chair and the signatures of one-eighth of the total committee members.

- 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. Once the motion passes by a simple majority, a Secondary Speakers' List will be automatically established for discussion on the amendment. The Chair will recognize speakers 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 and two speakers against.
- After debate is closed on the amendment, the Committee will move to an immediate vote. Amendments are considered substantive and require a majority to pass.

V. RULES GOVERNING VOTING

RULE # 33: PROCEDURAL VOTING

Voting on any matter other than draft resolutions and amendments is considered procedural. Every member of the committee, including non-members, must vote on all procedural motions. Procedural votes require either a simple or two-thirds majority to pass (Rule # 9).

RULE # 34: SUBSTANTIVE VOTING

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the Topic Area or Amendment, it will move into substantive voting procedures. At this point, the only points and motions that are in order are: Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry, Reordering Draft Resolutions. If there are no motions, the Committee will proceed to vote on all draft resolutions. For substantive voting, each delegation will have one vote. Each vote may be a “Yes”, “No”, or “Abstain”. Abstaining members are not considered to be voting; abstentions are not counted in the total number of votes. All matters will be voted upon by a roll call vote. A majority requires more “Yes” votes than “No” votes. Once a Resolution has passed, voting procedure ends.

RULE # 35: 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 voting. A motion for a roll call vote is made by one delegate and seconded by another.

- In a roll call vote, the Chair will call members in alphabetical order.
- In the first round of voting, delegates may vote “Yes”, “No”, “Abstain”, or “Pass”.
- Delegates who vote “Pass” during the first round may only vote “Yes” or “No” during the second round.
- The Chair will then announce the outcome of the vote.

RULE # 36: REORDERING DRAFT RESOLUTIONS

A Motion to Reorder Draft Resolutions is only in order at the start of formal voting procedure. If the motion receives the simple majority required to pass, the Chair will take all motions to reorder draft resolutions. Voting will continue until either a motion passes by receiving a simple majority or all of the motions fail. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

PRECEDENCE OF MOTIONS

i. 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
Introduction of a Draft Resolution
Introduction of an Amendment
Postponement of Debate
Resumption of Debate
Closure of Debate

ii. During voting procedure, the following points and motions are in order, following order of precedence:

Point of Personal Privilege
Point of Order
Point of Parliamentary Inquiry
Reordering Draft Resolutions
Motion to Vote by Acclamation
Division of the Question
Motion for a Roll Call Vote