

7th Americas Model United Nations



Rules of Procedure

01. Scope

These rules for the General Assembly, the Economic and Social Council, the Security Council, the Special Conference on UN Reform and the Organization of American States are self-sufficient, except for modifications to voting procedures in the Security Council and World Bank. They shall be considered adopted in advance of the session. No other rules of procedure are applicable on these cases. The International Court of Justice, the World Trade Organization and the Special Session of the Assembly of the League of Nations shall follow their own set of specific rules, which will be separately presented. These rules will also be available in Spanish to OAS' delegates.

02. Delegations

Each country will be represented by one delegate on each committee of which it is a member – exception made to the Security Council, in which each country may be represented by two delegates and the World Trade Organization, in which each country **must** be represented by double-delegations. Observer Members, such as Non-Governmental Organizations (NGO's) at the UN Commission on Human Rights, will also be accredited.

03. Language

English shall be the official working language of the Conference – except for the Organization of American States, which shall have Spanish as its working language. In case a delegate wishes to speak in a language other than the official, he/she shall provide translation into the official language on his/her own. The time for translation shall be included in the speaking time limit.

04. Provisional Agenda

The Provisional Agenda shall be provided to all delegates by the Secretariat before the commencement of the Conference.

05. Credentials

The names of members of a delegation and NGO representatives shall be submitted to the Secretary General prior to the opening of the Conference. All members will be assumed to have proper credentials to participate in the conference. The credentials of a delegate may not be challenged by any other delegate except by petition to the Secretary General, whose decision on matters of credentials is final. Credentials shall be considered finally valid when position papers are submitted during registration. No delegate's credentials shall be recognized by the AMUN Secretariat without the submission of a position paper.

06. General Duties of the Delegates

Each AMUN's delegate has the duty to respect the decisions of the Director, obtain the floor before speaking, safeguard and advocate its own nation's interests, grant due courtesy and respect to fellow delegates and other conference participants. Each delegate must act in accordance with the United Nations Charter and Universal Declaration of Human Rights. Delegates shall also respect unconditionally the proper diplomatic attire as stated by in the Study Guide.

07. General Duties of the Secretariat

The Secretary General shall hold her position throughout the Conference. She may designate a member of the staff to act at her place at any sessions of the Conference. The Secretary General shall provide and direct the staff required by the committees. The Secretariat shall receive resolutions of the committees; prepare summary records of all sessions; have custody over and ensure proper preservation of the documents; and, generally, perform all other work the conference may require.

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

08. General Duties of the Committee Director

In addition to exercising the powers which are conferred upon him elsewhere by these rules, the Director of the Committee shall declare the opening and closing of each session of the Committee, direct its discussions, ensure the observance of these rules, accord the right to speak, and announce decisions. The Director shall rule on points of order and shall have complete control of the proceedings of the committee and over the maintenance of order at its sessions. The Director may, in the course of the discussion of a topic, propose to the Committee the limitation of time to be

allowed to speakers, the closure/reopening of the Speakers' list, or the closure of debate. The Director may also propose the suspension or adjournment of the session or the tabling of debate on a topic under discussion. Furthermore, the Director shall have the power to rule on any motion without appeal.

09. Committee Assistant

Each Committee may have Assistants whose function is to help the Director in the fulfillment of his obligations. With the services of the AMUN Secretariat, the Assistant maintains the responsibility of facilitating reproduction of any material presented by a representative for distribution to the committee. Moreover, if appointed by the Secretary-General or Director, any Assistant can exercise the above mentioned powers of the Committee Director.

10. Appeal

All decisions of the Director are final. There will be no appeal to decisions made by the Director.

11. Moment of Silence

Immediately after the opening of the first session, the Director may invite the representatives to observe one minute of silence dedicated to meditation or prayer.

Rules Governing Debate

Procedural Matters

12. Quorum

The Director of any committee may declare a session open and permit debate to proceed when at least one third of registered delegations are present. The presence of a simple majority of registered delegations shall be required for any substantive decision to be made. The chair shall proceed a roll call at the beginning of each session to recognize the presence of delegates.

13. Adoption of Agenda

The consideration of the agenda shall be the first order of business for the Committee. At this time, the only motion in order will be in the form "*I move that Topic Area X be placed first on the Agenda*". The motion requires a

second and is debatable. A Speakers' list shall be established for and against the motion. A motion to close debate will be in order after the committee has heard at least two speeches in favor of the motion and two against it or all speakers on one side and at least two at the opposite side. The Director shall recognize two speakers against the motion to close debate. A vote of two-thirds majority is required for closure of debate on the agenda.

After closure of debate, an immediate vote on the agenda shall be taken. A simple majority is required for passage. If the motion passes, the committee will proceed to debate on the approved topic. If the motion fails, the automatic approval of the other topic will be assumed. Ties fail.

Both motions for moderated and unmoderated caucus shall be in order during the debate on the agenda.

These rules do not apply to the World Bank or to committees with previously determinate topic.

In the event of a crisis or emergency, the Secretary General or a designated representative of the Secretary General may call upon the Committee to table debate on the current Topic Area so that the more urgent matter may be considered at once. After one resolution has passed on the crisis topic, the Committee will return to debate the tabled topic only at discretion of the Secretary General.

14. Speakers List

The Committee shall have at all times an open General Speakers' List for the Topic Area being discussed which shall be drawn up at the start of debate on the Topic Area. This General Speakers' List will be followed for all debate on an agenda item except when superseded by procedural motions or the introduction of the first draft resolution. Once the Draft Resolution Speakers' List is opened, it can only be superseded by the introduction of amendments. One may add a delegation's name to the Speakers' List by raising its placard, provided that the delegation's name is not already on it. The delegations names will appear accordingly to their desire to speak.

15. Speeches

No representative may address the body without previously attaining the permission of the Director. The Director shall call upon speakers in the order in which they signify their desire to speak. The speaking time shall be previously set by the Director.

16. Limitation of Speaking Time

The Director shall determine the time limit for speeches at his discretion, but may also consult delegate before deciding on the matter. When a delegate has spoken his allotted time, the Director shall him to order without delay.

17. Yields

At the conclusion of the speech, a delegate may yield the remaining speaking time to another delegate, to the Director, or to questions. If the delegate yields to questions, the time taken to answer them, but not the time taken to ask them, shall be included in the allotted time limit. Any delegate who is yielded to may not yield to another delegate or to questions. When a delegate does not yield his remaining speaking time, it is understood to have been yielded to the Director.

18. Questions

Presuming the speaker who has the floor has consented to yield to questions, any delegate may ask him a straightforward question related to his speech. A series of questions will not be in order. There shall be a limit of one question per delegate.

19. Right of Reply

Right of reply will not be in order during formal debate.

20. Closure & Reopening of Speaker's List

During the course of debate, a member may move for closure of the Speaker's List on the matter under discussion. This motion requires a simple majority to pass. In case a member moved for the reopening of the Speaker's List, a two-thirds majority is required to pass the motion. In both cases, the reason must be stated for the director to consider it in order. The Director may choose to recognize speeches against and in favor of the motion at his discretion. In case the committee comes into a situation in which the Speakers' List is closed and the Committee does not close debate or reopen it, the director shall decide the best alternative at his discretion.

21. Points

21.1. Point of Order

A representative may raise a Point of Order if he feels that these rules of procedure are not being followed properly by the Director. Such point must be related only to the observance and maintenance of the rules and cannot interrupt a speech. A Point of Order shall be immediately ruled by the Director, unless the delegation has not shown proper restraint or decorum regarding the use of such right or if the point is dilatory in nature.

21.2. Point of Parliamentary Inquiry

A representative may raise a Point of Parliamentary Inquiry when he has a doubt about the rules of procedure. Such point is basically a question asked to the Director concerning the rules of procedure. This point cannot interrupt a speech.

21.3. Point of Personal Privilege

During the discussion of any matter, a representative may raise a Point of Personal Privilege and shall be immediately acknowledged by the Director. Such point may only interrupt a speaker when a delegate is experiencing extreme personal discomfort or being prevented from following properly the discussion or speeches.

21.4. Point of Information

A representative may rise to Point of Information whenever he has urgent demands to the Director relating exclusively to the substantive conduct of the meeting. The Director may rule it out of order if the delegate has misused such right. This point cannot interrupt a speech.

23. Caucus

23.1. Unmoderated Caucus

An unmoderated caucus occurs when the Director suspends the rules of procedure so that the debate can freely. The purpose of the caucus is to facilitate substantive discussion without the rules of formal debate. Delegates may move to unmoderated caucus whenever the floor is open, prior to the closure of debate. The delegate must suggest a reason and a time limit for the caucus, which shall not exceed fifteen minutes. The motion shall be put immediately to vote and requires and requires a simple majority to pass.

23.2. Moderated Caucus

As with the unmoderated caucus, the purpose of the moderated caucus is to facilitate debate in a more flexible way than formal debate allows. The moderated caucus occurs when the speakers' list is superceded and the debate is conducted by the Director, at his discretion. Delegates wishing to speak may raise their placards and the Director recognizes speakers randomly. Representatives may move for moderated caucus at any time when the floor is opened. The delegate must state a reason and suggest a speaking time and time limit for the caucus, which shall not exceed fifteen minutes. Yield and motions are out of order during moderated caucus.

24. Tabling of Debate

When the floor is open, a representative may move for Tabling of Debate of a topic under discussion. In addition to the delegation moving the motion, one representative may speak in favor and two against the motion, after which it should be put to immediate vote. A two-thirds majority is required for passage. If a motion for Tabling of Debate passes, the topic been considered is tabled and postponed until delegates vote for re-addressing it or a resolution on the other topic is approved.

25. Closure of Debate

Whenever the floor is open, delegates may move to close debate on whichever substantive matter under discussion. After closure of debate is moved, the Director shall recognize two speakers against the motion. To pass, the motion to close debate requires a two-thirds majority. If the motion to close debate passes, the committee will move to immediate vote on the matters on the floor.

26. Adjournment of the Session

During discussion of any matter, a member may move for Adjournment of the Session. Such a motion shall not be debated, but shall be put to immediate vote. A two-thirds majority is required for approval. After adjournment, the committee shall reconvene at its next regularly scheduled session time. Adjournment of the final session will adjourn the Conference. The Director may rule motions to Adjournment of the Session out of order.

Rules Governing Substance

Substantive Matters

27. Form of Debate

In general debate on a Topic Area, there may be more than one resolution on the floor at any time. Any of the draft resolutions on the floor may be discussed at any time; delegates may also discuss two or more draft resolutions when they have the floor if they so choose. The committee may pass only one resolution per agenda topic. A draft resolution will remain on the floor until debate on that specific draft resolution is closed or another resolution on the agenda topic passes. There will be no time limit to debate on the topic area, but once a resolution is passed, debate on the topic area is over and the Committee shall start debate on the next topic on the agenda.

28. Working Papers

Delegates may propose working papers for consideration by the Committee. Working papers are informal documents that aid the Committee in its discussion of the substantive matter at hand. They need not be written in resolution format, but must be approved by the Director for distribution to the Committee. There is no need for signatures on working papers.

29. Draft Resolutions

A Draft Resolution requires the approval of the Director and the signatures of eight (8) members of the Committee in the General Assembly. In the case of the Security Council, the signatures of three (3) delegations need to be submitted for debate. Other committees may have different signatures number at the discretion of the Director. Signing a draft resolution need not indicate support of the resolution, and a signatory is not required to vote in favor of the draft resolution. Notwithstanding the draft resolution need its signatories to continue on the floor. In case all signatories withdraw their signatures, debate on the draft resolution is over. Draft resolutions require a simple majority to pass (except in the Security Council and World Trade Organization).

30. Introduction of a Draft Resolution

Delegates may move to introduce a draft resolution once it has been approved by the Director and distributed to the committee. The reading of the content of the draft resolution shall be limited to the operative clauses, whereupon the delegate who has introduced it shall be granted the floor for the allotted time limit. During this time, the speaker may only yield to

questions, which shall be limited to grammar or technical questions and may not pertain to the substance of the draft resolution.

31. Amendments

Delegates may amend any draft resolution that is on the floor. Amendments may add, subtract or simply modify part of the resolution. An Amendment requires the approval of the Director and the signatures of three (3) members of the committee. Signing an amendment does not constitute or require a vote in favor of the amendment.

A motion to introduce an amendment that has been approved by the Director will be in order when the floor is open. General debate shall be suspended and a Speakers' List shall be established for and against the amendment. A motion to close debate or to closure of Speakers' List on the amendment will be in order after the Committee has heard two speakers for the amendment and two speakers against it or all speakers on one said and at least two on the opposite side.

The Director shall recognize two speakers against the motion to close debate, and two-thirds majority is required for closure. When debate is closed on the amendment, the committee shall move to immediate vote. Following the vote, debate according to the Draft Resolution Speakers' List shall resume. Once an amendment is approved, it becomes part of the Draft Resolution, which means that it is no longer considered an amendment. Since it is no longer an amendment but a new clause, it can be amended later on. Amendments to amendments are out of order. Amendments to pre-ambulatory clauses shall be allowed at the discretion of the Director.

The Director may choose to use different procedures in order to facilitate the amendment process.

Rules Governing Voting

Each country shall have one vote. Official observers and non-governmental organizations shall be able to vote on procedural matters only.

Procedural Matters: Voting shall be done by a show of placards. Each member may vote only in favor and against the motions proposed. Abstentions are not allowed when voting procedural matters.

Amendments: Voting shall be done by a show of placards, except in the case a roll call vote procedure is asked and approved. Each representative may vote in favor, against or abstain. Amendments will pass if a simple majority is achieved, which requires in favor votes of more than half of the members voting either in favor or against. Abstentions will not count.

Resolutions: Voting shall be done by a show of placards, except in the case of a roll call vote. Each member may vote, "in favor", "in favor with rights" "Against", "Against with rights" or "Abstain" on resolutions. If a delegate declare at the beginning of the session to be "Present and Voting", he means that he will not abstain while voting substantive matters. The resolution will pass if the number of "in favor" votes exceeds the number of "Against" votes, regardless of abstentions. Ties fail. "Rights" may be asked to explain votes that seem contradictory and will only be recognized by the Director after the end of voting procedures on a draft resolution. When a roll call vote is adopted, member may choose to pass their turn of voting and wait for another roll call round to state their actual vote. Members are allowed to pass only once. If a member passes, he will not be allowed to "abstain".

In the Security Council and World Trade Organization, different rules apply regarding how many votes are needed for a resolution or amendment to pass. These rules shall be distributed and explained during the conference.

32. Conduct during voting on a Draft Resolution

After the Director has announced the start of voting procedures no motions will be in order, except for division of the question and roll call voting. During voting procedures the chamber will be sealed, and no delegate will be allowed to enter or leave.

33. Division of the Question

After debate has been closed and the Director has started the voting procedures, a delegate may move that operative clauses of the draft resolution be voted on separately. Pre-ambulatory and sub-operative clauses may not be divided this way.

If a delegate asks for a Division of the Question, the Director shall proceed with the following steps:

1. Two speakers in favor and two speakers against the motion to divide the question shall be heard. A simple majority is needed for the motion to pass.
2. If the motion passes, a ten-minute unmoderated caucus will be automatically started so that delegates can discuss, prepare and present, in written format, their proposals to divide the question. Upon receipt, proposals shall be numbered by the Director. Once the time for the unmoderated caucus expires, the Director will read all the proposals and arrange them in order of the most severe to the least severe. The most severe proposal will be the one intended to have the draft resolution divided in the greatest number of parts. If two proposals are equally severe, the Director shall entertain the one that was first presented.

3. The Director shall entertain two speakers in favor and two speakers against the most severe proposal. Then, it shall be voted upon. If it receives the simple majority needed for approval, the draft resolution shall be divided in the manner proposed. If it fails, the Committee will proceed to vote upon the most severe proposal and so on.
4. If one of the proposals is approved, a separate vote shall be taken on each divided part to determine whether it shall be included in the final resolution.
5. Having determined which operative clauses shall be included in the draft resolution, the final vote on it shall be taken. If all operative clauses are rejected, the draft resolution shall be considered to have failed on the whole. However, if every single part of the document is approved, another vote shall be taken on the whole document.

34. Roll Call Voting

After debate has been closed on a draft resolution or amendment, a delegate may request a roll call vote. In a roll call vote, the Director will call countries in alphabetical order starting with a randomly selected member. The motion for roll call voting requires simple majority to pass.

35. Reconsideration

Reconsideration of a resolution that has already been put to a final vote is not in order.