



## **RULES OF PROCEDURE**

The Rules of Procedure contained in this packet are the Official Rules of Procedure of the KnightMUN 2012 Conference.

### **1. Order of Considering the Agenda**

Each committee shall establish the order of consideration of the topic agenda. Consideration of a different topic during the beginning of committee session not present in the background guide is permissible only if allowed by the committee director. If such occurs, then a debate of 1 For 1 Against is required by the member states, followed with a two-thirds vote by the committee.

### **2. Powers of the Committee Director**

Committee Directors shall:

- a. Declare sessions opened and closed
- b. Direct all discussion in the body
- c. Ensure implementation of the Rules of Procedure and
- d. Determine whether a particular motion made by a delegate is in order
- e. Limit the number of speakers on the speaker's list
- f. Limit the number of times each delegate may speak on a question
- h. Recommend a specific motion to be made by the committee towards the benefit of discussion

### **3. Agenda**

Order of the Agenda shall be determined in one of the following ways:

1. After the committee has had at least one caucus (optional) for the purpose of discussing the topic order, a motion to set the agenda will be in order.
2. Before the committee has had at least one caucus (optional) for the purpose of discussing the topic order, a motion to set the agenda will be in order.

After the motion has been made, the motion for the adoption of the agenda will be put to a vote. The adoption of the agenda order may only pass with a clear majority.

### **4. Speaker's List**

The Committee Director shall keep a Speaker's List for each topic (not each resolution or amendments). The Committee Director, upon his or her discretion, will open the Speaker's List either before or after the adoption of the order of the agenda. The Speaker's time will be determined by a motion made by a delegate in which a time will be specified and deemed adequate by the Committee Director. The Committee Director will then entertain 2 speakers for, and 2 speakers against, the motion. Vote by the committee will be done by placard, in which a simple majority is necessary to pass. Draft resolutions may be debated simultaneously using a new and separate Speaker's List. The Speaker's List may be closed upon a motion from the floor in which a debate of 1 speaker for and 1 against is needed, followed by a simple majority vote. However, the Committee Director may refuse to entertain a motion for closing the Speaker's List at his or her discretion if it

does not benefit the overall committee. If delegates are absent when they are called upon to speak, they will lose their position on the Speaker's List and must send a note to the Dais to be placed on the list again. In addition, when the Committee Director or Dais is collecting speakers for the Speaker's List when it is first opened and a particular delegate is not chosen, the latter can send a note up to the Committee Director or Dais in order to be placed on the Speaker's List. A delegate may only be present on the list once, but many re-enter after he or she has spoken. If the Speaker's List runs out of speakers, the committee will immediately move into voting procedure.

## 5. Yields

A Committee Director may request that delegates yield any remaining time in their speeches on the Speaker's List to the Committee Director. This decision will be made at the sole discretion of the Director and is not subject to appeal. Speakers on the Speaker's List may choose to either yield their remaining time to the chair, to another delegate (with their permission), or to a preset number of questions. If a speaker yields to another delegate, that delegate must yield to the chair. Speakers may decline to answer questions at any point, even after questions have been asked.

## 5. Points of Information

Points of Information are used to make general questions. These points shall not interrupt the current speaker, and should be used sparingly. Points of Information may only be raised when the Director is entertaining motions. However, during the beginning of the conference, and it is up to the Director's discretion, delegates who are new to Model UN may ask general questions by raising their left hand. After the first committee session, delegates who are new to Model UN may no longer ask questions by raising their left hand and instead must make a point of information if they have a general question.

## 6. Points of Order

Points of Order will only be recognized for the following items:

- a. To complain of errors in voting, tabulation or procedure
- b. To question incorrect placement on the Speaker's List
- c. To question a quorum

A Point of Order may interrupt a speaker and **it is to be used sparingly.**

## 7. Points of Personal Privilege

Points of Personal Privilege are used to direct a question to the Committee Director regarding non-substantive matters only. This includes matters concerning the personal comfort of the delegates, the arrangement of the room, and other such issues related to the individual. Point of Personal Privilege shall not interrupt the speaker and may only be raised when the Director is entertaining a motion.

## 8. Rights of Reply

At the Committee Director's discretion, any member state may be granted a Right of Reply to answer serious insults directed at the dignity of his or her country. This procedural motion must be submitted to the Committee Director in writing. The Committee Director has the **ABSOLUTE AUTHORITY** to accept or reject Rights of Reply, and the decision **IS NOT SUBJECT TO APPEAL**. Delegates who feel that they are being treated unfairly may take their complaint to any member of the Secretariat.

## **9. Appealing the Decision of the Committee Director**

A delegate may appeal any ruling of the Committee Director except those in regard to the granting of roll-call votes, explanation of votes, rights of reply and all other decisions specifically exempted elsewhere. The appeal must be put to an immediate vote. The Director's ruling shall stand unless overruled by a two-thirds vote of the members present and voting.

## **10. Resolutions**

Working papers must be submitted either in writing or typed up through either email or a USB drive (if possible) to the Committee Director. Any accepted and approved draft resolutions may be discussed via the Speaker's List. The Director may request that member states submitting similar working papers attempt to formulate a common one. In addition, the Director will determine the required sponsors and signatories for any working paper at the beginning of the initial session (approximately 1/6<sup>th</sup> or 1/5<sup>th</sup> of the entire committee). However, it is also up to the Director's discretion to determine the appropriate number of required sponsors and signatories for any working paper.

## **11. Caucusing**

At this conference, there is Moderated Caucus and Unmoderated Caucus. Moderated Caucus is a formal suspension of debate in which a motion is made by a delegate towards discussing something specifically. In addition, while making the motion, a delegate must state the time of the moderated caucus and how long he/she wants each delegate to speak for, as well as the purpose for making the moderated caucus. For example: "Thank you Honorable Chair, Distinguished Delegates, the Republic of Colombia moves for a Moderated Caucus of 10 min. with 1 min. speaking time, for the purposes of ....." The Moderated Caucus is overseen by the Committee Director or Dais.

On the other hand, an Unmoderated Caucus is an informal suspension of debate in which delegates make a motion towards discussing a general issue. The Committee Director or Dais do not oversee the unmoderated caucus as it is an informal suspension of debate. When making the motion, delegates must state the time of the unmoderated caucus as well as its purpose. For example: "Thank you Honorable Chair, Fellow Delegates, the Republic of Colombia moves for a 20 min. Unmoderated Caucus for the purpose of ...." A delegate may not refer to him/herself as I, but instead as the delegation he/she is representing not only during caucusing, but during the entire conference. It is up to the Director's discretion to allow a particular time for a unmoderated caucus. If there's 40 min. left in the committee session and a delegate moves for a 30 min. unmoderated caucus, then the Director may rule such motion as out of order. Also, the Director may recommend the committee to make an unmoderated caucus for a particular matter, such as finishing up working papers.

## **12. Amendments**

Member states may propose an amendment to a draft resolution prior to entering voting procedure. Amendments must be submitted in writing and require a number of signatories and sponsors (this number is given by the Director at the beginning of the initial session), for it to be accepted by the Director. Any amendment may be discussed from the Speaker's List. The Director may request that member states submitting similar amendments. Amendments themselves are not amendable. This conference will have unfriendly and friendly amendments.

### **13. Unfriendly Amendments**

An unfriendly amendment is made by a delegate that is either a sponsor of the draft resolution wishing to be changed or member of the committee. Unfriendly means that all of the sponsors of the draft resolutions do not agree on a particular amendment being made and as such, a delegate may choose to do an unfriendly amendment. An unfriendly amendment will need a number of signatories and sponsors in order to be accepted by the Committee Director. Such number will be determined by the Director at the beginning of the initial session. Once the committee is in voting procedure, and the particular draft resolution wishing to be changed has come up for voting, the Committee Director or Dais will read the unfriendly amendment. Amendments will be debated by two speakers for, and two speakers against with each having a one minute speaking time. A two-thirds vote by the committee on the unfriendly amendment will follow.

### **14. Friendly Amendments**

A Friendly Amendment is made by a delegate that is either a sponsor of the draft resolution wishing to be changed or member of the committee. Friendly means that all the sponsors of the draft resolution do agree on a particular amendment being made and as such, a delegate may choose to do a friendly amendment. These types of amendments must be made prior to the start of voting procedure and do not require a number of signatories and sponsors in order to be accepted by the Committee Director. Instead, the friendly amendment must be approved by all sponsors of the draft resolution wishing to be changed. If such does occur, then the friendly amendment will immediately be incorporated into the resolution. Once in voting procedure, and before voting on a draft resolution which had a friendly amendment, the Committee Director or Dais will read such amendment again for the benefit of the committee.

### **15. Closure of Debate**

Closure of Debate means that the committee moves directly into voting procedure. The Director shall rule this motion in order only if it is to the benefit of the committee. In addition, this motion will only be in order after there have been eight speakers on a substantive motion. Once this motion is made, a debate of 2 speakers against is needed, following a two-thirds vote by the committee.

### **16. Adjournment of Debate**

A motion for adjournment of debate, also known as tabling of debate, if successful, allows the delegates to end debate on one topic without having to vote on the draft resolution for that topic and move into another topic. This motion is in order only after there have been eight speakers on a substantive motion, and requires a simple majority to pass. The delegates may return to the topic if there is a successful motion to adjourn a different topic.

### **17. Voting**

Once a committee is in voting procedure, there must be complete silence as well as there being no note passing. Delegates may leave the room during voting procedure, but they are not allowed to re-enter, as it would disturb the committee. Voting will be conducted by placard, roll call, or by acclamation. The standard type of voting is through placard vote, and will be the preferred method of voting used by the Committee Director. The Committee Director will accept motions to vote on draft resolutions. Once that is done, and the draft resolution is read through and friendly amendments and/or unfriendly amendments are also read through and added, then the Committee Director will state that he/she will be accepting any motions. If none are made, then voting will be done by placard. However, a delegate may make a motion to vote by roll call, in which no debate

and voting is required and will be accepted automatically. Another motion delegates can make is to accept a particular draft resolution by acclamation. Once this is done, the Committee Director will ask the committee if there is anyone against accepting the particular draft resolution by acclamation. If there is, even by one delegate, then voting by acclamation will not pass. Following, the Director will ask the committee if there are any other motions on the floor and if there is not, then placard voting will occur.

In the General Assembly, draft resolutions shall require a simple majority, while amendments to draft resolutions shall require the affirmative support of two-thirds of the member states present and voting. A majority vote requires the concurrence of 50 percent plus one of those member states voting “yes” and “no.” Abstentions are not included in the calculation of the vote.

In the case of a roll call vote, the following options are available as an answer by delegates: yes, no, abstain, pass, yes with rights, and no with rights. A “with rights vote allows a delegate the opportunity to briefly explain the reasoning behind his or her decision. The time limit on such explanations is determined solely at the Director's discretion and such decisions are not subject to appeal. Only delegates who are “present” are allowed to abstain, while those who are “present and voting” may not. If a delegate passes, they will have the opportunity to vote after everyone has voted and the “rights” have been allotted, though they must then vote either “yes” or “no.” During placard vote, all delegates must raise their placard. No single delegation is allowed not to vote.

Please note that in the Security Council, all draft resolutions require nine or more votes in favor, with the added requirement that none of the permanent five members is voting against. If at least one of the P-5's is voting against a particular draft resolution, then such document will not pass.

## **18. Reconsideration**

Reconsideration is the only way that delegates may vote a second time on a substantive resolution. It requires that a delegate who had previously voted with the prevailing side indicate to the Director in writing that he or she wishes to change his or her vote and to reconsider the particular resolution. This motion must then be moved from the floor by a second. There will be two speakers for and two against the reconsideration, and if successful (this requires a two-thirds majority to pass), the delegates will return to the original resolution and vote again. If any amendments have been written for the resolution, they must be moved immediately after the successful vote for reconsideration is conducted.