



Rules of Procedure



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Flow of Debate

I. General Debate on Issue on Agenda

This debate does not include a resolution. You can let the other present nations know what your position on the issue on the agenda is and learn about theirs. You can determine, which countries have the same interests as you and therefore pair up with them to write a resolution during lobbying.

II. Informal Lobbying

There is no formal debate, delegates move around the room to discuss their draft resolutions with each other. Resolutions can be merged, changed and co-submitted. In order to submit a draft resolution to the approval panel, at least five co-submitters are required.

III. Draft Resolution Introduction

A. Read out Operative Clauses

B. Opening Speech by Main Submitter

This speech sets the tone for the entire debate. The main submitter clarifies the clauses and puts them into context, explains the benefits it would have for nations and addresses counter-arguments before other delegates can.

IV. Open Debate on Draft Resolution

A. Submission of Amendments

Amendments up the second degree are in order.

V. Closed Debate

A. Time in favor

B. Time against

VI. Voting Procedures on Draft Resolution

Speaking and note passing is not permitted during voting procedures

Points / Motions / Requests

To address the chair or other delegates and to request certain things, it is important to use the following points and motions, here are some of the most useful ones:

<u>Points</u>	<u>Meaning</u>
Point of Information	A question to a delegate speaking, has to be granted by chair.
Point of Information to the Chair	A question to the Chair.
Point of Personal Privilege	A question regarding personal wellbeing - audibility, leaving the room, opening the window, etc.
Point of Order	When a delegate wishes to address an action. against the Rules of Procedure.
Point of Parliamentary Enquiry	Questions about the Rules.

<u>Motions</u>	<u>Meaning</u>
Motion to Move into Voting Procedure	When a delegate wants to vote on the current clause or resolution.
Motion to Call for the Order of the Day	If delegates want to put an order for the topics on the agenda.
Motion to Table the Debate	The topic in question will be put to the side and discussed later.
Motion to Resume Debate	When delegates want to reopen the discussion on the tabled question.
Motion to Exclude the Public	When granted, all outside guests, observers, admins and people not part of the Committee are required to leave.
Motion to Reintroduce Public	Outside people are allowed back into the room if granted.
Motion to Move into Previous Question	When a delegate wants to skip to the next step of the debate whether it is: <ul style="list-style-type: none">- During Closed debate: Time for into Time against, Time against into Voting- Open debate: Move from speeches to Immediate Voting

Motion to Move into Question and Answer session	This motion is used to ask questions to the delegate speaking. Anyone can ask the delegate about the current topic, their viewpoint, etc.
Motion to Move into Lobbying Time	If the chair grants the motion, delegates are allowed to lobby, walk around the room freely and speak to each other. This can be used, for example, to find co-signers for a resolution.
Motion to Move into a Moderated Caucus	Suspend the formal session and move into an informal debate.
Motion to Move into Closed Debate	This motion is used when a delegate wishes to hear both arguments for and against.
Motion to suspend Session	A break / recess, which the Chair sets a time for.
Motion to extend Debate Time	If a delegate wants to further discuss a topic which the time has already passed for.
Motion to Vote by Roll Call	If a delegate feels the votes were counted incorrectly, this motion enables each delegate to be called to state their vote.
Motion to divide the house	This motion restricts the use of an abstention, this is often used when there are many abstentions and the delegates then must vote in favour or against.
Motion to Appeal to the Decision of the Chair	If a delegate believes the Chair made a wrong decision, this motion is used. The Secretary General will be called in to consult and make the decision.

<u>Requests</u>	<u>Meaning</u>
Request to follow up	When a delegate wants to ask a second question, this request is asked.

Resolution Approval Process

- A draft resolution can be prepared previously at home or written during the provided lobbying time
- Delegates need to find at least **5 countries** who are willing to co-sign their draft resolution
- The resolution should be brought to the chair who will decide whether it will be up for debate
- Once approved by the chair, he or she will forward them to the approval panel who will check spelling, grammar and formalities
- The draft resolution will be handed back to the main submitter who will correct the mistakes
- The approval panel will repeat the correction process
- Once the approval panel passed the resolution, two copies have to be made for both chairs
- The chair then determines which resolutions will be debated upon and in which order

How to write a Resolution

A) Heading

1. Full committee name
2. The discussed topic
3. Country name
4. Co-submitting country names
5. Full committee name, (again)

Example:

<p>FORUM: General Assembly Third Committee, QUESTION OF: Women's Rights SUBMITTER: France CO-SUBMITTERS: (...) THE GENERAL ASSEMBLY THIRD COMMITTEE,</p>

B) Preambulatory Clauses

- They state the reason why the committee is addressing the topic
- Each clause begins with a cursive present participle (-ing) and ends with a comma

They may include content such as:

- Statements made by the UN Secretary-General or a relevant UN body / agency
- Recognition of efforts of a regional or non-governmental organization which is dealing with the issue
- References to the UN Charter or other applicable legal frameworks
- General statements on the topic in terms of its relevance and impact
- Citations of past UN resolutions or treaties on the topic under discussion

Stock Phrases (that the General Assemblies and the Security Council can use):

Accepting that	Desiring	Noting with approval
Acknowledging	Deploing	Noting with deep concern
Affirming	Emphasizing	Noting with regret
Alarmed by	Expecting	Noting with satisfaction
Appealing to	Expressing its	Observing
Appreciating	Fulfilling	Pointing out
Approving	Fully alarmed by	Realizing
Asking that	Fully aware of	Recalling
Aware of	Fully believing that	Recognizing
Bearing in mind	Further deploing	Referring to
Believing	Further recalling	Reminding
Calling for	Guided by	Requesting that
Calling upon	Having considered	Seeking
Commending	Having considered further	Strongly affirming
Contemplating	Having examined	Strongly condemning
Condemning	Having heard	Taking into account
Congratulating	Having received	Taking into consideration
Deeply concerned by	Having studied	Taking note of
Deeply conscious of	Hoping for	Viewing with appreciation
Deeply convinced of	Keeping in mind	Welcoming
Deeply disturbed by	Noting further	
Deeply regretting	Noting with appreciation	

Stock Phrases (that only the Security Council can use):

Affirming	Declaring	Reaffirming
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Example of a Preambulatory Clause:

<i>Taking into consideration</i> the 12 million children that are married below 18 annually

C) Operative Clauses

- State solutions which the resolution proposes to resolve the issue
- Should address issues raised by preambulatory clauses
- Sub-clauses should be used to further elaborate what is meant by the main operative clauses
- Begins with underlined verb in the third person singular

Stock Phrases (that the General Assemblies and the security Council can use):

Appeals	Expresses its	Recommends
Appreciates	Further invites	Regrets
Asks	Further proclaims	Reminds
Calls	Further recommends	Renews
Calls for	Further reminds	Requests
Calls upon	Further resolves	Resolves
Commends	Further requests	Seeks
Congratulates	Has resolved	Strongly urges
Considers	Hopes	Suggests
Deplores	Invites	Supports
Designates	Notes	Takes note of
Draws the attention	Offers	Transmits
Emphasizes	Proclaims	Trusts
Encourages	Proposes	Urges
Endorses	Reaffirms	

Stock Phrases (that only the Security Council can use):

Accepts	Condemns	Solemnly affirms
Affirms	Confirms	Strongly condemns
Approves	Declares accordingly	
Authorises	Demands	

Example of an Operative Clause:

<u>Urges</u> all countries to co-sign the nuclear non-proliferation treaty
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Guide to Amendments

If a delegate wishes to change something about a clause or resolution, he / she must make an amendment. There are two types of amendments:

- **Friendly amendment:** a correction to spelling or wording
- **Formal amendment:** a change to the resolution / clause
 - striking a clause
 - adding a clause
 - updating a clause

Each amendment must be handwritten in the format of the clause / resolution and passed to the Chair. Once the amendment is added the delegate must speak make a speech (only if it is a formal amendment). The amendment will be debated and then voted on.

Striking a clause:

Supports vaccinations of children starting from birth, if allowed by parents.

Amendment submitted by: X

(Put a line through the part of the clause you want eliminated)

Supports vaccinations of children starting from birth, ~~if allowed by parents.~~

Adding a clause:

Amendment submitted by: X

Write any clause you wish to add in the correct format of an operative clause.

Updating a clause:

Calls upon meetings for updates on x every 2 years, to discuss progress and see what else can be changed.

Amendment submitted by: X

(Replace what you want to, eg. replace **2 years** with **year**)

Calls upon meetings for updates on x every **year**, to discuss progress and see what else can be changed.

Guide to Note Passing

During the debate every delegate is given pieces of paper that are specifically to be used for passing notes. If a delegate wishes to communicate with another, he or she must write the message on the piece of paper provided. Notes to the Chair are also possible. The notes are collected by admins once the delegate has raised the piece of paper. If the note is appropriate, the recipient will receive the note if not the admin may ask the Chair or decide to throw it away.

Important rules to remember:

- Only use the paper provided by the admins to write notes on.
- Inappropriate notes that offend people and are not relevant to the debate will not be tolerated and can result in suspension of note passing.
- Notes are not allowed to be passed during voting procedures, or whenever the Chair says so.
- Notes have to be passed on by the admins.
- More paper is available upon request.