

Role of Procedure

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Introduction

Once again welcome to THMUN 2014!

The following pages will contain the *rules of procedure* that will be followed in this conference. It is extremely important to familiarize yourself with the rules of procedures prior de debate in order to succeed.

What are the Rules of Procedure/ Parliamentary Procedure?

To help maintain order and to make sure that the lengthy agendas of each committees are comply; a set of rules are adopted. These rules are called the *Rules of Procedure*. These rules might have slight variation; from very simple to very complex rules, depending on committee and conference one is attending.

Why are the Rules so Important?

As a delegate it is essential to familiarize yourself with the rules of procedure of the conference you plan to attend. These rules ensure a formal debate and are essential for the debate to work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee's progress.

General Rules

Rule #1 Range

The rules of procedure will rule during the entire conference until suspension/closure of session or debate.

Rule #2 Language

English will be the official and working language for the World Health Organization (WHO) committee. All documents that delegates wished to present have to be in formal English. Usage of any other language or the need of translation will require the approval of the chair.

Rule #3 Representation

All delegates will represent a specific country assigned to them previously. During the entire conference delegates are expected to hold their countries position and deliver their questions, speech or comments in third person.

Rule #4 Power of the Committee Staff

The Committee Staff (Dais) includes: the Committee Chair and the Assistant Chairs. The Committee Staff will be in charge of announcing the opening and closing of the committee sessions. The chairs will also propose motions to be adopted in the committees. The chairs have the duty of following all rules of procedure to direct the flow of the debate, grant the right to speak, ask questions and announce decisions, rule on points of order and enforce adherence to other rules.

Committee Chair may also suspend the rules in order to clarify some issues, give a presentation, bring a witness or guest speakers. Committee Chairs also have the right to transfer his or her duty to another Committee Dias.

Distribution of hangouts or usage of none approved electronics or any other specific permission will not be allowed with out the explicit approval of the Chairs. Violations to the rules of conduct subjected by the Committee staff might result of suspension of the delegate from the committee in order to maintain order.

Rule #5 Manners

THMUN has zero-tolerance towards rudeness or any physical or verbal violence towards any staff or delegate. Every delegate will be respectful to the Committee staff and fellow delegates. Chairs will call to order any delegate or staff who does not abide by this rule. If any delegate feels a delegate or staff is not treating him respectfully he or she may approach the chair.

Delegates are not allowed to use informal or rude language during the course of the debate, if delegate believes that is necessary to use certain terms to represent his or her country, the delegate must seek for the permission of the chair before hand.

Rule #6 Electronic Device

No electronic devices are allowed in formal sessions. This includes but is not limited to: smartphones, laptops, tablets or e-books. All cellphone or electronic device must be placed in mute before the beginning of the session. Laptops will be allowed only during suspension of debate for the drafting of resolutions. No other electronic device will be allowed unless specifically authorized by the Committee Staff.

Rules of the Debate

Rule #7 Agenda

Setting up agenda will decide which topics will be discussed in the committee and in which order. This is only necessary when there is more than one topic assigned in the committee other wise the rule is skipped.

1. The motion starts by "Motion to move Topic X "name of topic" to be first on the Agenda"
 2. This motion has to be second by other delegate. To be approved by the chair. This motion requires the simple majority.
 3. A Speakers List will be established 'for' and 'against' the motion. The minimum speakers for 'for and 'against' has to be two each before the closing of this motion.
 4. The chair will recognize two speakers 'against' the closing of the debate before voting. In case the speaker list of 'for' and 'against' is exhausted. The debate will automatically close with out further voting procedure.
 5. Immediately after the debate the Committee will vote on the motion of set the agenda, this will require a simple majority to pass. If the motion fails the other topic will automatically be placed as the first on the agenda.
- Yielding time and any other motion regarding a caucus will not be allowed during the set up of agenda.
 - The topic can be 'table' to move on to other topic or to attend a crisis.

Rule# 8 Debate

After the setting up of the agenda a new and continuous Speaker List will be open for general debate. The speaking order will be determine by the Speaker List on the Topic chosen. The speaker list will only be suspended during procedural motions, amendments, or introduction to a draft resolution. The Committee Staff reserves the right to assign delegates into the Speaker List if they find it necessary.

Rule # 9 Moderated Caucus

Moderated Caucus is used to focus the debate in specific discussion related to the topics. During the Moderated Caucus the general speaking list will be temporarily suspended and the Chairs will call the delegate at his/her discretion.

To propose a Moderated Caucus:

1. When the chair asks: "Is there any motion on the floor?"
2. The delegate that wants to propose a motion raises his/her placard and when recognized by the chair he/she stands up and says: "motion for a moderated caucus".

3. Delegate must state the topic, time (max 20min) of the caucus and each speakers speaking time.
 4. Immediately this will pass into voting procuress unless there is more than one moderated caucus. In case there is more than one, they will be voted in the other proposed.
 5. Simple majority voting is necessary.
 6. Delegate who proposed the motion has the right to be first recognized as a speaker.
- No yielding time is allowed during moderated caucus.
 - Extension of debate can only be twice and the time cannot exceed the original motion.
 - Delegates speaking out of the caucus topic can be ruled out of order.
 - Topics of moderated caucus cannot be repeated during debate.

Rule #10 Unmoderated Caucus

During an Unmoderated caucus delegates are allowed to walk around the conference room and discuss with other delegates. There will not be speaker lists or speaking time for each delegate. The same as moderated caucus this motion is used to discuss specific issue inside the topic.

To propose a Unmoderated Caucus:

1. When the chair asks: "Is there any motion on the floor?"
 2. The delegate that wants to propose a motion raises his/her placard and when recognized by the chair he/she stands up and says: "motion for an unmoderated caucus".
 3. Delegate must state the topic, time (max 20min) of the caucus.
 4. Immediately this will pass into voting procuress unless there is more than one moderated caucus. In case they will be voted in descending order of length.
 5. Simple majority voting is necessary.
- Chairs reserve the right to rule out the motion if it is considered improper topic or timing.
 - Rule #2 Language and Rule #5 Manners will not be exempted during an unmoderated caucus.
 - The only electronic device approved during unmoderated caucus is laptops/notebook, any other usage of electronic device will not be allowed unless approved by Committee Chair.
 - Extension of debate can only be twice and the time cannot exceed the original motion.

Rule #11 Suspension or Adjournment of Meeting/ Closure of Debate

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass.

Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members. If there are no speakers against the closing debate the motions to close debate will automatically be adopted and the Committee will move immediately to voting procedure.

Rule # 12 Postponement and Resumption of Debate

The motion also known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. This motion is used to move for the postponement of debate on a draft resolution, amendment or topic currently on the floor. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favor and one opposed.

Rules of Speech

Rule #13 Speaker List

Speaker List for the topic discussed will be open and available during the entire debate. The *speaking time* will be set either by the Chair or a ‘motion to set speaking time’.

To be added in the Speaker List:

- 1) Delegates may raise their placards when the Committee Chair asks: “Is there any delegate wishing to be added to the speaker list?”
- 2) The placard is lowered once being recognized by the Chair.

- 3) Delegate may also be added to the speaker list by submitting a written request to the chairs. The written form can also be use to be removed from the speaking list.
- Separate Speaker Lists will be established for procedural motion and amendments.
 - When there are no motions on the floor the session will always go back to the formal speaking list.
 - Delegates are not allowed to address the session without the Chairs permission.

Rule #14 Addressing in 3rd Person

Delegates are required to make all speeches in 3rd person point of view, first person speeches are not allowed without approval of the Chair.

Example:

Wrong: "I believe the current economy is not stable enough"

Correct: "The delegate believes that the current economy is not stable enough"

Correct: "Israel believes that the current economy is not stable enough"

Rule #15 Time Limit on Speeches

There will be time limit to all speeches. The minimum time is 10 seconds. All delegates must finish their speeches within the established time. Delegates are allowed to adjust the time of each speech using the motion mentioned in Rule #13.

Chairs will interrupt the speaker once their time as run out but chairs are also allowed to be flexible if necessary and have the delegate finish his or her statement.

Rule #16 Yields

When delegates have the floor they have the right to yield their remanding time in three ways: to another delegate; to question or comment; or to the Chair. Delegate must always declare a yield at the ending of his or her speech.

- 1) *Yield to another delegate*: the remaining time is passed to the delegate that accepts the yield; this delegate may not yield again the time.
- 2) *Yield to question or comment*: chairs will select the delegates that will address the questions or comment to the original speaker. Follow-up to either question or comment are allowed with the approval of the Chair. The time counted will be on the original speakers time when he or she does a follow up.

- 3) *Yield to the Chair*: usually this means the delegate does not wish to speak anymore on the subject and will move to the next speaker. Chairs are also allowed to use the time for comments. No more than two speakers are allowed with 30 seconds each.

Rules of Points

Rule #17 Rules of Personal Privilege

This point is used when a delegate experiences a discomfort that affects his or her ability to proceed properly in the conferences. The only moment this point can interrupt another delegate during his/her speech is if the delegate speaking is inaudible, otherwise the delegate must wait until the end of the speech.

Example:

Delegate: "Point of personal privilege"

Chair: "(delegate country) you have been recognized"

Delegate: "The A/C in the room is too cold" (cannot interrupt a speaker) / "I can not hear the Delegate X speaking" (can interrupt the speaker)

Rule #18 Point of Order

A delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.

Rule #19 Points of Parliamentary Inquiry

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 never interrupt a speaker. Any other questions that are not related to the rules of procedure the delegate should approach Committee Staff during a caucus or send a note the Committee Dias.

Rules of A Draft Resolution

Rule #20: Working Papers

Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working

papers are not official documents and may be presented in any format approved by the Chair but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval.

Rule #21: Draft Resolutions

A draft resolution may be introduced when it receives the approval of the Chair and is signed by a percentage of members or agencies established by the Committee Staff. The number of required signatories for a draft resolution is subject to modification by the Committee Chair. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. There are no official sponsors of draft resolutions.

- Signatories should be listed in alphabetical order on every draft resolution.

Rule #22: Introduction to Draft Resolutions

Once a draft resolution has been approved as stipulated above and has been copied and distributed, delegates may move to introduce the draft resolution. The Chair, time permitting, may read the operative clauses of the draft resolution. Alternatively, the Chair may recognize a certain number of delegates to come forward to answer questions on the resolution to which they were signatories.

- No document may be referred to as a “draft resolution” until it has been introduced.

A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. More than one draft resolution may be on the floor at any one time.

A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a Resolution on that Topic Area has been passed. Debate on draft resolutions proceeds according to the general Speakers List for that Topic Area, and delegates may refer to the draft resolution by its designated number.

After a draft resolution is passed, voting procedure will end and the Committee will move directly into the second Topic Area

Rule #23: Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and the signatures of members or agencies of the committee. The number of required signatories for a draft resolution is subject to modification by the Committee Chair. A motion to introduce an approved amendment may be introduced when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. The motion will pass by a simple majority. General debate will be

suspended, and a Speakers List will be established for and against the amendment.

- Amendments to typos such as spelling or grammar can be submitted in a written form to the chairs without further voting and the chair will orally announce the correction.
- Friendly amendments are allowed with the signatories of all the sponsors and it will not be debated but requires simple majority in the voting to proceed.
- A motion to close debate will be in order after the Committee has heard from at least two speakers for the amendment and from at least two speakers against.
- When debate is closed on the amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass.
- After the vote, debate will resume according to the general Speakers List.

Rules of Voting Procedure

Rule # 24 Procedural Voting

All voting with the exception of draft resolutions and amendments is considered procedural. Each and every member of the committee must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes.

Rule # 24 Substantive Voting

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers are sealed, and no interruptions will be allowed. The only motions and points that will be in order are: Division of the Question, Reordering Draft Resolutions, Motion to Vote by Acclamation, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order.

Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards. Abstentions are not counted in the total number of votes cast. A simple majority requires more “Yes” votes than “No” votes; a two-thirds majority requires twice as many “Yes” votes as “No” votes. Once any Resolution has been passed, the voting procedure is closed.

NGOs, Observer Nations, and Third Party Actors will not be able to vote on draft resolutions and/or amendments.

Rule # 25 Voting by Acclamation

Before the beginning the vote on a particular motion, draft resolution or amendment, the Committee Chair or delegate has the right to ask his or her members if there are any objections to a vote by acclamation.

This motion means that instead of going thru Substantive Voting set as explained in Rule #24 the chair will only ask: "Is there anyone against" If no delegate is against then the it automatically passes. In case there is one single objection then the voting goes back to substantive voting.

The Chair will usually recommend the motion when there are not speakers against certain motion, draft resolution or amendment.

- If there is one objection to this motion then the motion is ruled out.

Rule # 26 Reordering Draft Resolutions

A Motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. The Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion to reorder passes with a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order.

Rule # 27 Division of the Question

After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately. This motion requires to be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion. In case there is no 'against' or 'in favor' it passes to immediate procedural vote.

- If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.
- If no division passes, the resolution remains intact. Once a division has been passed with a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution.
- If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered rejected as a whole.

Rule # 28 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 can only be in order for substantive votes. A motion for a roll call vote may be made from the floor and seconded by member or agency of the committee. The required number of seconds is subject to modification by the Committee Chair.

- In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. In the first sequence, delegates may vote "Yes," "Yes with Rights," "No," "No with Rights," "Abstain," or "Pass." Delegates who vote either "Yes with Rights" or "No with Rights" reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The

delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.

- A delegate who voted “Pass” during the first sequence of the roll call must vote during the second sequence. The same delegate may not request the right to explain his/her vote.
- The Chair shall then call for changes of votes; no delegate may request a right of explanation if he or she did not request on in the previous two sequences. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.

ROP Cheat Sheet

Rules of Procedure Shortcut

Subject to Appeal	Not Subject to Appeal
<ul style="list-style-type: none"> • Chair’s ruling an unmoderated/moderated caucus or consultation of the whole dilatory • Chair’s admission/rejection of a Right of Reply • Chair’s ruling suspension or adjournment of meeting dilatory 	<ul style="list-style-type: none"> • Chair’s ruling closure of debate dilatory
Two-Thirds Majority	Simple Majority
<ul style="list-style-type: none"> • Moving to the next topic area after a failed resolution • Closing debate • Reconsidering a draft resolution/amendment • Overruling a Chair’s decision through the appeal process 	<ul style="list-style-type: none"> • Reordering voting on drafting resolutions • Dividing the question and choosing how to divide • Setting the agenda • Initiating a moderated/unmoderated caucus or consultation of the whole

- Tabling debate

- Suspending or adjourning the meeting
- Resuming debate
- Introducing a draft resolution

- Passing a draft resolution
- Introducing an amendment
- Passing an amendment

Motions with Speaker Minimums	Number of Speakers Required
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Setting the Agenda

At least two for, at least two against

Closing Debate

Up to two against

Reconsideration

Up to two against

Division of the Question

Up to two for and two against

Proceeding to second topic area after failure to pass resolution

Up to one for and one against

Debating an Amendment

At least two for, at least two against

Order of Preference of The Motions

During Debate

- 1) Point of Personal Privilege
- 2) Point of Order
- 3) Point of Parliamentary Inquiry
- 4) Adjournment of the Meeting
- 5) Suspension of the Meeting
- 6) Unmoderated Caucus
- 7) Moderated Caucus
- 8) Point of Personal Privilege
- 9) Introduction of Draft Resolution
- 10) Introduction of an Amendment
- 11) Postponement of Debate
- 12) Resumption of Debate
- 13) Closure of Debate

During Voting Procedure

When starting voting procedures these votes are in order and in this order of preference:

- 1) Point of Personal Privilege
- 2) Point of Order
- 3) Point of Parliamentary Inquiry
- 4) Reordering Draft Resolutions
- 5) Division of the Question
- 6) Motion for a Roll Call Vote

Resources

Further information regarding the rules of procedure can be found in different websites such as: <http://www.unausa.org> , <http://bestdelegate.com/> or <http://www.worldmun.org/>

But remember that some rules tend to vary from committees and conferences. This set of rules will be the ones followed by THMUN.

Any inquiry regarding content please contact your chairs or evaita2@gmail.com (Eva Lin)