Rules and Procedures Handbook

This conference provides delegates with an opportunity to practice parliamentary procedure. It is not our intention, however, to be so strict about procedure that it gets in the way of a good educational simulation. Delegates will spend part of their time in formal session, making speeches on the topics and on the substance of their resolutions. They will also spend time in informal session, seeking like-minded delegates with whom to write resolutions. Our goal is to help delegates craft solutions to major global problems in the form of Resolutions. This means that delegates will be working cooperatively with other delegations. Hopefully, delegates will be able to develop a consensus within the committee because history has shown that consensus solutions are the most effective in obtaining cooperation between countries. If students get off topic or make motions that are disruptive to the proceedings, the Chair will rule them dilatory.

Session Overview:

1. Roll Call
2. Motion to move a topic to the floor (second required; debatable; simple majority)
3. Option to establish a Speakers’ list OR to motion for suspension of the meeting for a caucus
   Raise hand/name placard to be acknowledged
   Move to open a Speakers’ List (second required; debatable; simple majority)
   Motion to limit speaker’s time to ___ minutes (second required; debatable)
   OR
   Motion to caucus for [up to 15 minutes] (must be seconded; simple majority)
4. Delegates take turns making formal speeches according to the Speakers list
5. Students caucus in informal session to write resolutions (15 minute maximum request at a time)
6. Approved draft resolutions circulated to all committee members (must have support / signatures of 25% of the delegations).
7. Delegates take turns making formal speeches on the content of the resolutions.
8. Students Caucus to combine resolutions / Chair approves select resolutions for a vote.
9. Motion to Close Debate and move into voting procedure (Second required; debatable; simple majority)
10. Vote taken on each resolution approved by the Chair (maximum of 4).
11. Motion to move to the next topic area. (Repeat steps 3-10)
Roll Call
The session begins with a roll call of all of the countries in the Plenary Session. Delegates should respond that they are Present when they are called.

Call for Points or Motions
Following Roll Call, the Chair will call for any Points or Motions from the floor. This is an invitation for delegates to raise their placards in order to make a motion. Motions that would be appropriate at this time might include: moving a topic to the floor for discussion, or establishing a speaker's list with a speaker's time. When a motion requires a Second, the Chair will ask if there is a Second and delegates can raise their placards in order to Second the motion. Multiple motions can be on the floor at once. Once all of the motions have been moved, the Chair will call for debate and a vote on each motion in the order that it was made. (ex: a motion for a 1 minute speaking time and a motion for a 2 minute speaking time can both be made and then voted on by the body.) If a motion is Debatable, the Chair will call for one speaker to speak in favor of the motion, and one speaker to speak opposed to the motion. These speakers will be called upon in turn to briefly state why the body should or should not support the motion on the floor. Following debate, a vote will be taken on the motion.

When voting on Procedural motions (such as establishing a speakers list, limiting speaker's time, suspending the meeting, or closing debate), delegates can only vote yes or no. When delegates vote on Substantive matters (such as accepting or rejecting resolutions before the body when in voting procedure), they may vote yes, no, or abstain.

If there are no motions on the floor, the Chair will ask for any Speakers. At this point, any delegate who is recognized by the Chair can make a speech to the committee. If a Speaker’s List has been established, names will be placed on it and called upon in order to speak.

We hope that each delegate will take an active role in the committee deliberations while in formal session. We want to make sure that everyone desiring to do so has a chance to address the committee. If delegates choose not to establish a speaker’s list (or to close it), we will give preference to those who have not yet had an opportunity to speak over those desiring to speak for a second time. Our goal is to assure that every delegate has an equal opportunity to address the committee. During the first part of the session, delegates will likely speak on the importance of addressing the topic and their proposed solutions to the problem.

Yielding to Questions
It can be helpful in facilitating dialogue among countries for delegates to choose to 'yield to questions' after they have finished making a formal speech. At this time, the Chair will ask if there are any questions for the delegate who has made the speech, and will then recognize raised placards one at a time. At any point the delegate answering questions may choose to stop and be seated by 'yielding their time to the Chair' (they do not have to
answer questions if they don't want to). Delegates cannot continue a dialogue back and forth, questions must be raised by being recognized by the Chair. The Chair has discretion to end questioning at any time if the committee has not set a time limit for speaking.

**Motion for Suspension of the Meeting**
Once a topic area is open for discussion, it is appropriate to motion to suspend the meeting for a caucus. During a caucus session, delegates should seek out other countries with similar viewpoints on a specific issue. Delegates should work to draft resolutions that will address the problem at hand and have sufficient support from other delegations to pass. This may require working out compromises with those who have different views. This can be very challenging and requires good listening skills to understand the concerns of other delegates.

**Drafting Resolutions**
Delegates should craft resolutions in committee. Please do not bring pre-written resolutions to the conference. Delegates are encouraged to incorporate as many of their ideas as possible into a single resolution rather than pursuing multiple resolutions that might contain conflicting provisions or may not gain majority support.

Draft resolutions need to have the signatures of 25% (or more) of the delegations in the session. Delegates becoming 'signatories' to the resolution indicate that they would like the resolution to come before the committee for debate (whether they support or oppose it). Once a resolution has significant support, the Chair will review it and then circulate copies to all delegates. Any amendments that delegates would like to incorporate into a resolution should be made during caucus session before a vote is taken (i.e., 'friendly amendments').

**Formal Session**
Delegates take turns making formal speeches according to the Speakers list, or by raising their placards to be recognized by the Chair. As resolutions are drafted, speeches will speak more to the substance of the resolutions and seek to convince delegates to support the different resolutions.

**Closing Debate**
If a delegate believes there has been enough debate on a topic and is ready to bring the resolutions that are on the floor to a vote, s/he can move to Close Debate. This motion requires 2/3’s support from the body. If the motion passes, then the committee moves directly into voting procedure. If it fails, delegates continue their work on their resolutions.
Voting

Voting is done by Roll Call, with countries being called alphabetically by the English spelling of country names. Delegates can vote in favor of a motion, against the motion or abstain. A country voting to abstain is indicating that it neither favors nor opposes the motion. Abstentions are not included in determining whether the proposal passes or not (i.e., if a resolution gets 10 in favor, 8 opposed and 20 abstentions, it still passes). A country may choose to Pass once. When the roll call is done, any delegations that have passed will be called upon to cast their vote.

The only motion to be made in voting procedure is a Point of Information.

Courtesy

At all times delegates should remember that they are simulating a diplomatic process and diplomats are always courteous to each other even when they disagree. Delegates should address each other as "The honorable delegate from ....." When criticizing another country, delegates should avoid directly mentioning that country's name. Committee chairs have been instructed to enforce proper courtesy and a speaker's right to continue speaking may be revoked at any point by the chair if considers the speaker's words to be a breech of courtesy. Also, as in any public forum, courtesy also requires that a speaker be heard. It is a breech of courtesy to talk or otherwise distract the audience while a speaker is speaking and the chairs will move quickly to resolve any such problems. If a delegate persists in disrupting his/her committee, the chairs may remove that delegate from the committee.

Additional Notes for the Security Council only

Because of its small size, broad topics, and ambiguous nature, it is very important that all members of the council be well informed and fully engaged. This is not a role for the faint-hearted to play. It is critical that all members of the attend the conference, particularly the Permanent five (P-5) (China, UK, US, Russia, France).

Topics

The Security Council deals with events that most critically threaten the security of member states. There is one broad topic on the agenda (the situation in the Middle East). It is up to the members of the Security Council to decide which aspects of the many problems in the Middle East that they want to deal with. In addition, the agenda has an "open topic", which means that any issues before the actual Security Council is fair game for discussion at the conference. (These can be found at: http://www.un.org/en/sc/).

Procedures

The Security Council consists of 15 members, five of which have veto power over any substantive vote that is taken (i.e. on resolutions, but not procedures). The US, UK, France, Russia and China must either abstain or vote in favor of a resolution in order for it to be passed by the Security Council.