



Rules of Procedure

CENMUN

Official Rules of Procedure

A. STANDARD RULES:

1. **Applicability:** The official rules of procedure are applicable to the Security Council, General Assembly committees, Economic and Social Council, Historic and Futuristic Simulations, Special Committees, Indian Committees and any other committee affiliated to conference unless specific instructions have been provided for in the rules.
2. **Representation :**
 - a. All councils shall have delegates representing one country having one vote.
 - b. Special Observers shall be allowed to vote on working papers, amendments and resolutions that pertain to them i.e. in an agenda which is directly concerning them.
 - c. On all other agendas they will be allowed to vote on all issues except working papers, amendments and resolutions. In case of a dispute Chairpersons verdict shall be final and binding.
3. **Language:** The official language for the conference shall be English.
4. **Attire:** Delegates and the Executive Board members are expected to wear Western Formals. Western formals for boys

are defined as formal trousers, a formal shirt, a formal tie, a blazer and formal shoes. For girls, western formals includes A-line skirts, trousers, formal shirts, a blazer and formal shoes

5. **Use of Electronic Equipment:** The use of mobile phones, laptops and other electronic devices is allowed during committee time. However, if a delegate is found accessing the internet during the committee sessions then the delegate shall be barred from the council.

6. **Sessions:** Each session of the conference won't be longer than 3 hours, which will be followed by a compulsory break for 10 minutes. The Conference shall have a minimum of 5 and a maximum of 10 such sessions.

B. POWERS OF THE ORGANISING COUNCIL & EXECUTIVE BOARD:

1. **Executive Board:** The decision of the chair on matters regarding debate is final and binding on all delegates. If a delegate is not behaving in a parliamentary fashion he/she can be barred from council after being given three warnings. The Executive board has the power to question any delegate and ask for justification about his/her stand on a particular issue.

2. **Appeal:** The delegates have an option to appeal to the chair, if dissatisfied with the proceedings of the committee or if they wish to question the chair about the way they are conducting the committee. The delegates can file a complaint to the Deputy

Secretary General who will further take the matter to the Secretary General.

3. **Organizing Council:** If any delegate or observer is found to be behaving in an inappropriate manner he/she can be barred from the conference for an entire day or for the complete conference by the Deputy Secretary General whose decision on matters apart from conference debate shall be final and binding.

4. **Secretary General:** The Secretary-General has sweeping powers bestowed upon him/her and his/her decision is final and binding and cannot be challenged in relation to matters regarding debate.

C. RULES REGARDING DEBATE:

1. NORMAL DEBATE

- a. **Quorum** : The minimum number of members present in council should be at least 1/5th of total committee strength
- b. **Setting an Agenda** : A committee shall decide for the agenda in the following manner :
 - i. The Chair will call for any points or motions on the floor, to which a delegate can rise to a motion to set the agenda to a particular topic area.
 - ii. The chair shall call for those who are against the motion. If there is any opposition then there shall be 1 speech for and 1 against the topic area both to a maximum of one and a half minute each.
 - iii. This shall be followed by an informal vote by a show of placards, a 51% or more majority is required for the motion to pass. If the motion fails then the second topic area automatically is set for discussion.

1. General Speakers' List (GSL) :

- a. A speakers' list is automatically opened and remains open throughout the discussion of the agenda unless committee chooses to move into any other form of debate.
- b. A speakers' list is a place where a delegate expresses his/her country's stand on the topic area. The time limit is pre-set to one and a half minute per delegate.

2. Yields (of remaining time) : At the end of a speech in the speakers list (yields cannot be exercised during any other part of debate), a delegate has the following ways to yield which are compulsory:

- a. Yield to another delegate: This is only applicable if the delegate has more than 15 seconds of his/her time remaining. He/she can give his/her remaining time to another delegate.
- b. Yield to questions: The delegate can yield to questions, a maximum of two Questions can be asked and maximum two follow ups per question can be entertained with the permission of the chair.
- c. Yield to comments: The chair recognizes two 30-second comments.
- d. Yield to EB: The chair has the authority to ask questions to the speaker (a maximum of 2 questions).

3. Moderated Caucus :

- a. A detailed discussion on a sub-topic of the main agenda is possible in a moderated caucus and the main reason on starting a moderated caucus is to know the committee's opinion on such an issue.
- b. HOW TO RAISE A MODERATED CAUCUS: A delegate can motion for a moderated caucus in the following

manner, example **'Motion to open a moderated caucus to discuss (sub topic) for the time duration (max 15 minutes) and time per speaker (maximum 1 minute)'**

- c. A motion for a moderated caucus requires a simple majority to pass and can be passed through an informal vote. In case of multiple motions (Maximum-5) the chair shall decide on which one to put to vote first. A moderated caucus can be started in the middle of the Speakers' list i.e. it is not compulsory for the delegates to finish hearing all the speakers on the list.

4. Points : During the course of debate, the following points are in order :

- a. **Point of Personal Privilege:** This is the only point that can interrupt a speaker and is used when a delegate cannot hear the speaker or is experiencing discomfort and wishes to be excused from committee.
- b. **Point of Parliamentary Inquiry:** This cannot interrupt a speaker and is exercised when a delegate wants to know anything about the procedure from the Executive Board.
- c. **Point of Order:** This is to point out the procedural inconsistency or deviation from the existing rules of procedure.
- d. **Point of Information:** This is a point that helps to clarify any factual inaccuracy in a delegate's speech. If one finds that another delegate has misstated a particular fact after the completion of the delegate's speech, one may raise his/her placard and on being recognized may ask for valid documentation supporting the delegate's facts. This point cannot however be used for questioning a change in the country's policy. The accepted sources of documentation for all committees, organs and special simulations of the United Nations are:

Reuters, Amnesty International and any other such credible source approved by the executive board. For

Indian/ Regional Bodies the accepted source is dependent on the presiding officer/chair of the committee.

5. Order of Recognition of Points :

- a. Point of Personal Privilege
- b. Point of Information
- c. Point of Order
- d. Point of Parliamentary Inquiry

6. Unmoderated Caucus :

- i. This is when the committee feels the need to discuss or decide upon a particular issue in an informal way. It is basically provided in procedure for delegates to help them form working papers and draft resolutions.
- ii. **STEPS TO RAISE AN UNMODERATED CAUCUS:** - A delegate can call for an unmoderated caucus in the following manner: Motion to open an unmoderated caucus for [Purpose] for the time duration (max 15 minutes)'
A motion for an unmoderated caucus requires a simple majority to pass and can be passed through an informal vote. This motion can be extended by another 5 minutes for preparing Resolutions/ Declarations and a maximum of 15 minutes are allowed for a working paper.
It can be raised for following two reasons :
 1. Lobbying;
 2. Preparing a Working Paper, Resolution.

7. Working Papers :

- i. These are the committee's views on a particular sub-topic of the main agenda at hand. They provide direction to the committee and indicate the way in which committee is flowing.
- ii. A working paper has no prescribed format and needs no signatories. Before introduction to committee, a working paper needs to be approved of by the Chair. A working

paper needs a simple majority to be introduced on the floor of the committee and voting can be carried out in an informal way.

- iii. In case of multiple working papers, the Chair has the discretion to decide the order in which they are to be put to vote.
- iv. If a working paper is passed it has to be incorporated in the resolution. The voting on a working paper can be done in an informal way by a show of placards.

D. RULES COMMON TO BOTH FORMS OF DEBATE:

1. **Challenge:** This is when a delegate can challenge another delegate over a particular issue for a specified period of time; this may be over a particular sub-topic or country policy. This is one on one debate. A delegate may motion for in the following manner '**Motion to challenge the delegate/delegation of over (topic area) for time duration of (maximum 3 minutes).**'
2. **Question Answer Session:** This is when many delegates need to ask questions to a delegate. Any delegate may call for the same and committee can ask a maximum of up to 10 questions to that delegate. In case of questioning the members involved in the emergency, a maximum of 2 delegates are allowed to be on the dais to answer questions posed by the committee. To call for the same, a delegate can motion thus: '**Motion to move into a question answer session with the delegate of _____ , total time period (maximum 10 minutes) , total number of questions (maximum of 10 questions)**'

3. **1 For 1 Against:** This is when committee usually cannot decide on a particular issue and therefore before the final vote needs to hear both sides of the argument. This can be extended to a 2 for and 2 against. The maximum time for each speaker is 1 minute.
4. **Tabling of Resolutions/Working papers :** The delegates of the council have a choice to 'table' any of the two mentioned documents at any point of time during their deliberation in council for which they require a 2/3rd informal vote.
5. **Presidential Statement:** A delegate during the course of debate can make a presidential statement. This will help him to express his/her stand on a particular issue. This can be followed by a yield to questions only (maximum 2 questions).
6. **Joint Statement:** Two countries can come together and make a joint announcement regarding their views on the topic areas. The Chair can invalidate the statement if it is not important in context to the agenda at hand. This is in a written format which is utilized to make a change in country's policy.
7. **Censure :** The delegates can censure a fellow delegate by motioning for the same but in order for it to be successful it has to have a 2/3rd majority through an informal vote.

E. RESOLUTION:

1. DRAFT RESOLUTION FORMAT

- **Header - DRAFT RESOLUTION**
- **Committee: ABC**
- **Agenda: XYZ**
- **Authors: Example – France, China (Min.1 & Max.3)**
- **Signatories: India, Nepal, Bhutan...(Min.1 & no upper limit)**

- **Pre-ambulatory Clauses:**
- **Clause 1 beginning.....,**
- **Clause 2 beginning.....,**
- **Clause 3 beginning....., (pre-ambulatory clauses are not numbered.)**

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- **Operative Clauses:**

- 1.;
- 2.;
- 3. (the last operative clause ends with a full stop)

2. **UNDERSTANDING A DRAFT RESOLUTION :**

- A draft resolution is a document that seeks to fix the problems addressed by a committee. If passed the draft resolution becomes a resolution.
- Author: An author is a delegate who has played an integral part in the formulation of a draft resolution. An author knows and can defend all the points of the draft resolution.
- Signatory: A signatory is a delegate who simply wants to see the draft resolution discussed in committee.
- Pre-ambulatory clauses: They describe the problem being addressed, recall past actions, explain the purpose of the resolution and offer support for the operative clauses that follow. Each clause in the preamble begins with an underlined word that ends with a comma.
- Operative clause: They are numbered and state the action to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger than those used in the preamble. Each operative clause is followed by a semi colon and the last operative clause ends with a full stop.

3. LIST OF PRE-AMBULATORY CLAUSES :

Affirming	Realizing
Guided by	Confident
Alarmed by	Recognizing
Deeply regretting	Contemplating
Having considered	Fulfilling
Observing	Having heard
Aware of	Convinced
Emphasizing	Keeping in mind
Believing	Nothing with regret
Expecting	Fully believing

4. LIST OF OPERATIVE CLAUSES :

Accepts	Emphasizes
Affirms	Encourages
Approves	Endorses
Authorizes	Express its hope
Calls	Further invites
Calls upon	Has resolved
Condemns	Proclaims
Confirms	Reaffirms
Considers	Recommends
Deplores	Regrets



5. DISCUSSION OF DRAFT RESOLUTION AND AMENDMENT PROCESS

Once the draft resolution has been introduced, it can be discussed either through a moderated caucus or a general speaker's list. In each case authors are expected to defend their draft resolution and answer any questions with regards to it that will be brought up by the delegates of the committee.

6. AMENDMENT PROCESS

The amendment process begins once the chair says that the draft resolution is open to amendments. It is through amendments that any delegate can make changes to a given resolution. A clause can be amended only once as an amendment to an amendment is not valid.

7. AMENDMENTS

There are 3 kinds of amendments :

- 1. Additions**
- 2. Deletions**
- 3. Modifications**

An amendment has a very specific format (Given Below)which has to be followed by all delegates. Otherwise their amendment can be deemed invalid.

TYPES OF AMENDMENTS

Amendments can also be divided into friendly and unfriendly amendments.

- 0. Friendly amendments:** A friendly amendment is whose inclusion into the resolution is agreed to by all the authors of the resolution. A committee vote is not required.
- 1. Unfriendly amendments:** Even if one author opposes an amendment it becomes an unfriendly amendment. In this situation a roll call vote is taken where the delegates can say yes, no or abstain according to their roll call. The amendment is included if it passes with 1/2 majority.

AMENDMENT FORMAT

1. ADDITION

Addition Amendment

To: Executive Board

From: (Country name)

Draft resolution (serial number of draft resolution in which the amendment is supposed)

.....New clause.....

2. DELETION

Deletion Amendment

To: Executive Board

From: (Country name)

Draft resolution (serial number of draft resolution in which the amendment is supposed)

Deletion of clause (serial number of operative clause in which the amendment is supposed)

3. MODIFICATION

Modification Amendment

To: Executive board

from: (Country name)

Draft resolution (number of draft resolution to be amended)

Original clause: _____

New clause: _____

10. VOTING

- Delegates can vote in 3 different ways- yes, no or abstain.
- A resolution can only pass if it has 2/3rd majority support of the committee minus the absent members and abstaining members.

AVAILABLE VOTES TO DELEGATES

- YES- The delegate agrees to a resolution.
- NO- The delegate disagrees to a resolution.
- ABSTAIN- The delegate has no opinion of the resolution and it does not matter to the respective country if it passes or fails.
- NO WITH RIGHTS- This is used if a delegate has to say no to the resolution and has to justify his/her answer.
- YES WITH RIGHTS- This is used if a delegate has to say yes to the resolution and has to justify his/her answer.





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