

# RULES AND PROCEDURES



A Model United Nations conference relies on parliamentary procedure to maintain a professional, organized, and authentic simulation of the United Nation experience. Be sure to familiarize yourself with these rules to ensure successful performance as a delegate. These rules should serve as a specific source for reference. Please refer to the **ALMUN X Guide** to get a better grasp on the general committee happenings.

THE TENTH ALABAMA MODEL UNITED NATIONS CONFERENCE  
ALABAMA INTERNATIONAL RELATIONS CLUB

## **RULES GOVERNING ALL PROCEEDINGS**

### **1. LANGUAGE**

English will be the official and working language of all proceedings.

### **2. REPRESENTATION**

A member of any committee is a representative, registered with the conference and represented by one delegates (or two in a double delegate setting), with one vote on each committee to which it is party (note that double delegates still only have one vote).

### **3. POWERS OF THE COMMITTEE STAFF**

The staff of each committee consists principally of a Chairperson and a Co-chair, as well as any number of Assistants. It is the duty of the Chairperson to preside over all proceedings of each committee session. The Chairperson will facilitate the flow of debate by granting the right to speak as per any speakers' lists or their discretion; by asking questions and announcing decisions; and by ruling definitively on all points and motions. Also at their discretion, the Chairperson may temporarily suspend the rules of procedure to clarify any contested issue.

It is the duty of the Co-chair to handle all materials produced by the committee – working papers, draft resolutions, resolutions, notes, etc. The Co-chair will facilitate the overall flow of proceedings with respect to each topic of debate by editing submitted materials, answering questions, and, at their discretion, advising delegates. It is also the duty of the Co-chair to assume the responsibilities of the Chairperson should the Chairperson be unable to fulfill his or her duties in any capacity.

Both the chair and the Co-chair have the authority to interrupt the flow of debate with anything that will supplement the proceedings. Both also have the authority to exchange duties with one another as both see fit to best serve the committee.

It is the duty of any Assistant to assist the committee staff throughout proceedings. This involves, among other duties, handling requests by staff members or delegates for materials from outside the committee room.

### **4. POWERS OF THE CONFERENCE STAFF**

The staff of the conference at large consists of a number of volunteers in various roles. The aims of the conference staff are to streamline all proceedings, to serve as a resource for both committee staff members and delegates, and to plan and manage conference events outside of committee sessions. Members of the conference staff reserve the right to enter committee rooms to deliver produced documents and address other staff members or delegates. Most often this will take

place in the form of Feedback Sessions by the conference Secretary-General and Director-General or other authorized personnel.

## **5. QUORUM**

Quorum represents the minimum number of members of a committee whose presence is required to open debate. This number corresponds to 2/3 (two-thirds) of the members present at the beginning of the first session. Quorum is assumed unless contested, at which point it will be determined by the committee staff. Voting on all substantial matters requires only a simple majority relative to the number of members present at the beginning of the first session. Voting on all procedural matters requires various counts respective to the matter at hand.

## **6. APPEAL**

Only rulings on procedural matters may be appealed. Immediately after such a ruling a delegate may rise in appeal and will be granted 30 (thirty) seconds to justify his/her appeal. The Chairperson will then speak for 30 seconds in defense of his/her ruling, at which point a vote will repeal the ruling with a 2/3 majority of all members present.

## **7. COURTESY**

Every delegate and committee staff member shall treat one another with courtesy and respect becoming of these proceedings. The Chairperson shall call anyone found discourteous or disrespectful to order. Any delegate who feels as if he/she is not being treated in accordance with this rule is encouraged to report to the Chairperson or Co-chair

## **8. ELECTRONICS**

No use of electronic devices by delegates is allowed in the committee room during formal debate, moderated caucusing, or unmoderated caucusing. These devices include, but are not limited to: laptops, tablets, smartphones, and smartwatches. Electronics may be used outside the committee room but not for committee purposes and only after debate has adjourned or closed.

# **RULES GOVERNING DEBATE**

## **8. ROLL CALL**

Roll must be called by the Chairperson at the beginning of every committee session, for the purpose of determining quorum. During roll call, the representing delegate must declare themselves as either 'Present' or 'Present and Voting'. A designation of 'Present and Voting' signifies that the delegate cannot abstain while voting on any draft resolutions.

## **9. AGENDA**

A general assembly (GA) committee's agenda refers to the order in which topics will be discussed; therefore it must be determined as the one of the first actions of proceedings. After delegates motion to open the speakers list to debate the agenda, a motion in the form "I move to set the agenda to 1, 2 (or 2, 1)," shall be in order, with the numbers corresponding to the order in which the topics are listed in the committee's background guide. This motion will take 2 (two) speakers for and 2 against, with a 30 second speaker's time. Any number of motions for distinct agendas will be accepted. The agenda accepted by a majority vote will be considered adopted by the committee, and all pending motions will be disregarded.

#### **10. DEBATE**

Once an agenda is adopted, a continuous speakers' list is opened - this begins general debate. This speakers' list, maintained by the Chairperson, will determine the order in which members will be recognized to speak during proceedings, except when different speakers must be specifically recognized for the purposes of a procedural motion or the introduction of a draft resolution or an amendment. Speakers may speak generally regarding the current topic or specifically regarding a standing draft resolution. There is no speakers' list in a crisis committee at ALMUN, which instead operates with a perpetual moderated caucus. (See Speakers' List Section Below).

#### **11. UNMODERATED CAUCUS**

A delegate may motion for an unmoderated caucus at any point when the floor is open. Each motion must specify time and intent. A motion for an unmoderated caucus shall pass if affirmed by a simple majority vote. At this point, formal proceedings shall be suspended to allow for delegates to discuss the topic at hand freely. The Chairperson will decide when to notify delegates, within a reasonable time, the amount of time remaining in any given suspension. The maximum length of an unmoderated caucus is determined by the chair or crisis director. The total length in time spent in caucus is up to the Chairperson's discretion.

#### **12. MODERATED CAUCUS**

A delegate may motion for a time-regulated, topic-specific debate called a moderated caucus at any point when the floor is open. Each motion must specify total time allocated for the caucus, time per speaker, and desired topic. A motion for a moderated caucus shall pass if affirmed by a simple majority vote. At this point, speakers can be recognized by a simple show of placard by the Chairperson. A delegate whose speech does not pertain to the established topic shall be ruled out of order. In a crisis committee, a perpetual moderated caucus is maintained at all times in place of a speaker's list; however, delegates must still motion for specific topics within the moderated caucus. The delegate who motioned for the moderated caucus initially gets the first speech if their motion passes.

### **13. CLOSURE OF DEBATE**

At any point during formal proceedings - that is, when the floor is open - a delegate may motion for closure of debate on the current topic. The Chairperson may, subject to appeal, rule such a motion dilatory. Such a motion recognizes 2 speakers against closure of debate. If no delegates speak against the motion, the Chairperson will attempt to move to accept closure by acclamation. Otherwise, this motion will pass only if affirmed by a vote of 2/3 of the members present. Closure of debate moves proceedings into substantive voting procedure on any draft resolutions on the floor. If no draft resolutions pertaining to the current topic are standing, closure of debate moves proceedings into formal proceedings on the second topic, following a brief adjournment at the discretion of the Chairperson.

### **14. SUSPENSION OR ADJOURNMENT OF PROCEEDINGS**

Suspension of proceedings refers to the postponement of all committee functions until the next scheduled meeting time. Adjournment of proceedings refers to the postponement of all committee functions through the end of the conference. At any point when the floor is open, a delegate may move for the suspension or adjournment of proceedings. The Chairperson has the authority to rule such motions out of order - such rulings are not subject to appeal. When in order and accepted by the Chairperson, such motions will be immediately voted upon, passing with a simple majority of members present. A motion to adjourn proceedings will be out of order except when there are no more than 15 (fifteen) minutes left in the final scheduled meeting time of a committee. In the event that a real emergency is declared by any member of the committee or conference staff, proceedings shall be immediately suspended.

### **15. POSTPONEMENT AND RESUMPTION OF PROCEEDINGS**

Postponement of debate on any topic, draft resolution, or amendment refers to what is often known as "tabling" - no debate or action will be allowed on any item on which debate has been postponed. At any point when the floor is open, a delegate may move for the postponement of such an item. Passing such a motion requires support of 2/3 of the members present, and will take 1 (one) speaker for postponement and 1 against. A motion to resume debate on any such item on which debate has been postponed will hereafter be in order, requiring only a simple majority to pass and also taking 1 speaker for resumption and 1 speaker against.

## **RULES GOVERNING SPEECHES**

### **16. SPEAKERS' LIST**

In a General Assembly committee, each committee will maintain an open speakers' list for the topic being discussed. The Chairperson, at his/her discretion, will either set a speaking time or entertain motions from delegates to establish a speaking time. Any speakers' list will be first populated at the discretion of the Chairperson with delegates raising their placards. Thereafter, members wishing to be placed on

any list must submit a request in writing to the dais, provided this member is not already on the list. Members wishing to be removed from any list may also submit a request in writing to the dais. The names of the next several members remaining on the list shall be posted for the convenience of the committee at large. Delegates who are absent from committee when recognized by the dais forfeit their time. Progressing through the speakers' list is the default activity of all proceedings if all motions fail. Should the speakers' list be exhausted at any time during debate, all debate on the topic will immediately conclude and committee will progress into voting bloc. A motion to close any speakers' lists is in order at the Chair's discretion, and requires a 2/3rds majority by the members present in order to pass. A speaker's list is not maintained in crisis committees, which instead operate using a perpetual moderated caucus. The chair has the right to add delegates to the speakers list if he or she foresees that the list will exhaust.

### **17. SPEECHES**

No delegate may rise to speak to the committee during formal proceedings unless recognized by the Chairperson. If a speaker does not address the topic at hand, or speaks in a manner unfit for proceedings, the Chairperson shall call him/her to order.

### **18. SPEAKING TIME**

At his/her discretion, the Chairperson may set a speaking time, entertain different motions to establish a speaking time, or entertain motions with various speaking times each time motions are proposed. The minimum time limit on any speech will be 30 (thirty) seconds. The maximum time limit on any speech will be 2 minutes. The Chairperson shall call any delegate exceeding the allotted time to order.

### **19. YIELDS**

Any delegate speaking on a substantive issue may yield any speaking time which he/she does not wish to use in one of the following three ways: to another delegate, to questions, or to the Chairperson. A yield to another delegate, if accepted, gives said delegate a chance to speak for the remaining time. This delegate may not yield any time which he/she does not wish to use. A yield to questions or the floor opens the remaining time for questioning by other delegates, questioners selected at the discretion of the Chairperson. Only the original speaker's answers will take time from the original allotment. A yield to the Chairperson ends a delegate's speech immediately, making his/her speech not subject to questioning. This only applies to the speakers' list and is not in order during a moderated caucus.

### **20. COMMENTS**

If a substantive speech does not conclude with a yield, the Chairperson may recognize up to 2 delegates to comment for 30 seconds each on the previous speech. There may also be comments following a substantive speech should the

Chair rule the motion in order and the committee approve it with a simple majority vote.

### **21. RIGHT OF REPLY**

If the content of a substantive speech is seen to impugn another member's personal or national integrity, this member may submit **in writing** a right of reply to the Chairperson. An approved right of reply entitles said delegate to 30 seconds to address the committee in response to said impugnation.

## **RULES GOVERNING POINTS**

### **22. POINT OF PERSONAL PRIVILEGE**

If a delegate's ability to participate in proceedings is in any way impaired, he/she may rise to a point of personal privilege to seek correction of said impairment. Such a point may only interrupt a speaker if the speaker is inaudible or an emergency. Otherwise, the delegate rising to this point must wait until the end of any speech.

### **23. POINT OF ORDER**

At any point during formal proceedings, a delegate may rise to a point of order to indicate improper procedure. This point will be decided by the Chairperson in accordance with the body of rules put forth herein. A delegate rising to a point of order shall only address procedural matters – never substantive ones. A point of order shall not interrupt a speaker unless the rising delegate feels the speaking delegate is within his/her speech disregarding the rules of procedure.

### **24. POINT OF INQUIRY**

At any point when the floor is open, a delegate may rise to a point of inquiry to ask the Chairperson a question regarding the rules of procedure. A point of inquiry may never interrupt a speaker. Substantive questions do not call for a point, but should rather be directed to the dais during caucus or in writing.

### **25. POINT OF INFORMATION**

At any point when the floor is open *outside of voting bloc*, a delegate may rise to a point of information to indicate they have new and relevant information for the committee from the crisis room that is pertinent to the discussion at hand. The delegate should not speak to reveal said information until the point has been approved by the Chairperson.

## **RULES GOVERNING RESOLUTIONS**

### **26. DIRECTIVES**

In crisis committees, a directive refers to a short document that uses operative clauses to outline actions the committee would like to see taken. A directive may be



introduced when it is signed by a number of members equaling 1/3 quorum and receives the approval of both the Chairperson and the Co-chair. At their discretion, the Chairperson may read the directive aloud or post it on the board. A procedural vote is then taken and a simple majority vote will formally introduce it to the committee. Signing a directive as a signatory does not indicate support nor represents an obligation. Rather, it represents a desire to discuss the directive. Directives will be capped at a certain number stated by the Chairperson at the beginning of the session or unmoderated caucus. The Chairperson will have discretion as to whether delegates can move directly into voting procedure on a directive or if they require debate beforehand. Directives are not used in General Assembly committees.

## **27. DRAFT RESOLUTIONS**

A draft resolution refers to a document authored by one or several members, which seeks to be formally introduced to the committee and thereafter voted upon. The draft resolution is the stepping stone to the goal of all committee proceedings on a given topic - a comprehensive resolution embodying the intent of the committee members. A working paper may be submitted as a draft resolution to the dias when it obtains the number of sponsors and signatories that the Chair requires and receives the approval of both the Chair and Co-Chair. Signing a draft resolution does not indicate support and represents no obligation - rather, it represents a desire to discuss the draft resolution formally. Any number of draft resolutions may be introduced for debate - however, if multiple resolutions are passed in conjunction, they cannot contradict each other. A draft resolution requires only a simple majority to pass.

Once approved as per the process above, a draft resolution shall be properly formatted, typed, copied, and distributed throughout the committee by committee staff. At this point, a delegate may move to formally introduce this draft resolution. At their discretion, the Chairperson may read the draft resolution aloud. A procedural vote is then taken and a simple majority vote will formally introduce it to the committee. At this point it will be given a designation and thereafter referred to as such. A draft resolution will remain on the floor until debate on it is postponed or until any draft resolution is passed. Debate on any draft resolutions follows the general speakers' list for that topic area. No delegate shall refer to a draft resolution in substantive speech until it has been formally introduced.

## **28. (UNFRIENDLY) AMENDMENTS**

Once formally introduced, a draft resolution may be amended through addition, deletion, or revision of operative clauses. Preambulatory phrases may not be amended. Only one unfriendly amendment may be introduced at a given time. To be introduced, an amendment must be signed by a number of members of the committee equaling 1/3 of quorum and must receive the approval of both the Chairperson and Co-chair.



Once approved as per the process above, an amendment to a draft resolution shall be properly formatted, typed, copied, and distributed throughout the committee by committee staff. At this point, a delegate may move to formally introduce this amendment. At his/her discretion, the Chairperson may read the amendment aloud. A simple majority vote will formally introduce it to the committee. General debate will be temporarily suspended and a new speakers' list will be populated with speakers for and against the amendment. After hearing from at least 2 speakers for and 2 speakers against the amendment, a motion to close this debate shall be in order, and will require a 2/3 majority to pass.

After close of this debate, the committee will immediately vote on this amendment - a simple majority will pass it and the corresponding draft resolution will be considered updated. General debate will then be resumed according to the primary speakers' list.

Friendly amendments do not follow these rules. If all sponsors agree to an amendment, this makes it friendly and does not require a vote to be added to the resolution.

## **RULES GOVERNING VOTING**

### **29. STRAW POLL**

A informal, non-binding vote that may be taken on a directive, draft resolution, or resolution in order to get insight of delegates' general attitudes towards the subject of voting.

### **30. PROCEDURAL VOTING**

All voting which does not concern draft resolutions or amendments is considered procedural. Every member of a committee must vote on all procedural matters. There are NO abstentions allowed. All members must vote "Yes" or "No." A simple majority refers to more "Yes" votes than "No" votes. A 2/3 majority refers to at least twice as many "Yes" votes as "No" votes. If a motion first calls for a certain number of speakers for or speakers against, an insufficient number will result in a motion failing or passing, respectively.

### **31. SUBSTANTIVE VOTING**

All voting which concerns draft resolutions, amendments, or crisis directives is considered substantive. Every member of a committee must vote on all substantive matters. Once the debate on a particular topic is closed, the committee will enter substantive voting procedure, assuming some number of formally introduced draft resolutions to consider. At this point, no interruption in formal proceedings will be allowed, save in the instance of a real emergency. The only points or motions in order during substantive voting procedure 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 inquiry, and point of order. Each member shall have one vote on each draft resolution or amendment. Each member must vote "Yes," "No," or "Abstain." All matters shall be voted upon by a show of placards, unless a motion for a roll call vote has been accepted. Abstentions are not counted in the total number of votes cast. A simple majority refers to more "Yes" votes than "No" votes. Once any resolution is passed, voting procedure ends, as only one resolution shall be passed for each topic.

### **32. VOTE BY ACCLAMATION**

Before voting on a particular motion, draft resolution, or amendment, the Chairperson may, at his/her discretion, ask for any objections to voting by acclamation. If there are no objections, the motion, draft resolution, or amendment shall be accepted immediately. Otherwise, voting procedure will proceed normally.

### **33. VOTING PROCEDURE**

During voting procedure, no one may leave or enter the room. Each resolution is voted on by order of presentation, from first to last (Resolution 1.1, 1.2, etc.) Voting on unfriendly amendments occurs before voting on the resolution as a whole. Each resolution is passed by a simple majority. Delegates may vote yes, no, yes with rights, no with rights, or abstain. A delegate who votes with rights is voting contrary to their expected vote based on their declared foreign policy. Delegations voting with rights may give a speech at the conclusion of voting giving their reasoning for such a vote. It is suggested that delegates vote according to policy rather than voting with rights! The following motions are specific to voting procedure:

- Motion for a Roll Call Vote
- Motion for a Vote by Acclamation
- Motion for a Placard Vote
- Motion to Reorder the Resolutions
- Motion to Divide the Question

### **34. MOVING INTO VOTING PROCEDURE**

In order to move into voting procedure, two speakers must speak for the motion, and two must speak against. Two-thirds of the committee must vote in favor for the motion to move into voting procedure. If the motion passes, the committee immediately moves into voting procedure. A delegate must "motion to close debate" after voting procedure ends.

### **35. REORDERING DRAFT RESOLUTIONS**

Immediately after entering voting procedure, a delegate may motion to reorder the draft resolutions to be voted upon. Once passed by a simple majority, the Chairperson will entertain any number of different motions to reorder draft resolutions. They shall then be voted upon in the order in which they were

introduced. A motion will pass given a simple majority, and with the first to pass the resolutions shall be considered reordered and any other motions will be disregarded.

### **36. DIVISION OF THE QUESTION**

At any point after the close of debate on a topic, and with a number of draft resolutions to be voted upon, a delegate may move to divide the operative clauses of a specific draft resolution and vote upon them separately. This motion will take 2 speakers for division and 2 against division, and will pass with a simple majority. If passed, the Chairperson will entertain any number of motions on how to divide the draft resolution and will order them in decreasing severity. The committee will then vote on these motions, and for any approved divisions, again as to whether or not they should be included in the final draft resolution. Finally, this document shall be put to a substantive vote.

### **37. ROLL CALL VOTING**

During substantive voting procedure on a draft resolution or amendment, a delegate has the right to request a roll call vote. A motion for a roll call vote must be seconded by no less than a number of delegates equaling 1/3 of quorum. In a roll call vote, the Chairperson will recognize every present member in alphabetical order, beginning with a randomly selected member. In the first sequence of voting, each member must vote "Yes," "Yes with Rights," "No," "No with Rights," "Abstain," or "Pass." A delegate voting "Yes/No with Rights" reserves the rights to explain his/her vote if it is seen to contradict the policy of the country he/she is representing. No delegate will be allowed to justify an abstention. Any delegate voting "Pass" in the first sequence of voting must vote "Yes" or "No" in the second sequence. Thereafter, all delegates having voted "...with Rights" will be given no more than 30 seconds each to explain their votes. Finally, the Chairperson will announce the outcome of the vote.

### **38. PRECEDENCE OF MOTIONS**

The precedence of motions is the order in which motions will be entertained. When delegates make motions, the Chairperson will compile several motions before taking a procedural vote. Using this list, the Chairperson will take the vote by order of "most to least disruptive." The order of most to least disruptive is synonymous with the following list:

1. Point of Personal Privilege
2. Point of Order
3. Point of Inquiry
4. Point of Information (typically reserved for crisis committees only)
5. Adjournment of Proceedings
6. Suspension of Proceedings
7. Postponement of Proceedings

8. Resumption of Proceedings
9. Move into voting procedure
10. Introduction of a Draft Resolution
11. Introduction of an Amendment
12. Unmoderated Caucusing
13. Moderated Caucusing

Throughout substantive voting procedure, the following motions are in order in the following order of precedence:

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

## FINAL RULES GOVERNING THE ENTIRETY OF ALMUN X

### 39. CHAIR/CO-CHAIR/CRISIS DIRECTOR DISCRETION

All rules herein are subject to change **if** the chair, co-chair, or crisis director feel changing any rule is conducive to the flow of committee or the betterment of substantive material within committee.

### 40. DIRECTOR-GENERAL INTERVENTION

If a delegate has a serious complaint about a member of their committee staff concerning the rules and procedures, the delegate can formally submit a note to their dais addressed to the Director-General. The dais will forward the note to the Director-General, after which the Director-General will use his or her discretion to intervene in the delegate's committee. The Director-General is the ultimate authority on the rules and procedures of ALMUN X and reserves the right to make final decisions on all committee rules and procedures.