



CATALONIA MODEL UNITED NATIONS

RULES OF PROCEDURE



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GENERAL ASSEMBLY

GENERAL ORGANIZATION OF THE SESSION

MINUTE OF SILENT PRAYER OR MEDITATION

Invitation to silent prayer or meditation

Rule 1

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the General Assembly, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation.

PLENARY MEETINGS

Reference to committees

Rule 2

The General Assembly, shall not, unless it decides otherwise, make a final decision upon any item until it has received the resolution of a committee on that item.

Precedence

Rule 3

The Chairman and the Rapporteur of a committee may be accorded precedence for the purpose of explaining the conclusions arrived at by their committee.

Statements by the Secretary

Rule 4

The SG, or a member of the Secretariat designated by him as his representative, may at any time make either oral or written statements to the General Assembly concerning any question under consideration by it.

Points of order

Rule 5

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure.

VOTING

Voting rights

Rule 6

Each member of the General Assembly and the Security Council shall have one vote. Decisions of the General Assembly shall be made by simple majority of the members present and voting.

Meaning of the phrase “members present and voting”

For the purposes of this rule, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method of voting

Rule 8

The General Assembly shall normally vote by show of hands or by standing, but any representative may request a roll call. The roll-call shall be taken in the English alphabetical order of the members’ names. The name of each member shall be called in any roll-call, and one of its representatives shall reply “yes”, “no” or “abstention”. The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

Conduct during voting

Rule 9

After the President has announced the beginning of voting, no representative shall interrupt the voting, except on a point of order in connection with the actual conduct of the voting.

COMMITTEES

GENERAL ORGANIZATION OF THE SESSION

Rule 1

Organization of Work

The Committee, taking into account the closing date for the session fixed by the General Assembly on the recommendation of the General Committee, shall adopt its own priorities and meet as may be necessary to complete the consideration of the items referred to it.

Rule 2

United Nations Charter

- Delegations should, at all times, act in accordance with the articles and principles of the United Nations Charter and the Universal Declaration of Human Rights

Rule 3

General Principles

- The Bureau of the Committees consists of a Chairman, one Co-chairman,
- English shall be both the official and the working language of the Committees, decides otherwise.
- During sessions, the Chairman or other officers of the Committee should be entrusted by their Committee, whenever appropriate, with the conduct of informal negotiations aimed at reaching agreement on specific issues.

Messages must bear clear FROM and TO designations at the top of the paper.

Messages not fulfilling the above requirements will not be transmitted.

Rule 4

Diplomatic Courtesy

- Representatives must accord diplomatic courtesy to all other Representatives and Officers at all times.
- Representatives who persist in obvious attempts to disrupt the session or use insulting or abusive language, shall be subject to be expelled from the Committee by the Chairman,
- Decisions of the Chairman on diplomatic courtesy are not appealable.

Authority of the Chairperson or President

Rule 5

Authority of the Chairman 5.1

The Chairmen of the Committees should fully implement their authority

Security Council Officers 5.2

- The Secretariat shall appoint the President and a Vice-President of the Security Council and shall select any other positions necessary to help to conduct the sessions of CMUN.

Absence of Officers 5.3

- If the Chairman finds it necessary to be absent during a meeting, he shall ask the Co-chairman to take his place.
- The Co-chairman shall have the same powers and duties as the Chairman.

Absence of Council President 5.4

- If the Council President should find it necessary to be absent during any part of Council session, he/she will designate an individual, normally the Vice President, to chair the Council session and assume authority.

Rule 6

Functions of the Chairman 6.1

The Chairman shall:

- declare the opening and closing of each meeting of the Committee,
- direct its discussions,
- ensure observance of these rules,
- accord the right to speak,
- put questions and announce decisions,
- rule on points of order and, subject to these rules,
- have complete control of the proceedings at any meeting and over the maintenance of order there at,
- put any motion on the floor. In the course of the discussion of an item, the Chairman may propose to the Committee,
- the limitation of the time to be allowed to speakers,
- the limitation of the number of times each representative may speak,
- the closure of the list of speakers or the closure of the debate,
- the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

The Chairman, in the implementation of his/her functions, remains under the authority of the Committee.

President of the Security Council 6.2

- The Security Council President shall be the chairperson at all Council sessions. In addition to exercising the powers conferred upon him/her elsewhere in these rules, the President shall:
 - set the agenda for the Security Council session.
 - declare the opening and closing of each meeting.
 - decide on the order in which resolutions are debated and direct discussions.
 - ensure the observance of the rules, accord the right to speak, put questions to vote and announce decisions.
 - rule on points of order and subject to these rules.
 - have complete control of the proceedings at any meeting and over the order maintenance at formal meetings.

- propose limitations of debated time, a limitation on number of times each Delegate may speak on any question and on the closure of debate.
- in the interest of debate, or in order to work towards consensus, the President may call upon a particular Delegation to speak, even if they have not requested the floor. The President may also, for the same purposes, restrict the speaking time of an individual Delegate.
- Only the President is empowered to call recesses or adjournments or to suspend the rules. Appeals from the decision of the President are not debatable. Such appeals will be put directly to vote. **Nine votes** against the President's decision are required for such an appeal to be upheld.

CONDUCT OF DEBATE

Rule 7

Quorum in the Committees 7.1

- The Chairman may declare a meeting open and permit the debate to proceed when at least **one quarter** of the members of the Committee are present.
- The presence of a majority of the members shall be required for any decision to be taken.

Quorum in the Security Council 7.2

- In the Security Council a quorum is made up of all member delegations. To begin a Council session all members must be present.

Rule 8

Roll Call

- After the opening of the session the President or Chairman will begin with a **roll call**. During this procedure the President or Chairman will call all nations in alphabetical order to declare their presence. Delegates shall establish their presence in either of the two following manners:
 - **“Present and Voting”** A Delegate that is declared "Present and voting" shall vote in favor, against or abstain on any substantive matter.
 - **“Present and not voting”** A Delegate that is declared “Present and not voting” shall have debating privileges, but not the right to vote. This is related only to Non –Council Member Nations.
- The Council members shall declare their presence by raising placards

Rule 9

Agenda Topic

- After a roll call, the President or Chairmen will set the Agenda.
- The Council or committees will establish the daily order of consideration of Agenda topics at the start of each daily session. Once established, this will become the working Agenda for the duration of that day.
- Only topics set on the Provisional Agenda provided by CMUN shall be considered by a Council or Committee.

Rule 10

Opening the List of Speakers 10.1

- After setting the Agenda, the Chairman or President makes a motion to open the List of Speakers and Representatives. Those that wish to be put on the List shall raise their placards.
- The Chairman or President may, in the interest of the debate, or other reason that he/she finds relevant, call upon a particular delegation to speak, although they have not requested the floor.
- Every Representative will have a possibility to be added to the List of Speakers only twice.
- It is not allowed for one speaker to yield the floor two times, one after another.

Speeches and Recognition of Speakers 10.2

- Delegations wishing to speak on an item before the Committee or Council will signify by raising their placards.
- No representative may address the Committee or Council without having previously obtained the permission from the Chairman or President.
- The Chairman or President shall call upon speakers in the order in which they show their desire to speak.
- The Chairman or President may call a speaker to order (to obey the rules of the formal meeting) if his remarks are not relevant to the subject under discussion.

Time Limit on Speeches 10.3

- Speakers must keep their remarks germane to the subject under discussion.
- The duration of an intervention is limited to 3 minutes per speaker.
- This time limit may be changed at the discretion of the President.
- When a Delegate exceeds his/her allotted time, the President or Chairman shall call him/her to order immediately.

Closing of List of Speakers 10.4

- During the course of a debate, the Chairman or President may announce the list of speakers and declare the list closed.
- He/She may accord the right of reply to any member if a speech, delivered after he/she has declared the list closed, makes this desirable.
- The Chairman or President has the right to reopen the List of Speakers, if he/she finds it necessary.

Rule 11

Yields

A Delegate who was granted the right to speak and has finished speaking before his/her time elapsed, may yield the remaining time in one of the following manners:

- **Yield to Questions** - If the Delegate yields his time to questions, the questioners shall raise Points of Information. Only time spent answering the question is counted toward the time limit. The number of questions is limited to two questions posed per speaking delegate. Comments or statements instead of questions are out of order.

- **Yield to another Delegate** - If the Delegate accepts the yield, the Chairman will recognize him/her for the remaining time. That Delegate may not, however, make any further yields. Only one yield to another Delegate is possible within the time limit of one speaker.

- **Yield to the Chairman or President** –The Delegate may yield the time back to the Chair or President. The Chairman or President may recognize only one Delegate to deliver a short comment (30sec). The comment must pertain to the preceding speech. Yields are not in order following a comment. If there are no short comments, the President or Chairman will simply move on to the next Speaker on the List of Speakers.

Rule 12

Points of Order

- A delegate may raise a point of order if he/she wishes to ask for clarification or explanation regarding a certain procedural matter.

- During the discussion of any matter, a representative may rise to a Point of Order, and the Point of Order shall be immediately decided by the Chairman in accordance with the Rules of Procedure.

- A representative rising to a Point of Order may not speak on the substance of the matter under discussion.

- Representatives may not interrupt a speaker on a Point of Order.

Rule 13

Points of Information

- During substantive debate, a Representative may question a speaker by rising to a Point of Information. A Point of Information may be directed to the Chair/President OR to the speaker who has the floor if he has indicated that he is willing to yield to points of information. A point of information must be formulated as a question e.g. "Is the speaker aware that..." or "Does the speaker (not) realize that..." etc. A short introductory statement or reference may precede the question e.g. "The speaker stated in his speech that... Is he not aware...?" A series of questions from the same questioner will not be in order.

- Questions must be directed through the Chair/President and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor.

- Representatives may not interrupt a speaker on a Point of Information.

- Only one Point of Information may be raised after the speaker has concluded his/her intervention.

Rule 14

Points of Parliamentary Inquiry

- A Point of Parliamentary Inquiry is a point of Information and is raised to the Chair/President if a representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee/Council.

- Representatives may not interrupt a speaker on a Point of Information.

Rule 15

Points of Personal Privilege

- A delegate may raise a point of personal privilege in order to inform the chairperson/President of a physical discomfort he or she is experiencing, which impairs

his/her ability to participate in the proceedings, such as high room temperature, or inability to hear the speaker.

- Point of Personal Privilege may interrupt a Speaker, if unavoidably necessary.
- Delegates should use this power utmost discretion.

Rule 16

Right of Reply

- The Chairman/President may accord a Right of Reply to any Representative if a speech by another Representative contains language clearly insulting to personal or national dignity.
- The Right of Reply is limited to 2 minutes.
- The Chairman's/President decision is not subject to appeal.
- A response to the Right of Reply shall also be allowed, but shall be the last intervention in the exchange of replicas (no further replies are allowed).

MOTIONS DURING DEBATE

Rule 17

General Rules for Procedural Motions

- The President/Chairperson reserves the right to rule any motion out of order at any given time.
- Motions may not interrupt a speaker.

Motion for Moderated Caucus 17.1

- A motion for a Moderated Caucus is in order during Formal debate at any time when the floor is open, prior to closure of debate.
- A Delegate who moves for Moderated Caucus must specify the purpose for the Moderated Caucus, the total time limit which must not exceed 10 minutes and the time limit allowed for individual speeches.
- The time limit is subject to the President's/Chairperson approval.
- It needs second approval and in the case of any objections it is necessary to vote on the motion.
- A motion must receive a vote of nine Council members to pass and 1/3 third in the committees.
- If the motion passes, the Council will enter informal debate whereby the President will recognize Delegates who raise their placards to speak about the issue at hand.

Motion for Caucusing Break 17.2

- A motion for a Caucusing Break is in order during Formal debate at any time when the floor is open, prior to closure of debate.
- A Delegate who moves for Caucusing break must briefly explain its purpose and specify a time limit for the caucus, which must not exceed 20 minutes.
- The time limit is subject to the President's/Chairperson's approval.

- It needs second approval and in the case of any objections it is necessary to vote on the motion.
- A motion must receive a vote of nine Council members to pass and a 1/3 part of the committee.
- If the motion passes, the Council shall depart from formal debate and speakers shall be free to move about the committee chambers.

Rule 18

Motion to Extend Debate 18.1

- During the discussion of any matter, a representative may move for the prolonging of the debate on the item under discussion.
- The Representative proposing the motion must explain its purpose and propose a time limit.
- The motion shall be immediately put to the vote.
- The Chairman may limit the time to be allowed to speakers under this rule.
- It needs second approval and in case of any objections, it is necessary to vote on the motion.
- A motion requires a majority to pass.

Closure of Debate (Motion to Limit Debate) 18.2

- At any time, a representative may move the closure of the debate on the item under discussion, whether or not any other representative has signified his/her wish to speak.
- The motion shall be immediately put to the vote.
- It needs second approval and in the case of any objections, a majority is needed to proceed.
- If the Committee is in favour of the closure, the Chairman shall declare the closure of the debate.
- If the Chairman rules this motion out of order, his/her decision is not appealable.

Rule 19

The motion: The proposal for debate which will eventually be voted upon.

Withdrawal of Motions

- A motion may be withdrawn by its proposer at any time before voting on it has commenced.
- A motion thus withdrawn may be reintroduced by any member.
 - a) By a decision of the submitting countries before debate has started
 - b) By unanimous consent or the passing (majority vote) of a motion to permit withdrawal. This is in order at any time before the motion is put to the vote.
- Amendments can only be submitted by a speaker who has the floor. They may be moved either in debate time for the resolution or in debate time against the resolution. However, an amendment moved in debate time 'for' must be an attempt to improve the resolution and must not seek to change its general intent. It is nevertheless debatable.

- The Previous Question: Moving the Previous Question calls for the closure of debate and for a vote to be taken on the motion pending. It may be moved by the Chair or a speaker who has the floor.

VOTING

Rule 20

Voting Rights 20.1

Each member of the Committee shall have one vote.

Voting Rights SC

- Each member of the Council shall have one vote on both substantive and procedural matters.
- Non-Council Member States and Observers shall not have voting rights.

Majority Required 20.2

Decisions of the Committees shall be made by a majority of the members present and voting.

Security Council

- Decisions on procedural matters in the Security Council require nine affirmative votes for adoption.
- Decisions on substantive matters (i.e. voting on Draft resolution or amendments) in the Council require affirmative votes from nine Members, including the concurring votes of the five permanent members.

Meaning of the Phrase "Members Present and Voting" 20.3

- For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote.
- Members, which abstain from voting, are considered as not voting.

Rule 21

Method of Voting.

- The Committee members shall normally vote by raising placards.
- A roll-call shall be taken for voting on the final document of the Committee session, following the English alphabetical order of the names of the members.
- The name of each member shall be called in the roll-call, and its representative shall reply "yes", "no" or "abstention".

Rule 22

Conduct During Voting

- After the Chairman has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.
- Voting shall begin upon the Chair's declaration "we are in voting procedure," and end when the results of the vote are announced.

- The Chairman may permit members to explain their votes, either before or after the voting except when the vote is taken by secret ballot.
- The Chairman may limit the time to be allowed for such explanations.
- The Chairman shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

Rule 23

Voting on Amendments

- When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Committee shall first vote on the amendment that has been proposed first.
- Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.
- A motion is considered an amendment to a proposal if it simply adds to, deletes from or revises part of the proposal.
- Sponsors of the Draft Resolution have a right to mark a certain amendment as a friendly or unfriendly one.

Rule 24

Friendly Amendments

- An amendment will be considered “friendly” if all Sponsors of the Proposal of the Draft Resolution are also Sponsors to the amendment or all Sponsors agree with the proposed amendment which becomes part of a Proposal of the Draft Resolution upon receipt by the Chairman.
- Friendly amendments cannot be accepted after the vote has been taken on the given amendment.
- No vote is required to add a friendly amendment to the Proposal of the Draft Resolution.

Rule 25

Unfriendly Amendments

- An amendment, which is not supported by all the Sponsors of the Proposal of the Draft resolution, is considered “unfriendly”.
- Unfriendly amendments will be put directly into voting procedure.
- Amendments to unfriendly amendments are out of order.

Rule 26

Proposal of Draft Resolution

- Report of the Committee or Council should be as concise as possible and, save in exceptional cases, should not contain a summary of the debates.
- The Chairman of a Committee or President of the Security Council shall, at the appropriate time, call upon the Co-chairman to join him/her for the purpose of proceeding, in consultation with the competent officials of the Secretariat, to examine the draft resolutions from the point of view of style, form and the use of technical terms, and, when appropriate, to suggest to the Committee such changes as they deem necessary.
- The General Assembly shall not, unless it decides otherwise, make a final decision upon any item on the agenda until it has received the report of a Committee on that item.