

VANCOUVER MODEL UNITED NATIONS

The 12th Annual Conference • February 1-3, 2013

RULES OF PROCEDURE

A large, light blue watermark of the United Nations logo is centered on the page. It features a world map with latitude and longitude lines, surrounded by a laurel wreath.

General Rules

Rule 1: Scope & Application

These rules of procedure are applicable to all committees except the Canadian Parliament and the Crisis Committees at Vancouver Model United Nations 2013, during all scheduled and extraordinary sessions. No other rules of procedure apply.

These rules may be adapted by the Committee Staff to more accurately reflect the actual procedures of the body being simulated.

Rule 2: Delegate Conduct

Delegates shall be courteous and respectful to all staff and other delegates. The Chair will immediately call to order delegates who do not abide by this rule. Delegates who feel that they are not being treated respectfully are encouraged to discuss their concerns with their Director or a member of the Secretariat.

English will be the official and only working language of the conference. Delegates may not use affected accents during committee. National costumes are not permitted; delegates must wear Western business attire during all committee sessions.

Delegates are expected to be present at the beginning of every scheduled committee session, at which point roll call will be taken. Delegates who will not be present for part or all of a committee session should inform their Committee Staff verbally or by email.

Rule 3: Electronic Aids

Delegates are permitted to use laptop computers to aid in the composition of working papers and draft resolutions, although notepads and pens will be provided.

Use of the Internet is forbidden during committee sessions. However, delegates may access resources saved on their laptops during committee, and may access the Internet outside of committee.

Delegates are expected to attend the conference having already conducted the necessary research. However, delegates who require information during committee session are encouraged to write a note to the Committee Dais, who may respond as the delegate's Home Government.

Rule 4: General Powers of the Secretariat

The Secretaries-General and other members of the Secretariat reserve the right to suspend or modify these rules at any time. Additionally, members of the Secretariat may also serve as a member of the Committee Staff and allow any speaker to address the committee.

Rule 5: General Powers of the Committee Staff

The Committee Staff, also known as the Dais, comprises the Director, the Chair, and Assistant Directors & Crisis Staff, as appointed by the Secretariat.

The Director is the final authority on these Rules of Procedure and may suspend, amend, or adapt

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them at any time. The Director may propose the adoption of any procedural motion, given no significant objection, and may also interrupt the flow of debate to address the committee, show a presentation, or bring in a guest speaker or expert witness. The Director may also advise delegates on possible courses of action and debate.

Each committee session will be announced open and closed by the Chair. Further, the Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and ensure and enforce adherence to these rules. Lastly, the Chair may rule any motion dilatory and therefore out of order.

Rule 6: Quorum & Roll Call

Quorum denotes the minimum number of delegates who need to be present in order to open debate. The Chair may declare the committee open when at least one-third of the members of the committee are present. A quorum will be assumed to be present unless specifically challenged and shown to be absent.

At the beginning of each committee session, the Chair will conduct roll call. Delegates may have themselves recorded as “present and voting,” in which case they are not permitted to abstain on any substantive vote (no delegate may abstain on a procedural vote), or may be recorded as simply “present.” Delegates who are not recorded as either during roll call will not be recognized to speak nor permitted to vote on any matter. Delegates who arrive after roll call should send a note to the Committee Staff to be listed as present or present and voting.

Rules Governing Debate

Rule 7: Agenda

The Agenda is the order in which the committee’s two topics will be discussed. The first matter of the committee will be setting the agenda. The only motion in order at this time is to set the agenda, which should be in the form: “The delegate of X moves that Topic Area Y be placed first on the Agenda.”

Once there is a motion on the floor to set the agenda, the Primary Speakers List will be opened. The Primary Speakers List is established for the purpose of debating the proposed agenda, and remains open throughout the conference. If the Secondary Speakers List is exhausted or a topic is concluded, the committee automatically returns to the Primary Speakers List. Yields and caucuses are out of order while on the Primary Speakers List, as the matter at hand is strictly procedural.

The Chair will recognize up to two delegates to speak in favour of the motion and two speakers to speak against. Immediately following these speeches, debate on the Agenda is automatically closed and the motion to set the agenda is voted upon. Should the motion pass, requiring a simple majority, a Secondary Speakers List for that Topic Area will be opened. If the motion fails, the other Topic Area will automatically be placed first on the agenda.

A motion to proceed to the second Topic Area later on during the conference is in order only after the committee has rejected a draft resolution on the first Topic Area. This motion requires a second,

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as well as two delegates to speak in favour and two delegates to speak against. A motion to proceed to the second topic area after a rejected draft resolution requires a two-thirds majority vote.

If the committee adopts a resolution on the first Topic Area, it automatically moves to the second Topic Area.

Rule 8: Crises

In the event of a simulated international crisis or emergency, members of the Secretariat or Committee Staff may call upon a committee to immediately set aside debate on the current Topic Area in order to address the crisis. Following the adoption of a resolution on the crisis topic, the committee automatically returns to the Topic Area set aside. If a draft resolution on the crisis topic fails, the committee may only move to return to debate on the Topic Area set aside at the discretion of the Director.

Rule 9: Flow of Debate

After the agenda is set, the Secondary Speakers List is automatically opened. The Secondary Speakers List will decide the order of speakers for all debate on the Topic Area, except when temporarily superseded by caucuses, amendments, and other interruptions approved by the Chair. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor.

Between speakers on the Speakers List, any delegate may raise his or her placard to make a point or motion. Periodically, the Chair will ask the committee for any points or motions. A delegate attempting to make a point or motion must wait to be recognized by the Chair, at which point he or she should rise. No delegate should raise his or her placard while a speaker is speaking.

Rule 10: Unmoderated Caucus

A delegate may move for an unmoderated caucus at any time when the floor is open. The delegate making the motion must specify a time limit, not exceeding twenty minutes, and an intended topic of discussion or other purpose for the caucus. At the Chair's discretion, the motion will be put to a vote, requiring a simple majority to pass. In the case of multiple motions for unmoderated caucuses, the Chair will order the motions in ascending order of length. During an unmoderated caucus, delegates may leave their seats or possibly the committee room in order to lobby in a more informal setting or to collaborate on working papers and draft resolutions.

Rule 11: Moderated Caucus

The purpose of a moderated caucus is to facilitate substantive discussion at critical junctures in the debate. During a moderated caucus, the Chair will temporarily depart from the Speakers List and call on delegates who raise their placards to speak. A motion for a moderated caucus is in order at any time when the floor is open. The delegate making the motion must specify a time limit for the caucus, a time limit for the individual speeches, and a topic of discussion for the caucus. A motion for a moderated caucus requires a simple majority to pass. In the case of multiple motions for moderated caucuses, the Chair will order the motions in ascending order of length. No motions or

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yields are in order between speeches during a moderated caucus. If there are no delegates wishing to speak during a moderated caucus, the caucus immediately ends. Speeches must address the set topic of the moderated caucus; delegates whose remarks are not pertinent may be called to order.

Rule 12: Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion (which will be debate on a Topic Area, debate on the Agenda, or debate on an amendment). At this point, the Chair may recognize up to two speakers to speak against the motion; no speakers in favour will be recognized. Closure of debate requires a simple majority of the members present. Should a motion to close debate pass, the committee will move immediately into voting procedure on the procedural matter, draft resolution, or amendment.

Rule 13: Suspension & Adjournment of the Meeting

The suspension of the meeting means the postponement of all committee functions until the next scheduled committee session. The adjournment of the meeting means the postponement of all committee functions for the duration of the conference. A motion for suspension of the meeting is in order only when no more than ten minutes remain in the committee session. A motion for the adjournment of the meeting is in order only when fewer than thirty minutes remain in the last committee session of the conference. Either motion may be ruled out of order at the discretion of the Chair. Members of the Secretariat reserve the right to suspend the meeting at any time.

Rule 14: Postponement (Tabling) and Resumption of Debate

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution or amendment currently on the floor. This motion, otherwise known as “tabling,” requires a second, a two-thirds majority vote to pass, and will be debatable to the extent of two speakers in favour and two against. No debate or action will be allowed on any draft resolution or amendment that has been postponed. A motion to resume debate on a tabled draft resolution or amendment requires only a simple majority to pass and is not debatable. Resumption of debate on a draft resolution or amendment cancels the effects of postponement of debate.

Rules Governing Speeches

Rule 15: Speakers List

The committee shall at all times have an open Speakers List for the Topic Area being discussed. Separate Speakers Lists will be established as needed for debate on amendments. A delegate may be added to the Speakers List by submitting a request in writing to the Chair. The names of the next several members on the Speakers List will always be posted for the convenience of the committee.

No delegate may be listed on the Speakers List more than once simultaneously. At any time, the Chair may call for members that wish to be added to the Speakers List. Separate Speakers Lists will be maintained for each Topic Area. The Speakers List is the default activity of the committee. If no motions are on the floor, debate automatically returns to the Speakers List.

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Rule 16: Speeches & Time Limits

No delegate may address the committee without being first recognized by the Chair. The Chair may call a speaker to order if his or her remarks are impertinent. The Chair will limit the time allotted to each speaker, and may entertain motions to set the speaking time. Speaking time begins as soon as the speaker begins his or her speech. If a delegate exceeds his or her allotted time, the Chair will call the speaker to order; however, the Chair, at his or her discretion, may allow delegates to complete their thoughts beyond their speaking time.

Rule 17: Yields

A delegate recognized to speak from the Speakers List must yield the remainder of his or her time when he or she is finished speaking; note that delegates should not yield in moderated caucuses. If a delegate does not yield, the remaining time is automatically yielded to comments. A delegate who uses the entirety of his speaking time does not technically need to yield, but should yield the remainder of his or her time to the Chair as a courtesy. There are four different types of yields.

- Yielding to the Chair: The remaining speaking time of the delegate will be absorbed by the Committee Staff. A delegate must yield to the Chair if he or she does not wish to yield to another delegate or to have his or her speech open to questions or comments.
- Yielding to another delegate: A delegate may yield the entirety or remainder of his or her speaking time to another delegate. The delegate being yielded to is given the option to accept or decline the yield. Should the delegate accept the yield, the Chair will recognize the delegate for the remaining time. It is not possible to yield on a yield. If the delegate declines the yield, and the yield was made at the very beginning of the first delegate's speaking time, the first delegate may continue their speech and yield to the Chair afterwards. Otherwise, the remaining speaking time is absorbed by the Committee Staff.
- Yielding to questions: Questioners will be selected by the Chair, unless the Chair grants that right to the speaker. Delegates may only ask one question when they are selected by the Chair — follow-up questions are not permitted — though they may raise their placards multiple times if they have more than one question. The Chair will call to order delegates whose questions are rhetorical, leading, and/or not designed to elicit information. The speaker may refuse to answer a question, at his or her discretion. Only the speaker may respond to questions, and only the speaker's answers count towards the time limit (while a question is being asked, the speaking time is not counting down).
- Yielding to comments: Commenters will be selected by the Chair, and will be offered twenty seconds each for their comments. Should the original speech's time elapse, a commenter will be permitted to complete their comment. Comments must address the speech just completed.

Rule 18: Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may move

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for a Right of Reply. There is no vote on this motion: the Chair will grant the Right of Reply at his or her discretion, and this decision is not appealable. The Chair will recognize the delegate to speak for no longer than two minutes. A Right of Reply to a Right of Reply is out of order, but delegates granted a Right of Reply will be called to order immediately should their own remarks be offensive. A motion for a Right of Reply may not interrupt a speech; the motion must either be made verbally immediately after the offending speech or submitted in writing to the Chair shortly thereafter.

Rules Governing Points

Rule 19: Point of Personal Privilege

Whenever a delegate experiences personal discomfort or danger, which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate is in dire discomfort or danger.

Rule 20: Point of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper procedure. The Chair will rule on the Point of Order in a manner that best facilitates debate, at his/her discretion; the Chair's ruling is not subject to appeal. A delegate rising to a Point of Order may not speak on the substance of the matter currently under discussion. A Point of Order may not interrupt a speaker. Additionally, the Chair has the right to address a delegate directly if proper procedure is not being followed.

Rule 21: Point of Parliamentary Inquiry

When the floor is open, 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 not interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the Committee Staff during unmoderated caucus or send a note.

Rules Governing Resolutions

Rule 22: Working Papers

Delegates may write working papers for the consideration of the committee. Working papers are not official documents and need not be written in draft resolution format. They may be shown to other delegates at any time, but require approval from the Chair to be distributed or projected for the committee. During a speech, no delegate may refer to a working paper if it has not been approved. Once approved, delegates may begin to refer to a working paper by its designated number. Working papers do not require sponsors or signatories but may have authors listed.

Rule 23: Draft Resolutions

A draft resolution requires twenty signatories in the General Assemblies (DISEC, LEGAL, SOCHUM,

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and SPECPOL) and in the Specialized Agencies (UNESCO and WHO), ten members in the Economic and Social Committees (ECOSOC, UNDP, and UNEP), and five members in Regional Committees (NATO and EU), the Security Council, and the League of Nations. If a draft resolution has enough signatories, it may be presented to the Chair for approval. Signatories do not necessarily support a draft resolution and have no rights or obligations, but merely wish to see the draft resolution discussed in committee; therefore, a delegate may be a signatory of multiple draft resolutions.

Once a draft resolution has been approved, a delegate may move to introduce the draft resolution. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor.

When a motion to introduce a draft resolution passes, the Chair may temporarily suspend the Rules of Procedure in order to read the draft resolution to the committee, invite the sponsors of the draft resolution to informally introduce it, and/or hold a short question-and-answer period between the sponsors of the draft resolution and the rest of the committee.

More than one draft resolution may be on the floor at once. A draft resolution will remain on the floor until it is tabled, until a resolution on that Topic Area has been adopted, or until it is rejected during substantive voting procedure. Delegates may refer to each draft resolution by its designated number once it is formally introduced; however, no delegate may refer to a draft resolution until it is introduced.

After a draft resolution has been introduced and seen debate, a delegate may move to close debate on the Topic Area. If this motion passes, the committee will move into substantive voting procedure on all draft resolutions on the floor in the order they were introduced. A simple majority of the members present is required for a resolution to be adopted. Only one resolution may be adopted per Topic Area.

Rule 24: Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Amendments to amendments are out of order; however, once part of a draft resolution has been amended, that same part may be amended further. There are two types of amendments.

- Friendly amendments must have the approval of all the draft resolution's sponsors. Once submitted in writing to the Chair, the friendly amendment will be automatically included into the draft resolution and the changes will be announced to the committee.
- Unfriendly amendments must be formally introduced and eventually voted upon. An unfriendly amendment requires fifteen signatories in the General Assemblies and Specialized Agencies, five signatories in the Economic and Social Committees, and three signatories in all other committees (see Rule 23 for details on classifications of committees); amendments do not have sponsors. Once an unfriendly amendment receives enough signatories and the approval of the Chair, a delegate may move to introduce it. If the motion to introduce an unfriendly amendment is passed, requiring a simple majority of the members present, a new Speakers List is opened for debate solely on the proposed amendment. After the

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committee has heard at least two speakers for and two speakers against the amendment, a delegate may move to close debate on the amendment. Should debate be closed, requiring a two-thirds majority, the committee will move directly to substantive voting procedure on the amendment. Should the amendment garner a simple majority, it will be included in the draft resolution and the committee will return to the Secondary Speakers List. Only one unfriendly amendment may be on the floor at a time.

Rules Governing Voting

Rule 25: Procedural Voting

Voting on all matters other than draft resolutions and amendments is considered procedural. If a motion requires a minimum number of speakers in favour and cannot garner them, it will automatically fail; conversely, if a motion requires speakers against and cannot garner them, it will automatically pass. All member states of a committee have one vote.

Rule 26: Substantive Voting

Substantive voting refers to voting on draft resolutions and unfriendly amendments. Once the committee closes debate on a Topic Area or an amendment, it will move into substantive voting procedure. At this point, the Committee Staff will move to seal the doors, and no persons will be allowed to enter or exit the committee room, save for members of the Secretariat in extraordinary circumstances. The only motions in order during substantive voting procedure are motions to Divide of the Question, for a Roll Call Vote, and to Reorder the Draft Resolutions. If there are no such motions, the committee will move immediately to vote on all draft resolutions on the floor, or the unfriendly amendment, by acclamation. All member states of a committee have one vote.

If a committee passes an unfriendly amendment, substantive voting procedure automatically ends and the committee returns to the Secondary Speakers List. If a committee passes a draft resolution during substantive voting procedure, all other draft resolutions on the floor are cancelled and the committee leaves substantive voting procedure to move automatically to the next Topic Area. If a committee rejects all draft resolutions on the floor during substantive voting procedure, debate on the topic is reopened and the committee returns to the Secondary Speakers List for the Topic Area. A rejected draft resolution is automatically tabled, and delegates may only debate it again after moving for debate on it to be resumed (see Rule 14).

Rule 27: Voting by Acclamation

At the beginning of a vote on any procedural motion, unfriendly amendment, or draft resolution, the Chair may ask the committee whether there are any objections to a vote by acclamation. If one or more members of the committee have objections, then the Chair will conduct a vote by Placard. Otherwise, the item on the floor is automatically adopted by acclamation.

Rule 28: Voting by Placard

The Chair may conduct any vote on a procedural motion, unfriendly amendment, or draft resolu-

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tion by placard. The Chair will ask for delegates to signal their votes — which may be “Yes,” “No,” or for substantive votes, “Abstain” — by a show of placards. A simple majority will be deemed present should the number of “Yes” votes exceed the number of “No” votes, and a two-thirds majority will be deemed present should the number of “Yes” votes be at least double the number of “No” votes.

Rule 29: Voting by Roll Call

During substantive voting procedure, any delegate may move for a Roll Call Vote on a specific draft resolution or unfriendly amendment, which requires a simple majority to pass. The Chair may rule this motion out of order if the process of a roll call vote would take up too much of the committee’s time without sufficient justification. This motion is only in order for substantive votes.

During a roll call vote, the Chair will call on delegates in alphabetical order, in two rounds. In the first round, delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” Additionally, delegates who intend to vote against the normal policies of their governments or in a highly unexpected manner may request to vote “with Rights”; delegates who abstain cannot vote “with Rights.”

When the Chair has called on every member in the first round, the second round begins. All members who voted “Pass” in the first round must vote. Delegate may not abstain but may still request to vote “with Rights” in the second round. After the second round, the Chair will allow delegates who requested to vote “with Rights” thirty seconds each to speak in explanation of their actions. Following this, the Chair will announce the outcome of the roll call vote.

Rule 30: Reordering Draft Resolutions

By default, if multiple draft resolutions are on the floor when debate is closed, the committee will proceed to vote on them in order of their introduction. A motion to Reorder the Draft Resolutions will only be in order immediately after closing debate, before the committee has voted on any draft resolutions. A motion to Reorder Draft Resolutions must specify the order in which the draft resolutions are to be considered. The committee will vote on multiple motions to Reorder the Draft Resolutions in the order they were introduced.

Rule 31: Division of the Question

After debate on a topic has been closed, a delegate may move that the operative clauses of a particular draft resolution be voted on separately. A motion to Divide the Question requires two delegates to speak in favour and up to two to speak against, and requires a two-thirds majority to pass.

Should a motion to Divide the Question on a particular resolution be passed, the Chair will take a separate, procedural vote by Acclamation or by Placard on each operative clause of the resolution. Note that no delegate may abstain during a procedural vote. Also note that sub-operative clauses are not voted on separately and are discarded or retained along with their parent clauses. All operative clauses that receive a simple majority will be recombined with the preambulatory clauses into a final draft resolution, which will immediately be put to a substantive vote.

Precedence of Motions

When multiple motions are proposed concurrently, the first motion to be passed by the committee will take effect and motions still on the floor will be discarded. Points are entertained before motions, and motions will be voted upon in the following order of precedence:

1. Right of Reply
2. Unmoderated Caucus
3. Moderated Caucus
4. Introduction of Draft Resolution
5. Introduction of an Amendment
6. Postponement of Debate (Tabling)
7. Resumption of Debate
8. Closure of Debate
9. Suspension and Adjournment of the Meeting

After the closure of debate, during substantive voting procedure, only the motions listed below are in order. The Chair will offer only one opportunity for delegates to make points and motions; after all have been voted on or entertained, the committee will begin to vote. The motions in order during substantive voting procedure are arranged in the following order of precedence:

1. Reordering the Draft Resolutions
2. Division of the Question
3. Voting by Roll Call

Code of Conduct & Delegate Dress Code

In order to simulate and best preserve the diplomatic atmosphere of the United Nations, VMUN requires its delegates to display professionalism and appropriate conduct. At all times, delegates are expected to conduct themselves in a mature manner. Obnoxious or otherwise destructive behaviour will not be tolerated.

The dress code is Western business attire. Men should wear a suit or a jacket and dress pants (no jeans), with a dress shirt, tie, and dress shoes (no sneakers). Women should wear a dress, suit, dress slacks, or skirt, with a blouse or sweater (no jeans) and dress shoes (no sneakers or casual sandals). VMUN staff and Secretariat reserve the right to ask delegates in violation of the dress code to change into appropriate attire before participating in committee.