

Metro Detroit Model United Nations Rules of Procedure

Section 1: General Rules

1. Scope of the Rules:

These rules, laid out before us, are the governing principles for the Metro Detroit Model United Nations Conference, hereafter referred to as MeDMUN. These rules apply to all MeDMUN committees, unless stated otherwise in advance of the committee. The Secretary General is the final interpreter of the rules.



2. Official Language:

English is the official language for all committees. If delegates need to conduct committee business in a language other than English, they must supply a translation. If a translation of preparatory materials is needed, please ask the Secretariat two months in advance of the conference.

3. Delegate Conduct:

Delegates should be dressed in Western Business attire and wear their credentials at all times. Delegates should be respectful of other delegates and conference staff members, and if they are found to be acting disrespectfully, they can be expelled from the conference at the discretion of the Secretariat.

4. Committee Membership:

The country arrangement and the delegates representing each country will be selected by the Secretariat before the conference.

5. Role of the Chairs:

The Chairs, as designated by the Secretariat, will enforce the rules of procedure while committee is in session. The Chairs will also open and close all sessions, confer the right to speak, arbitrate points of order, put questions to vote and announce decisions. The Chairs have the power to deny and question all motions, and also approve or disapprove the introduction of resolutions and amendments. While the Chairs are unable to vote in the proceedings, they are able to suggest motions and guide the committee in a positive direction.

Section II: Committee Proceedings

1. Roll Call and Attendance

As the session is opened by the Chairs, roll must be called. The Chair shall read the name of each delegation in alphabetical order. Delegations in attendance must reply with “present” or

with some other affirmation of their presence. The Chairs will maintain a record of attendance. Delegates who are not present must send a note to the chair when they arrive.

2. Quorum

A quorum is required for committee business to be conducted. To meet a quorum, a majority of members must be present. A quorum is presumed unless a delegate asks for a check. If delegates believe that a quorum is not met, they can make a point of order and call for a check of the quorum. A quorum shall be taken by a show of placards. If a quorum is not present, then the session will be suspended until a quorum is met.

3. Voting Privileges

A committee's delegates will have only one vote on all matters. Observer members will only be allowed to vote on procedural motions, and are not allowed to vote on substantive motions.

4. Motions

The Chairs may rule any point or motion as dilatory if it is out of order according to these rules. They may also rule points out of order if they have recently failed or are intended to disrupt the committee's proceedings.

Section III: Debate

1. Setting the Agenda

The order of the topics shall be set before the conference by the Secretariat in consultation with the Chairs. Delegates will not be able to alter the order.

2. Speaker's List

After the conclusion of roll call, the Chairs will accept a motion to open the speaker's list. Once the speaker's list is opened, the Chairs will ask for delegates wishing to be added. They will then randomize these names. If a delegate wishes to be added or re-added after he or she has spoken, the delegate can use a point of personal privilege, or hand a note to the Chairs, at which point they will be added to the bottom of the speaker's list. A point of privilege or a note is also necessary if a delegate wishes to be stricken from the speaker's list. Once the speaker's list is exhausted, the chair will call for more speakers. If there are no willing speakers then the session will immediately enter an unmoderated caucus of 5 minutes.

3. Closing the Speaker's List

The speaker's list can be closed at any time, meaning that no more delegates can be added to the speaker's list. A delegate can motion to close the speaker's list at any moment. A simple majority is needed to close the speaker's list.

4. Time Limit on Speeches

Speeches made from the speaker's list are automatically limited to 10 minutes at the beginning of the committee. This time limit can be changed, but can never exceed 10 minutes. To set a new time limit, delegates must motion to limit the time on speeches. This motion requires a simple majority.

5. Yields

If a delegate's speech does not use all of its time, a delegate can yield in 3 ways:

- A) To the chair- a delegate yielding to the chair forfeits the remainder of their unused time and returns to their seat.
- B) To questions- a delegate yielding to questions allows the floor to be opened to points of inquiry from fellow delegates for the remainder of their time. The Chairs will recognize those delegates wishing to answer questions. When time has elapsed or there are no more questions, the speaking delegate shall return to their seat.
- C) To another delegate- a delegate yielding to another delegate can allow another delegate a chance to make a short speech using the remainder of the first delegate's time. The delegate who is yielded to may not yield their time and will simply sit down after they have finished their speech.

Section IV: Points and Motions

1. Point of Order

A point of order is used to call attention to a potential procedural error made by a member or by the Chairs. Points of order can interrupt speeches and Chairs, but should be made immediately after the potential procedural infraction. When raising a point of order, a delegate cannot speak about the topic, but must speak about the suspected infraction.

2. Point of Personal Privilege

A motion that allows the delegate to be added to the speaker's list, request a change relating to personal comfort, such as the volume of the speaker or the temperature of the room, or the conduct of a staff member. May not interrupt a speech.

3. Point of Inquiry

- A) A point of inquiry to the chair- a point of inquiry to the Chairs is made when the delegate has a question regarding parliamentary procedure and their application. Cannot interrupt a speaker.
- B) A Point of inquiry to a speaker- a point of inquiry to a speaker is only in order after a delegate has yielded to questions after being recognized to speak from the speaker's list. A point of inquiry to a speaker must be formed as a concise question.

4. Motion for Moderated Caucus

When the floor is open for debate, such as when Chairs ask for any points or motions, a delegate can motion for a moderated caucus. Delegates must motion for a caucus on a specific topic. The topic for a moderated caucus must be a precise subsidiary topic of the current bigger issue. During a moderated caucus the Chairs shall recognize all members wishing to speak. It is not possible to yield after making a speech in a moderated caucus. To pass, a simple majority is needed.

5. Motion for Unmoderated Caucus

When the floor is open for debate, such as when Chairs ask for any points or motions, a delegate can motion for an unmoderated caucus. Delegates should specify the duration and topic of the unmoderated caucus. No unmoderated caucus shall exceed 15 minutes and it is at the discretion of the Chairs whether to accept a motion for an unmoderated caucus. In an unmoderated caucus, delegates can leave their seats and discuss with other delegates. As an informal form of debate, delegates will usually write resolutions and amendments during this period and find supporters for their existing resolutions and amendments. To pass, a simple majority is needed.

6. Motion to Extend Caucuses

As the caucus comes to a close it is possible for delegates to motion to extend the caucus. Caucuses cannot be extended by longer than their initial duration and an extension of a previous caucus maintains the same topic. To pass, a simple majority is needed.

7. Dilatory Motions

Chairs can, at their discretion, rule out of order any motion that violates the rules laid out in this document. They can also rule motions dilatory, or out of order, if they have recently been tried and failed, or disrupt the proceedings of the committee, rather than help progress the committee towards its goals.

8. Appeal Decision of the Chair

The Chairs' decision on procedural matters, when not an enforcement of the rules, but rather an exercise of the Chairs' discretion may be appealed by a delegate. The appealing member is recognized to speak in favor of overturning the decision, and then the Chairs will briefly explain their decision. The Chairs shall then ask: "Shall the decision of the Chair be overruled?" A "yes" vote of two-thirds overturns the Chair's decision. The final authority in disputed cases shall be the Secretary-General, who has the power to overturn any appeal or decision.

Section V: Resolutions and Amendments

1. Resolutions and Amendments

A resolution is the goal of a Model UN Committee. A resolution lays out past actions taken on the topic. Context to the resolution's topic is given in the pre-ambulatory section, while actions the committee wishes to take are written in the operative clause section. All resolutions must be the product of the committee and may not be written beforehand. Approved amendments can change or alter the resolution by striking or adding pre-ambulatory or operative phrases. Amendments must be submitted to the chair in writing and there are no friendly amendments.

2. Approval of Resolutions and Amendments

Before resolutions or amendments can be motioned to the floor for debate they must be approved by the Chairs. The approval of the Chairs is contingent on several factors: appropriate formatting of the resolution, a sufficient number of signatures (as determined by the Chairs), a resolution or amendment that is not identical to another resolution or amendment, and proper grammar and spelling.

3. Introduction of a Resolution

To successfully introduce a resolution a delegate must raise their placard and be recognized by the Chairs to make a motion. Upon motioning to introduce a resolution, another delegate must second the motion. After the motion is seconded, the Chairs shall read and, if possible, visually display the resolution. After it has been read, the committee will vote to bring the resolution to the floor for debate. If one-third of the body supports debating the resolution, then it shall be brought to the floor and debate shall commence. If the resolution fails to be introduced, it cannot be reintroduced, unless it is significantly revised.

4. Introduction of an Amendment

To successfully introduce an amendment a delegate must raise their placard and be recognized by the Chairs to make a motion. Upon motioning to introduce an amendment, another delegate must second the motion. After the motion is seconded, the Chairs shall read and, if possible, visually display the amendment. After it has been read, the committee will vote to bring the amendment to the floor for debate. If one-third of the body supports debating the amendment, then it shall be brought to the floor and debate shall commence. If the amendment fails, it cannot be reintroduced, unless it is significantly revised.

5. Withdrawing Resolutions or Amendments

To withdraw a resolution or an amendment, the individual who motioned to bring the resolution or amendment to the floor must motion to withdraw it. The Chairs will then ask if the individual who seconded the resolution or amendment agrees to withdraw the resolution or the amendment. If this person agrees, then the resolution or amendment will be withdrawn. Withdrawn resolutions and amendments cannot be reintroduced.

Section VI: Voting

1. Procedural Votes

Procedural votes, or votes which concern motions about the function of the committee, bringing resolutions or amendments to the floor, setting a new speaking time, moving to a moderated caucus, etc., are compulsory and all delegates may take part. Delegates may not abstain on procedural motions, needing to vote either yes or no.

2. Substantive Votes

Substantive votes are votes held on amendments or resolutions which occur only during formal voting procedure. After the committee enters voting procedures, no delegates may enter or leave the committee room.

3. Division of the Question

While in voting on amendments, a delegate may motion for a division of the question. A division of the question allows delegates to vote on two parts of an amendment separately, allowing one section to pass, while the other fails, or passing both. An amendment can only be divided in a single place. To successfully divide the question, a simple majority is needed. After the question has been divided, both parts of the amendment are voted upon.

Section VII: Procedure in Crisis

1. Scope of Crisis Committees

Crisis Committees are different in scope than regular committees. When entering a crisis session, delegates will take on the ability to exercise personal actions. As the crisis breaks and updates are given, delegates will be forced to react within the scope of the powers for their person or representative. These powers will be clearly defined in each background guide. If delegates are in a committee in which they represent people, rather than countries, small biographies and past actions as it relates to the topic will be given.

2. Personal Actions

Personal actions are actions that individual or small groups of members take to affect the crisis. These are written as notes and sent to the crisis room. Personal actions must contain what the delegate wishes to accomplish, how they will to accomplish it, and with what resources they will use to accomplish it. If personal actions do not meet these requirements, the crisis staff will send a note back asking for further details.

3. Directives

Directives are actions that the whole committee agrees to take. These are short, 5-6 lines, resolutions. A directive does not contain pre-ambulatory clauses, only operative clauses.

Directives are more powerful than personal actions as their passage signifies the agreement of the whole body. All directives must be named and have a minimum number of signatories. They are motioned to the floor just as resolutions, needing a third of the bodies support. To pass a directive, delegates must motion for voting procedure. Directives cannot be amended. If a directive fails to be introduced, or fails to pass, it cannot be reintroduced at any time.