

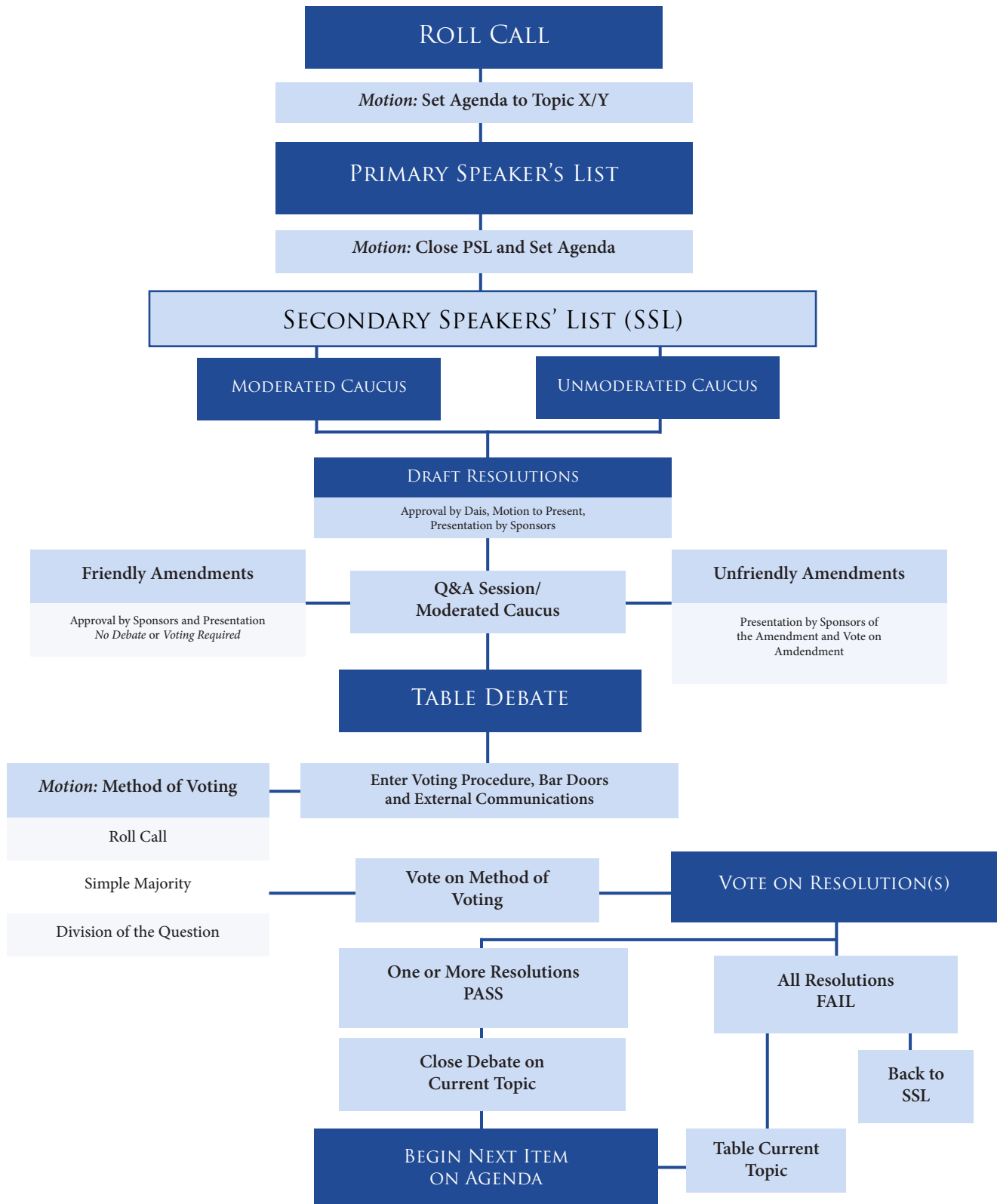


RULES OF PROCEDURE GUIDE

CAHSMUN HORIZONS



DEBATE FLOWCHART





RULES OF PROCEDURE

GENERAL RULES

SCOPE	<p>These Rules of Procedures govern all committees at CAHSMUN with the exception of JCC, FCC, SRR, IPC, and NGO, for which other rules shall be provided, and apply during all scheduled and extraordinary sessions. No other Rules of Procedures shall apply.</p>
DELEGATE CONDUCT	<p>Delegates are expected to remain productive and courteous throughout the conference and respectful to Staff Members and other delegates. English shall be the official and only working language during all committee sessions. No simulated accents or national costumes are allowed (see Dress Code below).</p> <p>Delegates are expected to be present for Roll Call, which shall be taken at the beginning of every committee session. Delegates unable to attend a committee session must inform the Director prior to that session.</p> <p>Delegates not abiding by the Rules of Procedure shall be called to order by the Chair. Any delegate feeling as though they are being treated unfairly should contact the Committee Staff or Secretariat.</p>
DRESS CODE	<p>CAHSMUN strives to uphold a professional, gender-inclusive dress code. All delegates are expected to wear Western business attire during all scheduled and extraordinary committee sessions. This includes dress pants, dress shirts, neckties, sweaters, vests, cardigans and/or blazers, skirts, dresses, blouses, and tights. The Secretariat and Committee Staff reserve the right to send any delegates not dressed in proper Western business attire during back to their hotel rooms to change.</p>
ELECTRONICS POLICY	<p>Delegates may use laptop computers or tablets during committee session to write working papers and draft resolutions only. Delegates are expected to arrive to the conference with their research prepared, thus internet access will not be allowed during committee sessions. Hard copies of background guides, position papers, and other research documents should be printed if desired</p>
DUTIES - STAFF	<p>The Committee Staff, otherwise known as the Dais, consists of the Director, the Chair(s), and, in select committees, Crisis Staffer(s), as appointed by the Secretariat. The Director is the final authority on the committee, and may suspend or amend the Rules of Procedure at any time. The Director may interrupt the flow of debate to address the committee. The Chair is responsible for enforcing the Rules of Procedure, directing the flow of debate, ruling on points, and granting the right to speak. The Chair may rule any motion out of order at any time.</p>
DUTIES - SECRETARIAT	<p>The Secretary-General and their appointed officers compose the Secretariat, the ranking officials of the conference. The Secretariat reserves the right to suspend, amend or modify the Rules of Procedure at any time. An officer of the Secretariat may address the committee or serve as a member of the Committee Staff at any time.</p>



RULES OF PROCEDURE



FLOW OF DEBATE

ROLL CALL

The Chair will conduct Roll Call at the beginning of each committee session. Delegates must indicate their presence in response to the Chair as either 'Present' or 'Present and Voting'. Delegates who indicate their presence as 'Present and Voting' may not abstain from any substantive vote. Delegates arriving late to a committee session must send a note to the Dais indicating their delegation (country) and presence.

QUORUM

Quorum must be established in order to begin formal debate or enter voting procedure in a committee. Quorum is met when one-third of members are present, and shall be assumed unless otherwise challenged by a Point of Order. Note that Quorum is not applicable in the United Nations Security Council.

AGENDA AND PRIMARY SPEAKER'S LIST

The committee's Agenda denotes the order in which the two topics will be discussed. In order to set the Agenda, a delegate must move to open the Primary Speakers' List. The Primary Speakers' List is strictly used to debate the precedence of topics that shall be discussed by the committee. Following a motion to open the Primary Speakers' List, a motion to set the Agenda must be made ("The delegation of X moves to set the Agenda to topic A/B").

Once such a motion has been presented, the Chair will recognize up to two speakers in favour of the motion and two speakers against the motion. These delegates will speak in alternating order beginning with the speaker in favour and ending with the speaker against the motion. The speaking time for all speeches in the Primary Speakers' list is ninety (90) seconds. Immediately following these speeches, the committee will vote on the motion to set the Agenda, which requires a simple majority to pass. Once the Agenda has been set, the committee shall begin debate on whichever topic was passed through the opening of a Secondary Speaker's List (see Rule 10). In committees where two topics have been prepared, only one motion to set the Agenda is in order: if the motion to set the Agenda to Topic A fails, the committee shall immediately enter discussion on Topic B, and vice versa.

SECONDARY SPEAKER'S LIST

Following the setting of the Agenda, a motion must be presented and voted upon to open the Secondary Speakers' List, which requires a simple majority to pass. Immediately following this, a motion to set the duration of speeches within the Secondary Speakers' List can be presented; the default value is one minute, and does not require a motion.

Once the duration of speeches has been set, the Chair will prompt delegates that wish to be added to the list of speakers. Delegates may also send notes to the Chair requesting to be added to the list of speakers. The purpose of the Secondary Speaker's List is for delegates to voice general opinions on the current topic being discussed. Furthermore, it acts as a buffer between other forms of substantive debate, such as moderated caucuses and unmoderated caucuses.

YIELDS

TO CHAIR

Upon completing a speech (when delegates have finished speaking) during the Secondary Speakers' List, delegates must yield the remainder of their time in one of four ways. Delegates who speak for the entirety of their allotted time should yield to the Chair nonetheless out of courtesy. Listed below are the four types of yields:

The remaining time in a delegate's speech will be absorbed by the Chair. Delegates must yield to the Chair if they do not wish to yield to another plausible party.



RULES OF PROCEDURE



FLOW OF DEBATE

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">YIELDS</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">TO DELEGATE</p>	<p>The remaining time in a delegate’s speech will be yielded to a specific delegate. The delegate being yielded to may either accept or decline the yield. Should that delegate accept the yield, the Chair will recognize the delegate for the entirety of the remaining time. Any additional time left over shall be absorbed by the Chair. Yielding a yield is out of order.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">YIELDS</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">TO QUESTIONS</p>	<p>The Chair will call on delegates with questions to now raise their placards. Delegates selected by the Chair will be allowed to ask one question to the speaker, that is, the delegate who originally made the yield. Back and forth questions, rhetorical questions and questions not meant to obtain information are out of order. The speaker may refuse to answer any question, but only the speaker can respond to questions.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">CAUCUSES</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">MODERATED</p>	<p>An unmoderated caucus allows delegates to leave their seats to examine a topic area in a more informal manner and discuss working papers and draft resolutions. An unmoderated caucus may not exceed fifteen minutes in length. The motion requires a simple majority to pass. The Chair may rule a motion for an unmoderated caucus dilatory at their discretion.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">CAUCUSES</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">UNMODERATED</p>	<p>A moderated caucus allows the Chair to temporarily deviate from the Speakers’ List in order for the committee to engage in specific, less formal substantive debate. When a moderated caucus begins, the Speaker’s List is deviated from, and the Chair recognizes those delegates who desire to speak. The delegate who made the motion for the moderated caucus has the right to speak first. Debate in moderated caucuses allows delegates to interact in a less formal manner, and allows for faster transitions between speakers. A motion for a moderated caucus requires a simple majority to pass, and must specify the duration of the proposed caucus and the speaking time for individual speeches. The committee will revert to the Speakers’ List should no delegates wish to speak during a moderated caucus. No motions are in order during a moderated caucus until it has expired.. Yields are not in order during moderated caucuses.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">RIGHT OF REPLY</p>	<p>A delegate may move for a Right of Reply if their personal or national integrity was impugned by another delegate during a speech. The Director shall immediately grant the motion at their discretion. Should a Right of Reply be granted, the delegate whose integrity was impugned will be awarded ninety seconds to address the committee. A delegate may be called to order if their Right of Reply is offensive in itself, or if the content of their Right of Reply is not directly relevant to the personal attack. A Right of Reply to a Right of Reply is out of order.</p>



RULES OF PROCEDURE

FLOW OF DEBATE

ACTIONS PERTAINING TO DEBATE	CLOSE	A delegate may move to close debate on any procedural or substantive (see “Voting” section) matter whenever the floor is open. Should a motion to close debate pass, the committee will enter voting procedure immediately.
	TABLE	The tabling of debate refers to the indefinite postponement of debate on a topic, draft resolution or amendment until it is reopened. After a motion to table debate “on __ (e.g. Topic A, Draft Resolution 1.o, etc.) __” has been passed, there will be no further debate on the topic, draft resolution or amendment allowed until a motion to reopen it is passed.
	SUSPEND	The suspension of debate refers to the postponement of all committee functions until the next scheduled or extraordinary committee session. A delegate may move to suspend debate only when the committee nears the end of that committee session. The Secretariat reserves the right to suspend debate at any time.
	ADJOURN	The adjournment of debate refers to the indefinite postponement of all committee functions for the rest of the conference, and is in order only when the committee nears the end of the last committee session of the conference. The Secretariat reserves the right to adjourn debate at any time.
	OPEN / REOPEN	A motion to open debate must be moved and passed at the beginning of each committee session to commence debate, while a motion to reopen debate refers specifically to debate on a topic, draft resolution, or amendment that has been previously closed/postponed. The former occurs generally only at the beginning of each session, while the latter can be motioned at any time, provided that there exists debate to be reopened.

POINTS

POINT OF	ORDER	A delegate may raise a Point of Order to bring attention to the Chair an error in the execution of the rules of procedure. The delegate may not speak on the substance of the matter under discussion. Delegates should allow the courtesy of letting the speaker finish before raising a Point of Order.
	PERSONAL PRIVILEGE	A Point of Personal Privilege is for your personal comfort. If any external physical circumstances affect your ability to participate in the debate, such as the temperature of the room, the font size of the directive discussed, or the audibility of the speaker, you may raise a Point of Personal Privilege. You do NOT need to raise this point to go to use the restrooms.
	INQUIRY	Delegates may raise a Point of Inquiry if they are uncertain about any aspect of the committee. This could be in relation to the topic at hand, rules of procedure, or general conference information. Delegates are asked to refrain from raising a Point of Inquiry while another delegate is speaking.



VOTING GUIDE



VOTING

PROCEDURAL VOTING	<p>Procedural voting denotes all voting on motions other than draft resolutions and unfriendly amendments. Members have one vote each, and no members may abstain - because the default method of procedural voting is by placard, delegates who do not raise their placard are automatically considered against the motion. Members may vote either in favour (for) or opposed (against) in any procedural vote.</p>
SUBSTANTIVE VOTING	<p>Substantive voting denotes all voting on draft resolutions and unfriendly amendments. In order to enter substantive voting procedure, a motion to table debate must pass by a 2/3 majority vote. Immediately following, the Committee Staff shall bar the doors, and no persons other than officers of the Secretariat may enter or exit the committee room. After entering substantive voting procedure, no motions are in order apart from a motion to Vote by Roll Call. Any motion to change the method of voting shall be voted by placard by the committee and requires a simple majority to pass. Members have one vote each, and may abstain or vote in favour (for) or opposed (against).</p>
DIVISION OF THE QUESTION	<p>A Vote by Division of the Question refers to the division of a draft resolution into each of its operative clauses voting on them separately. The Chair may rule a motion to vote in this manner out of order at any time should it be determined that such a vote is inappropriate. If passed, delegates will vote on each clause by placard, and the clauses that are passed shall be compiled into a new document to be put into another substantive vote. For the sake of time and simplicity, at this point only a vote by placard for the final draft resolution would be entertained.</p>
VOTING BY PLACARD	<p>Voting by Placard shall be the only method of voting used in all procedural matters, and can be used in substantive matters as well. Voting by Placard shall be automatically used as the standard method of voting in substantive matters unless a member of the committee objects, at which point they would propose an alternative method of voting to the Chair. When Voting by Placard, the Chair shall ask, separately, for all those in favour, opposed and in abstention (only for substantive matters) to signal their vote by raising their placards.</p>
VOTING BY ROLL CALL	<p>Voting by Roll Call shall only be in order during substantive matters. The Chair may rule any motion to Vote by Roll Call out of order at any time should it be determined that such a vote would be an inappropriate use of the committee's time. Should a motion to Vote by Roll Call pass, the Chair shall call on members alphabetically. When a member is called, they must respond with either "Yes" (in favour), "No" (opposed), or "Abstain" (in abstention).</p>
VOTING BY ACCLAMATION	<p>Voting by Acclamation shall only be in order during substantive matters. If the motion to Vote by Acclamation is passed, the Chair shall ask if there are any delegates that oppose the motion (by show of placard); if there is even one delegate, then the committee must move on to other methods of voting. Thus, it is advised to refrain from this method unless delegates are confident that the draft resolution will pass with full consensus, or if the committee in question is the North Atlantic Treaty Organization (NATO) or the Commonwealth of Nations, which require full consensus for any resolution to pass).</p>



MODEL UN GLOSSARY

Abstain - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

Agenda - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment - A change to a draft resolution on the floor. Can be of two types: a “friendly amendment” is supported by the original draft resolution’s sponsors, and is passed automatically, while an “unfriendly amendment” is not supported by the original sponsors and must be voted on by the committee as a whole.

Bloc - A group of countries in a similar geographical region or with a similar opinion on a particular topic.

Caucus - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

Decorum - The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

Division of the Question - During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

Moderated Caucus - A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

Operative Clause - The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

Point - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege. See our Charts of Rules and Motions.

Preambulatory Clause - The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary.

Quorum - The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution.

Resolution - A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

Roll Call - The first order of business in a Model UN committee, during which the Chair reads aloud the names of each member state in the committee. When a delegate’s country’s name is called, he or she may respond “present” or “present and voting.” A delegate responding “present and voting” may not abstain on a substantive vote.

Unmoderated Caucus - A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

Working Paper - A document in which delegates’ ideas are proposed. Frequently the precursor to a draft resolution.

Vote - A time at which delegates indicate whether they do or do not support a proposed action for the committee.

Voting Bloc - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.



CAHSMUN Horizons

Debate, Discuss, Discover