

Uppsala Model United Nations

RULES OF PROCEDURE

I. GENERAL RULES

Article 1: Scope

1. These rules have been made in order to facilitate and ease debate during Uppsala Model United Nations (UMUN).
2. The rules are self-sufficient and shall be considered adopted in advance of the meeting.
3. No other Rules of Procedure are applicable.

Article 2: Language

English shall be the official and the working language of the committees of UMUN. No representative may address the forum or submit a document in a language other than English.

Article 3: Courtesy

All delegates shall show courtesy and respect towards the Presidency, the Secretariat, and other representatives at all times and shall at all times present themselves in formal business attire. The Presidency will immediately call to order any delegate who fails to comply with this rule.

Article 4: Credentials

The credentials of the Secretariat and delegates have been accepted prior to the opening of the conference. Actions relating to the alteration of rights or credentials of any member may only be initiated at the consent of the Secretary General of UMUN.

Article 5: Secretariat

1. The Secretariat of UMUN shall consist of a Secretary General, a Deputy Secretary General, a President and a Vice-President for the committee, and as much staff as required to uphold the administrative duties at the discretion of the Secretary Generals.
2. The Secretary Generals will have ultimate authority over all committees and may at any time delegate authority to a member of the Secretariat.
3. The Secretary Generals or a member of the

Secretariat may at any time make written or oral statements to the committees.

Article 6: Authority of the Presidency

1. The Presidency shall declare the opening and closure of each meeting of the committee, shall direct its discussions, ensure observance of the Rules of Procedure and rule on Points of Order. The Presidency shall compose the Speaker's List, accord the right to speak, propose the limitation of time for debate and announce decisions.
2. The Presidency shall further have complete control over the proceedings of the Committee as well as over the maintenance of order at its meetings. Moreover, the Presidency shall have the right to advise delegates on the possible course of debate.
3. The Presidency may also adjourn or suspend the meeting and may temporarily transfer its duties to another member of the Committee Staff. In exercise of these functions the Presidency shall at all times be subject to these Rules and responsible to the Secretary General.

Article 7: Delegations

Each member of a committee will be represented by one or two delegates and will be granted one vote in the committee.

Article 8: Participation of Non-Members

Representatives of accredited observers will have the same rights as those of full members, except that they may not raise motions on substantive matters, may not vote on substantive matters and may not sign or vote on resolutions or amendments.

Article 9: Attendance

Delegates of all UMUN Committees are required to attend all scheduled committee meetings.

Article 10: Quorum

1. A Quorum is the number of members present necessary for any vote to be taken.
2. The Presidency may declare a meeting open and permit the debate to proceed when at least one-third of the expected number of members in the committee are present.
3. The presence of two-thirds of the members will be required for any substantive vote to be taken.

Article 11: Meetings and Dates of Convening

Each committee shall meet at the time and place designated by the Secretariat under the recommendation of the Secretary General of UMUN.

II. RULES GOVERNING DEBATE

Article 12: Agenda

1. The provisional agenda for the committee sessions shall be composed by the Presidency and the Secretariat and shall be communicated to the committee members prior to the opening of the conference.
2. The inclusion of additional items or the substitution of a topic on the agenda can be proposed either by the Presidency or by two delegates of two countries, after specifying the reason for the addition or substitution. This motion requires the support of one additional delegate in order to be established. A Speaker's List shall be created for and against the Motion and a time limit for the individual speech shall be set by the Presidency. After at least two speakers have spoken in favour and two against the proposal, a Motion for voting on the alternation is in order. A two-thirds majority is needed for passage.
3. The approval of the agenda has to be taken by a two-thirds majority of the member states represented.

Article 13: Roll Call

1. The Presidency shall call the roll for the purpose of establishing quorum at the beginning of each session. Members who desire to be considered present shall reply "present" when the name of their country is called. A reply of "present and voting"

- requires the member to vote in the affirmative or negative on any substantive matter. Accredited observers shall declare themselves "Present and Observing".
2. Delegates who arrive late must submit a note clarifying their status in the committee; otherwise they may not address the committee or vote.

Article 14: Opening Speeches

1. At the beginning of debate on a topic area each delegation of the committee will be expected to give a short Opening Speech of not longer than two minutes to give an outlining of her/his country on the topic area.
2. Opening Speeches should briefly outline a delegate's country stance and objectives in relation to the topic, providing for positioning within the committee.

Article 15: Formal debate

1. For speaking in Formal Debate a Speakers' List for the purpose of debate shall be established at the beginning of the meeting of the committee.
2. Members wishing to be added to the Speakers' List, providing they are not currently on the Speakers' List, shall notify the Presidency by a show of placard.
3. When a delegate is recognized she/he will address the committee from the podium.
4. The Speakers' List expires when the topic of discussion is closed or adjourned or whenever a resolution or recommendation has passed.
5. When the Speaker's List is exhausted, debate is automatically closed on the topic of discussion. The committee shall move immediately into Voting Procedures on the proposals on the floor.

Article 16: Speeches

1. No delegate may address the committee without the permission of the Presidency.
2. In Formal Debate the President shall call upon speakers in accordance with the Speakers' List.
3. Speakers must keep their remarks germane to the topic of discussion.
4. There shall be a two-minute default time limit for speeches.
5. The President shall call a speaker to order if:

- a. The delegate's remarks are frivolous, dilatory or not germane to the topic of discussion;
- b. The delegate's allotted time has expired.

Article 17: Moderated Caucus

1. The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. Moderated caucus may be motioned for by any delegation. The delegation motioning for Moderated Caucus must also state the specific purpose, the total time and the speaking time for the Moderated Caucus.
2. The total time limit of the moderated caucus shall not exceed fifteen minutes. If there is a second delegate supporting the motion, it will be put to an immediate vote. No speeches for or against the motion will be entertained and a simple majority of the members present is required for passage.
3. During moderated caucus, delegates shall signify their desire to speak by raising their placards. The President shall recognize the delegates wishing to speak in a fair and orderly manner.
4. Moderated caucus shall conclude when the appointed total time for the moderated caucus has elapsed, or when there are no more delegates wishing to speak in the moderated caucus.

Article 18: Yields

1. A delegate who was granted the right to speak and has finished speaking before her/his time elapsed, may yield the remaining time in one of following ways:
 - a. Yield to the Presidency: If the delegate does not wish to yield to questions or to another delegate, he/she may yield the time back to the Presidency. The Presidency will then move on to the next speaker.
 - b. Yield to another Delegate: The remaining time will be offered to the delegate chosen by the Speaker. If the delegate accepts the yield, the Presidency 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.
 - c. Yield to Questions: If the

delegate yields his time to questions, the questioners will be selected by the Presidency and limited to one question each. The questions shall concern the substance of the speaker's speech, her/his stance on the issue or the substance of the Draft Resolution in case the speaker is a sponsor of a Draft Resolution. The Presidency will have the right to call to order any delegate whose question is, in the opinion of the Presidency, rhetorical and leading or not designed to elicit information. Furthermore, comments or statements instead of questions are out of order. Only the speaker's answers to the questions will be deducted from the speaker's remaining time.

2. Delegates must declare any yield by the conclusion of their speeches. If time runs out, the Presidency will simply move on to the next speaker.

Article 19: Unmoderated Caucus

1. Unmoderated caucus is the suspension of all rules concerning the conduct of debate in order to discuss the business at hand. Unmoderated caucus may be motioned for by any delegation. The delegation motioning unmoderated caucus must also state the specific purpose and the total time for the unmoderated caucus.
2. The delegate raising the motion for an unmoderated caucus must briefly explain its purpose and specify a time limit, not exceeding thirty minutes. The time limit is subject to the President's approval. If there is a second delegate supporting the motion, it will be put to an immediate vote. No speeches for or against the motion will be entertained and a simple majority of the members present is required for passage.
3. The Presidency shall call the committee back to order when the total time for the unmoderated caucus has elapsed. During unmoderated caucus, delegates may extend the time of unmoderated caucus by a request to the Presidency; the decision to extend the unmoderated caucus is taken at the President's discretion.

Article 20: Closure of Debate

1. Whenever the floor is open a delegate may move to close the debate on the procedural or substantive matter under discussion, whether or not any other delegate has signified her/his wish to speak. A second delegate in support of this motion is required. The Presidency, however, may rule such a motion dilatory.
2. When closure of debate is moved, the Presidency may recognize up to two speakers against the motion. Closure of debate requires a two-thirds majority of the members present. If the committee is in favour of closure, the Presidency will declare the closure of the debate, and the Site Nomination on the floor will be brought to an immediate vote.

Article 21: Suspension of the meeting

1. Whenever the floor is open, a delegate may raise a motion to suspend the meeting (suspending all committee functions until the next meeting), specifying a time for reconvening, which is subject to the Presidencies approval.
2. If there is a second delegate supporting the motion, it will be put to a vote immediately. No speeches for or against this motion will be entertained. A simple majority of the members present is required for passage.

Article 22: Adjournment of the Meeting

1. Whenever the floor is open, a delegate may raise a motion to adjourn the meeting (suspending all committee functions for the duration of the conference), after specifying the purpose for the adjournment. The Presidency has the right to rule such a motion out of order.
2. When in order, the Presidency will ask if there is a second delegate in support of the motion and subsequently put the motion to a vote. No speeches for or against this motion will be entertained. A simple majority of the members present and voting is required for passage.

Article 23: Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may request a Right of Reply to the speaker after the speakers' time has elapsed. The Presidency's

decision to accord the Right of Reply may not be appealed. If granted, the delegate receiving the right may speak immediately. A Right of Reply to a Right of Reply is out of order.

III. POINTS

Article 24: Point of Personal Privilege

1. A delegate may raise a Point of Personal Privilege whenever the delegate experiences personal discomfort that impairs the delegate's ability to participate in the proceedings. The delegate shall be immediately recognized by the Presidency and the point ruled on. A delegate may interrupt a speaker with a Point of Personal Privilege. The Presidency shall make a reasonable effort to rectify the situation.
2. If the President feels that Points of Personal Privilege are being used to disrupt or delay the orderly conduct of business, the Presidency may rule that they must be submitted in writing for a specified period of time.

Article 25: Point of Order

1. A delegate may raise a Point of Order to complain of improper parliamentary procedure. The delegate shall be immediately recognized by the Presidency and the point ruled on. A delegate may only interrupt a speaker with a Point of Order when the Point of Order directly concerns the speech being interrupted.
2. If the Presidency feels that Points of Order are being used to disrupt or delay the orderly conduct of business, the Presidency may rule that they must be submitted in writing for a specified period of time.

Article 26: Point of Information

1. A delegate may raise a Point of Information whenever the delegate wishes to obtain a clarification of procedural matters. A delegate may not interrupt a speaker with a Point of Information.
2. If the Presidency feels that Points of Information are being used to disrupt or delay the orderly conduct of business, the Presidency may rule that they must be submitted in writing for a specified period of time.

IV. RULES GOVERNING SUBSTANTIVE ISSUES

Article 27: Working Paper

1. Delegates may propose working papers for the committee's consideration. Working papers are a means of sharing ideas in an organised manner and are intended to aid the committee in its discussion and formulation of Draft Resolutions.
2. Working papers are not required to be in resolution format and cannot be formally introduced amended or voted on by the committee.
3. The working paper must be signed by the Presidency before it can be distributed.

Article 28: Draft Resolution

1. A Draft Resolution is a proposal of at least one preambulatory and one operative clause. A Draft Resolution must explain the problem, include previous action taken (if relevant) and pose a solution to the problem.
2. To be considered by the committee a Draft Resolution must be signed by at least one fifth of the committee's members, including the submitting delegation. Countries that are the principle authors of the Draft Resolution are regarded as Sponsors of the Draft Resolution. The Signatories of the Draft Resolution do not necessarily indicate support of the content of the Draft Resolution and have no further obligations; by signing the Draft Resolution they only indicate their wish to have it brought to the floor for further refinement and debate.
3. More than one Draft Resolution may be on the floor at any given time and may be referred to by any speaker on the Speaker's List. However, the order in which Draft Resolutions are debated depends on the order in which they are signed by the Presidency.

Article 29: Introducing Draft Resolutions

1. Once a Draft Resolution has been approved as stated in Article 28(2) and has been copied and distributed to all members of the Committee, one of the Sponsors may raise a motion to introduce the Draft Resolution.
2. The introduction of the Draft Resolution will be limited to reading the operative clauses of the Draft Resolution and shall last no longer than five minutes.
3. A simple majority is needed to pass the motion.

Article 30: Amendments

1. Once the Draft Resolution has been introduced its content may be amended. A proposal is considered an Amendment if it merely adds to, deletes from, or revises the clauses of a Draft Resolution. Amendments of Amendments are out of order, an amended part of a resolution, however, may be further amended. Preambulatory phrases may not be amended.
2. All amendments shall be submitted in writing to the Presidency. Amendments must be formally introduced.
3. The following types of amendments are possible:
 - a. Editorial Amendments: An Amendment may be considered an editorial Amendment if it does not alter the meaning, intent, effect, or overall substance of a Draft Resolution, and is introduced solely for the purpose of clarification. Editorial Amendments, if supported by all of the Sponsors of the Draft Resolution, are immediately incorporated into the Draft Resolution without a formal vote.
 - b. Friendly Amendments: An Amendment may be considered "friendly" if supported by all the Sponsors of a Draft Resolution and does not fundamentally change the intent of the Draft Resolution as a whole. "Friendly" Amendments, pending review by the Presidency, are immediately incorporated into the Draft Resolution without a formal vote.
 - c. Unfriendly Amendments: An Amendment, which is not supported by all the Sponsors of a Draft Resolution, is considered "unfriendly" and requires a two-thirds majority to be incorporated into the Draft Resolution by a substantive vote. The Amendment will be considered part of the Draft Resolution it amended.

V. RULES GOVERNING VOTING

Article 31: Voting Procedure

1. Each member state in a committee will have one vote on both substantive and procedural matters. In case of accredited observers only voting on procedural matters is in order.
2. During voting, there shall be no passing of notes and no member of the committee may leave or enter the conference room. There shall be no interruptions, except by points of personal

privilege or points of order. Any delegate who disrupts the voting procedure shall be ruled dilatory and therefore out of order.

3. Voting shall normally be conducted by a show of placards. Each member "Present and Voting" may cast an affirmative vote ("Yes"), an opposing vote ("No"). Each member "Present" can also abstain from voting ("Abstain") on a substantive matter,

but not on a procedural matter.

4. If there is a miss-vote or a delegate wants to question the outcome of a substantive vote by placards, voting shall be conducted by a roll call vote.

Article 32: Majority Required

1. The only substantive voting will be voting on amendments and the Draft Resolution. It requires affirmative votes from two-thirds of the members either voting "Yes" or "No", who abstain from voting are considered as not voting.

2. In case of the General Assembly affirmative votes from two-thirds of the members in the General Assembly, are required for a substantive vote.

3. All other voting done will be considered procedural voting and it is not possible to abstain. The specific majorities needed are mentioned in the respective paragraphs.

Article 33: Roll Call Voting

1. After debate is closed on a Draft Resolution any delegate may request a roll call vote for a given Draft Resolution after any motion to Division of the Question has been taken and before the final vote.

2. In case of a miss-vote on a given Draft Resolution the Presidency may reserve the right to call upon a roll call vote. In a roll call vote, the Presidency will call countries in the English alphabetical order. The name of each member state shall be called and the representative shall reply "Yes", "No" or "Abstain". Members who abstain from voting do not affect the distribution of votes.

Article 34: Division of the Question

1. After debate on any Draft Resolution has been closed, a delegate may move for Division of the Question, which means that operative parts of the Draft Resolution will be voted on separately. Pre-ambulatory clauses and sub^o operative clauses

may not be separated in a Division of the Question.

2. If the motion receives a simple majority required to pass, the Draft Resolution will be divided accordingly. A separate vote will be taken on each divided part to determine whether or not it is included in the final draft, and a two-thirds majority is needed for passage. Parts of the Draft Resolution that are subsequently passed will be recombined into a final document and put to a substantive vote as a whole.

Article 35: Precedence

Motions and Points will be considered in the following order of preference:

- Point of Personal Privilege (Article 24)
- Point of Order (Article 25)
- Point of Information (Article 26)
- Motion for a Right of Reply (Article 23)
- Motion to Adjourn the Meeting (Article 22)
- Motion to Suspend the Meeting (Article 21)
- Motion to Close the Debate (Article 20)
- Motion for a Moderated Caucus (Article 17)
- Motion for an Unmoderated Caucus (Article 19)
- Motion to Introduce a Draft Resolution (Article 29)
- Motions related to Amendments (Article 30)
- Motion for the Division of the Question (Article 34)
- Motion for a Roll Call Vote (Article 33)

All motions require a second and shall be put to vote immediately. If the President feels that motions are being used to disrupt or delay the orderly conduct of business, the President may rule that they must be submitted in writing for a specified period of time