

# Rules of Procedure

## Part I—Conference

### *1. SCOPE*

These rules shall apply to all regular sessions of the Chaminade Model United Nations Symposium for all committees.

### *2. LANGUAGE*

Canadian English shall be the official language of the conference. Should a delegate wish to address the committee in another language, he or she must provide a translation. If the translation differs from the meaning of the original address, another delegate who is competent with the language may note this as a point of order. Gender neutral language is expected in committee sessions.

### *3. SECRETARIAT AND STAFF*

The Secretary—General shall appoint the Under Secretary—General and other staff. He shall maintain ultimate authority over the conference but may designate a member of the Secretariat to act in his authority.

### *4. STATEMENTS BY THE SECRETARIAT*

The Secretariat or Directorate may at any time make oral or written statements to a committee.

## *5. COMPOSITION OF THE DIRECTORATE*

Each committee shall have a directorate. The Directorate includes the Chair, Vice—Chair, Director and Crisis Staff. The roles of the Directorate are transferable through the entire CHAMUN Staff.

## *6. POWERS OF THE DIRECTORATE*

### 6.1. Authority

After the Secretary—General, the Chair shall be the final authority in each committee. He shall objectively recognize points and motions, put questions to vote, announce decisions, maintain order in the committee, rule on points of debate and give the right to speak. The Chair may also, at any time, propose a motion to the committee.

### 6.2. Appeals

Any decision of the Chair, other than those defined to be unappealable, is subject to appeal. If an appealable decision is appealed, the Chair may speak in defense of the ruling. The appeal shall then be put to a vote. A two—thirds (2/3) majority of members present may overrule the decision.

### 6.3. Duties

The Directorate shall open and close the debate, maintain the speakers' list, record the Roll Call at the commencement of each session and record the result of all votes in the committee.

### 6.4. Competence of the Directorate

The competence of the Directorate may not be questioned by the members of the committee. However, the Under Secretary—General or Secretary—General may remove any member of the Directorate if necessary. Delegates may approach to the Secretariat with concerns if so desire.

## *7. PAGING AND SECURITY*

### 7.1. Authority

The Paging and Security Staff are members of the Secretariat and as such are deserving of respect.

### 7.2. The Paging System

The Paging System is declared open once debate starts. Pages may be sent to other delegates in the committee, the Directorate, or the Secretary—General. The paging staff reserves the right to screen pages. Pages may not be sent to delegates in other committees.

## Part II—Delegations

## *8. DELEGATIONS*

### 8.1. Rights

Each member country shall be represented by one voting delegate on each committee. Delegations may not include an alternate in any committee.

### 8.2. Credentials

The credentials of all delegations may not be questioned.

### 8.3. Switching Committees

Delegates are asked not to switch their committee or country assignment as designated by their Faculty Advisor once the conference has begun. If a delegate wishes to switch his or her committee or country assignment before the conference begins, he may do so only with the permission of the Secretariat.

## 9. *NON-MEMBERS AND OBSERVERS*

Representatives of states or organizations that are not members of the United Nations (or the specialized agency) or that holds observer status, shall have the same rights as full members except that they may not vote on substantive matters. Motions to give observer states or organizations voting rights shall be considered out of order.

## Part III—Quorum and Agenda

### 10. *QUORUM AND ATTENDANCE*

#### 10.1 Quorum

The Chair may declare a session open when at least one quarter (1/4) of the members of the committee is present. Substantive votes shall not be taken unless a majority of the members of the committee is present. The Chair may dismiss a session if a quorum is not attained within twenty minutes of the scheduled start of the session.

## 10.2 Attendance

Attendance will be taken at the beginning of each committee session. The Chair of the committee will read the roll and delegates are asked to respond by raising their placards and saying “present” or “present and voting.”

## 10.3 Late Admission

Delegates who arrive for committee sessions late must pass a note to the Chair of the committee in order to be added to the attendance. Delegates who are not on the attendance list will not be able to speak or vote and will have their Faculty Advisors and school contacted.

## *11. SPEAKERS' LIST*

### 11.1 Primary Speakers' List

The primary speakers' list shall be opened at the start of the first session and will remain open throughout the conference. It is set to establish the agenda of the committee, and is returned to upon closure or tabling of debate on each topic.

### 11.2 Secondary Speakers' List

The secondary speakers' list for the topic in question shall be established once the agenda is set.

### 11.3 Joining the Speaker' list

A member may add his or her name to the list by submitting a written request to the Chair.

## *12. AGENDA*

### 12.1 Agenda

The first order of business for the committee shall be the consideration of the agenda. A motion to set an agenda topic is debatable to two speakers for and two against, and requires a simple majority to pass. If it carries, the secondary speakers' list for that topic will be established; if it fails, the general debate will continue. The agenda shall be considered again only after debate on a set topic has been closed or tabled. Only topics on the provisional agenda of the committee as detailed in this guide shall be considered, except committees designated as crisis committees.

### 12.2 Crisis

In a committee simulated in crisis, the Directorate may call upon the committee to table debate on the current topic so that a more urgent matter may be attended immediately.

## Part IV—Debate

## *13. SPEECHES*

Members must be granted the permission of the Chair in order to address the committee. Any speech made must be relevant to the topic under debate. The Chair may call to order a delegate whose speech is irrelevant or dilatory. Delegates may only interrupt a speaker with a point of order or a point of personal privilege.

## *14. TIME LIMIT ON SPEECHES*

### 14.1 Motion to Set a Time Limit on Speeches

A motion to set a time limit on speeches requires a simple majority to pass. The Chair may rule this motion dilatory.

### 14.2 Members Exceeding the Allotted Time

The Chair will call to order a delegate who exceeds the allotted time.

## *15. YIELDS*

If a time limit on speeches has been set by the committee, a speaker may declare before or after his or her speech how he or she wishes to yield his or her time. The speaker may yield in one of the following ways:

### 15.1 To the Chair

Debate then proceeds to the next speaker on the speakers' list.

### 15.2 To Points of Information

The speaker will take relevant questions from the floor. Members with questions shall raise their placards. The Chair shall rule out of order any question that is deemed rhetorical or leading, not designed to elicit information, or irrelevant to the question at hand. Only the speaker's answer will be counted against the remaining time. The Chair may allow one supplementary question to clarify the speaker's response. Cross—debate will be ruled out of order. If a speaker refuses to answer a question, he or she may not take any more questions.

### 15.3 To Another Delegate

The member yielded to may speak for the remaining time but may not yield to any other delegate, nor to Points of Information nor Comments.

### 15.4 To Comments

The Chair will recognize two thirty—second—long comments to be made by delegates other than the original speaker, regardless of time remaining. Comments must pertain solely to

the preceding speech, or be ruled out of order.

### 1.5.5 Default Yielding

Any speaker who does not yield his or her time is assumed to have' yielded to the chair. At any time, a delegate may motion to change the default yield either' to Points of Information

or to Comments. This motion requires a simple majority to pass.

## *16. PROCEDURAL DEBATE*

Yields and comments shall be out of order during procedural debate.

## Part V—Parliamentary Matters

## *17. PROCEDURAL VOTING*

Abstentions shall be considered out of order during procedural voting.

#### *18. POINT OF ORDER*

If a delegate feels that the Directorate is acting improperly with regard to parliamentary procedure, he or she may rise on a Point of Order to address that concern. The Chair shall immediately rule on the Point of Order. The decision of the Chair is not subject to appeal.

#### *19. POINT OF PERSONAL PRIVILEGE*

If a delegate feels that he or she is in some way hindered from participating in the debate or feels physically uncomfortable in some way, he or she may rise on a Point of Personal Privilege. The Directorate shall try to remove the hindrance. This point may interrupt a speaker.

#### *20. RIGHT OF REPLY*

If a delegate feels that he or she has been slandered or has had his or her personal or national integrity attacked by another, delegate may rise on a Right of Reply. This does not extend to disagreement with a speaker's remarks or position on an issue. The Chair recognizes this point on his or her discretion and may limit the time allowed for a right of reply; the decision is not subject to appeal. If the Chair allows it, the delegate then briefly addresses the committee regarding the matter. The Chair may then ask the offending delegate if he or she wishes to apologize. A Right of Reply to a Right of Reply is out of order, as is Cross—debate. This point may not interrupt a speaker.

#### *21. POINT OF PARLIAMENTARY INQUIRY*

If a delegate has a question for the Directorate regarding parliamentary procedure, he or she may rise on a Point of Parliamentary Inquiry. The Chair will then answer the question to the best of his or her ability. A Point of Parliamentary Inquiry may not interrupt a speaker.

## Part VI—Procedural and Parliamentary Motions

### *22. ADJOURNMENT OF THE SESSION, CONFERENCE*

At an appropriate time in a committee session, a member may motion to Adjourn the Meeting to close the committee until the next regular meeting or to Adjourn the Conference to close the committee for the duration of the conference. The Chair may rule this motion out of order; the decision is not subject to appeal. If the Chair allows the motion, it shall be put to a vote, requiring a simple majority to pass.

### *23. CAUCUSING*

Caucusing is an informal form of debate that can be useful at pivotal points in the discussion. The delegate proposing the Caucus shall be the only speaker on the motion; he or she must briefly state the type, purpose and time limit of the Caucus. The motion requires a simple majority to pass. A motion to Caucus is only in order prior to the closure of debate and immediately after the speakers' list has been exhausted. The Chair may rule such a motion out of order; the decision is not subject to appeal.

#### 23.1. Moderated Caucus

In a moderated caucus, the Chair abandons the speakers' list and calls on delegates who have shown their desire to speak by raising their placards, at his discretion. If at any time during the moderated caucus, there are no delegates who wish to speak, it shall be declared over, and the Chair shall return to the speakers' list.

### 23.2. Unmoderated Caucus

In an unmoderated caucus, delegates are allowed to forego the rules of parliamentary debate in order to talk one—by—one or in groups.

### 23.3. Round—Table Caucus

A motion for a round—table caucus is in order only in the Security Council. The delegate motioning for the round—table caucus must briefly explain the purpose of the caucus and the time limit for each speech, rather than for the entire caucus. In a round—table caucus, the Chair departs from the speakers' list and calls on debate in an alphabetical order. Delegates must keep their speeches within the set time limit. Delegates may pass when they are called. A delegate who passes will be returned to at the end of the roll and may not pass again. Yields are out of order in a round—table caucus.

## 24. *TABLING DEBATE*

This motion is used to end debate on a substantive matter without putting any draft resolutions to a vote. This motion may be ruled dilatory. If the Chair rules the motion in order, he shall require two speakers for and two speakers against tabling debate. He shall then put the motion to a vote requiring a simple majority to pass. If the motion carries, debate on the topic is stopped and speakers are called on according to the primary speakers' list in order to set the agenda. The Chair may entertain a motion to reintroduce a tabled topic. This motion requires one speaker for and one speaker against, and a two—thirds (2/3) majority to pass. |

## *25. CLOSURE OF DEBATE*

This motion is used to end debate on a substantive matter and immediately put all draft resolutions on the table to vote. This motion may be ruled dilatory. The Chair shall recognize two speakers against but none for closure. Closure is automatic if two speakers cannot be found. The motion requires a two—thirds (2/3) majority to pass. Debate will be closed automatically if the speakers' list is exhausted. |

## *26. CLOSURE OF SPEAKERS' LIST*

When the speakers' list is closed, no new speakers shall be added to the list and debate is closed once the list is depleted. Such a motion requires one speaker for, one speaker against, and a two-thirds (2/3) majority to pass. If the motion passes, the speakers' list may not be reopened but a caucus may be called.

## *27. CENSURE*

Delegates who have blatantly broken their country's foreign policy or are considered disruptive may be censured by a motion of the committee. Such a motion may be introduced by another delegate or by the Chair of the committee if he or she sees fit. The Chair may rule such a motion out of order. The motion requires two speakers for and two speakers against; the delegate being censured may be a speaker against the motion. This motion requires a simple majority to pass. When a delegate is censured, he or she is escorted by a member of the Security Staff to the Delegate Resource Centre, where he will remain for the duration of the session.

## Part VII—Resolutions and Amendments

### *28. COMPETENCE*

A delegate may rise on motion to question the competence of the committee to discuss a draft resolution immediately after it has been introduced. Competence refers to whether or not the draft resolution falls under the committee's mandate and authority. The motion requires one speaker for and one speaker against and is passed by a two-thirds (2/3) majority. If the motion passes, the draft resolution shall be withdrawn and may not be reintroduced.

### *29. WORKING PAPERS*

A working paper is an initial draft resolution that can be used as a tool for discussion. It need not conform to resolution format nor does it require sponsors or signatories. Copying and distribution of working papers will be made at the Directorate's discretion.

### *30. RESOLUTIONS*

#### 30.1 Draft Resolution

Draft resolutions are documents submitted to the Directorate in proper resolution format.

Resolutions are documents already passed by a body.

#### 30.2 Format

The proper format for resolution writing is outlined in the CHAMUN Guide to Delegate Preparation

### 30.3 Sponsors

Sponsors are nations that favour the draft resolution being discussed and include the nation that submits the draft resolution. A minimum of two nations must be designated as sponsors of a draft resolution before it is approved by the Directorate.

### 30.4 Signatories

Signatories are nations that wish to bring the draft resolution to debate, though they may not necessarily be in favour of it. A minimum of one—fifth (1/5) of the members of a committee must sign a draft resolution in order to bring it to debate. Sponsors are considered signatories.

### 30.5 Classification

Draft resolutions shall be numbered by the Chair and shall be referred to by this classification.

## 31. AMENDMENTS

### 31.1 Non-substantive

A non—substantive amendment to a draft resolution corrects a grammar or format error that does not change the intent of the resolution and is adopted without a vote at the Chair's discretion.

### 31.2 Friendly

A friendly amendment is a substantive amendment that has been approved by all of the

sponsors of the draft resolution. If the amendment receives the approval of the Directorate, it is added to the resolution without a vote.

### 31.3 Unfriendly

An unfriendly amendment is a substantive amendment that does not receive the approval of all of the sponsors of the draft resolution. Like a draft resolution, an unfriendly amendment requires two sponsors and the signatures of one—fifth (1/5) of the committee as well as the approval of the Directorate before it can be introduced. The amendment is voted on separately once debate is closed, and requires a simple majority to pass. Unfriendly amendments may not be amended.

## 32. INTRODUCTION

Introducing a draft resolution or amendment requires a motion by any member of a committee. The motion is accepted at the Chair's discretion, only after it has been distributed to the committee. If it carries, sponsors shall be asked to read the draft resolution to the committee.

## 33. WITHDRAWAL

### 33.1. Draft Resolutions and Substantive Amendments

Any draft resolution or substantive amendment may be withdrawn from the committee with the written approval of all of the sponsors of the draft resolution or substantive amendment.

### 33.2. Reintroduction

Withdrawn draft resolutions and substantive amendments may be reintroduced with two sponsors, the signatures of one-fifth (1/5) of the committee and the approval of the directorate.

## Part VIII—Voting

### 34. *PRESENT AND VOTING*

Members “present and voting” as recorded by the Directorate during roll call may only cast a vote for and against. Members may only abstain on substantive matters if they have been marked “present” during roll call.

### 35. *VOTING PROCEDURE*

Once voting procedure has begun, no one shall be permitted to enter or exit the committee room until voting procedure is over. All motions shall be considered out of order except for motions to Divide the Question, for a Roll Call Vote, for an Important Question (in the General Assembly), a Point of Parliamentary Inquiry or a Point of Order regarding the voting procedure.

### 36. *METHOD OF VOTING*

Each member country shall have one vote. Delegates may vote “yes,” “no” or “abstain” (where applicable) by a show of placards. No member may vote on behalf of another member.

### 36.1. Roll Call Vote

A motion for a Roll Call vote shall only be in order on a substantive matter. The motion is adopted at the Chair's discretion; this decision is not subject to appeal. The roll shall be read alphabetically from a randomly selected member. I

### 36.2. Pass

A member may choose to pass during a Roll Call vote. That member shall be placed at the end of the roll when returned to must for in favour or against only.

### *37. RIGHTS OF EXPLANATION*

After starting their response during a Roll Call vote, a member may request a Right of Explanation. Each member who makes such a request shall be given an opportunity to explain briefly his or her vote at the end of the voting procedure. The Chair may limit the time allotted for such an explanation at his or her discretion.

### *38. VOTING ON UNFRIENDLY AMENDMENTS*

Inclusion of an unfriendly amendment into a draft resolution shall be voted on after debate has closed. The amendment requires a simple majority to be included in the draft resolution. Following a vote on all unfriendly amendments, the draft resolution in its resulting form will be put to a vote.

### *39. DIVISION OF THE QUESTION AND CLAUSE—BY—CLAUSE VOTING*

Once all unfriendly amendments have been voted on, any member may move to vote on the operative clauses of the draft resolution individually or in groups. Should there be more than one proposal to divide the question, the motions shall be voted on in the order of most to least destructive division. The motion requires two speakers for and two against and a simple majority pass. If the motion carries, the divisions are voted on and the divisions that are passed are included into the resolution. If all the division fail, the resolution shall have failed.

### *40. IMPORTANT QUESTIONS*

A draft resolution on the General Assembly may be considered an Important Question if the draft resolution deals with: - maintenance of international peace and security; - suspension of the rights and privileges of membership. Such a motion is debatable to one speaker for and one speaker against, requiring a simple majority to pass. If passed, the draft resolution will require a two-thirds (2/3) *majority to pass*.

### *41. VOTING ON RESOLUTIONS*

More than one resolution may be passed on any given agenda topic.

#### *41.1 Majority*

A simple majority, defined by half of the committee plus one is required for a draft resolution to pass, except in the case of an Important Question.

#### *41.2 TIE*

A tied vote is considered a failure.

### 41.3 Special Considerations: Security Council

a) Draft resolutions may only be passed on the Security Council if the delegates from all five of the permanent members vote in favour of it. b) Members of the Security Council that have declared war and would be the subject of action proposed by a draft resolution, excluding the five permanent members, may vote “no.”

## Part IX—Etiquette

### *42. ADDRESSING OTHER DELEGATES AND THE CHAIR*

It is considered proper etiquette to address a fellow delegate as “Honourable Delegate from X,” where X is the country that he or she represents. This applies even when delegates are in opposition to or feels slandered or misconstrued by the delegate that they are addressing. It is proper to address the Chairperson(s) as “Mister(s) Chair” or “Honourable Chairperson(s).”

### *43. WHEN DELEGATES ARE SPEAKING*

It is considered very poor etiquette when delegates are speaking to speak out of turn or to raise your placard; please keep your placard on the table until the delegate has finished speaking, unless you must introduce to a Point that takes precedence and is of great importance.