

RULES OF PROCEDURE
OF THE
MÜNSTER UNIVERSITY
INTERNATIONAL MODEL UNITED
NATIONS



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RULES OF PROCEDURE

I. GENERAL RULES

Scope

Rule 1

(1) These rules for the General Assembly and its committees, the Economic and Social Council and its subsidiary bodies, the Security Council and the specialized agencies are self-sufficient, except for modifications provided by the General Secretariat.

(2) They shall be considered adopted in advance of the session.

(3) No other rules of procedure are applicable.

Language

Rule 2

(1) English shall be both, official and working language in the committees, except as otherwise provided by the Secretary-General.

(2) Any provision in these rules shall equally refer to both, male and female participants of the Münster University International Model United Nations.

Delegations

Rule 3

(1) Each member state of the committee shall be represented by one delegate.

(2) Non-member states and accredited observers shall be represented by one delegate. Their rights are defined along Rule 5.

Meaning of the word "member"

Rule 4

For the purpose of this rules, the mere word "member" refers to both, member states of the committee and accredited observers.

Credentials

Rule 5

(1) The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without written consent of the Secretary-General.

(2) Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

Participation of non-members

Rule 6

(1) Representatives of accredited observers shall have the same rights as those of member states, except that

- (a) They may not be co-sponsors of draft resolutions;
- (b) Their vote on the setting of the agenda, on draft resolutions and on amendments shall not be considerable.

(2) A representative of a state organization which is not affiliated to the United Nations or an accredited observer may only address a committee with prior approval of the Director.

The Secretary-General

Rule 7

(1) The Secretary-General is the final and sole institution concerning any decision upon the interpretation of these rules. In his performance of duties the Secretary-General shall not seek or receive instructions from any person or from any other authority external to the secretariat of the Münster University International Model United Nations.

(2) The Secretary-General may designate his Deputy to act on his behalf.

Powers of the Secretary-General

Rule 8

(1) The Secretary-General may bring to the attention of the Security Council any matter which in his opinion may threaten the maintenance of international peace and security.

(2) The Secretary-General or a member of the Secretariat designated by him may at any time make either written or oral statements to the committee.

The Committee Director

Rule 9

(1) The Committee Director shall be responsible to the Secretary-General and remain under the authority of these rules. He shall act as chairman for the committee which he is assigned to by the Secretary-General.

(2) The Committee Director shall declare opening and closing of each plenary meeting of the session, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any plenary meeting and over the maintenance of order thereat.

(3) He may propose the adoption of any procedural motion to which there is no significant objection and rule motions out of order or dilatory.

(4) He may, temporarily, transfer his duties and powers to another member of the Committee Staff.

Replacement of the Committee Director

Rule 10

A member of the Committee staff acting as Committee Director shall have the same powers and duties as the Committee Director..

Quorum

Rule 11

(1) The Director shall declare a committee open and permit debate to proceed when at least one quarter of the members of the committee, as declared at the beginning of the first session, is present. A member of the committee is a representative who is officially registered with the conference.

(2) The presence of a quorum shall be assumed unless specifically challenged and shown to be absent. Presence may be determined through a roll-call.

(3) The presence of a quorum is required for any substantive vote.

Courtesy

Rule 12

Representatives shall show courtesy and respect to the Committee Staff and to other representatives. The Director may immediately call to order any representative, who fails to do so.

II. RULES REGARDING DEBATE

Provisional agenda

Rule 13

(1) A provisional agenda shall be drawn up by the Secretary-General in cooperation with the Committee Directors.

(2) It shall be communicated to the participants of the Münster University International Model United Nations at least forty days before opening of the first session.

Agenda

Rule 14

(1) Each committee shall set its agenda at the beginning of its first session.

(2) A proposal for the allocation of agenda items should be moved by a representative. The only items that may be included in the agenda shall be those on the provisional agenda. Motions to set the agenda shall be put to the vote per order of their submission.

List of speakers

Rule 15

(1) After the agenda has been determined, the Committee Director shall establish an open list of speakers on the next item on the agenda for the purpose of general debate. He may, at any time, admit additional speakers to listing.

(2) At any time, representatives may request the Committee Director, in writing, to be *added to* or *removed from* the list. He should add the speakers as per order they signify their desire to speak. Representative may not be listed more than once at a time.

(3) The Director may limit the time allowed to each speaker at his discretion or entertain a motion to do so.

(4) The list of speakers shall be followed during debate on the agenda item, except when superseded according to these rules. A motion to close the list of speakers is never in order.

(5) Vacancy of the list causes immediate closure of debate. In this case the committee shall forthwith vote on introduced draft resolutions, including those postponed. After the vote, or if there were no draft resolutions introduced, the committee shall proceed with its agenda.

Unmoderated caucus

Rule 16

(1) The purpose of an unmoderated caucus is to allow immediate and informal negotiation and bargaining in order to clarify positions and frame amendments or draft resolutions.

(2) Unmoderated caucus shall supersede general debate; for its duration, formal rules shall be suspended. Points and motions may not be raised, unless these rules provide otherwise. The Committee Director should establish an unmoderated caucus as “indoor” or “open-door”.

(3) Representatives may move the unmoderated caucus. Caucus shall begin with pass of the motion and ends, after the specified time has elapsed. A motion to extend the unmoderated caucus is shall be in order right after the original unmoderated caucus has expired.

Moderated Caucus

Rule 17

(1) The purpose of a moderated caucus is to facilitate substantive debate at critical junctures during discussion or to discuss specific issues.

(2) Moderated caucus shall supersede general debate; for its duration the Committee Director shall depart from the list of speakers and admit representatives to the floor at his discretion

(3) Motions that may be raised during moderated caucus are:

- (a) To close debate;
- (b) To suspend the meeting;
- (c) To adjourn the meeting.

(4) Representatives may move the moderated caucus at any time during general discussion. Moderated caucus shall begin with pass of the motion and it shall end after the specified time has elapsed or if requests for admission to the floor are exhausted. A motion to extend the moderated caucus is shall be in order both, during and right after the original moderated caucus has expired.

Suspension of the meeting

Rule 18

(1) Plenary meetings can be paused for a predetermined time (suspension).

(2) The Committee Director may suspend a plenary meeting at his discretion, particularly with regard to the program of events provided by the Münster University International Model United Nations.

(3) Representatives may move the suspension of the meeting, a decision on this motion should be put to the vote. The Committee director may rule a motion for suspension out of order.

Adjournment of the meeting

Rule 19

(1) Plenary meetings can be closed for the remaining time of the conference (adjournment).

(2) Representatives may move the adjournment of the meeting, a decision on this motion should be put to the vote. The Committee director may rule a motion for adjournment out of order.

Postponement of debate

Rule 20

(1) Debate on an agenda item, on an amendment and on a draft resolution can be postponed. As long as postponed, no representative shall refer to the affected matter other than by moving resumption of debate thereof.

(2) Representatives may move the postponement of debate, a decision on this motion shall be put to the vote. Postponement of debate on a particular matter begins with adoption of the motion; it ends with adoption of a motion for resumption of debate thereof.

Resumption of debate

Rule 21

(1) Debate that has been postponed can be resumed.

(2) Representatives may move the resumption of debate, a decision on this motion shall be put to the vote.

Closure of debate

Rule 22

(1) A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak.

(2) Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favor of the closure, the Committee Director shall declare the closure of the debate.

(3) The Director may limit the time to be allowed to speakers under this rule.

Reconsideration

Rule 23

When a draft resolution or an amendment has been adopted or rejected, it may not be reconsidered unless the committee, by a two-thirds majority of the members present, so decides. The Director shall accord permission to speak to only two speakers opposing the motion on reconsideration, after which it shall be immediately put to the vote.

III. RULES REGARDING SPEECHES

Speeches

Rule 24

No representative may address the committee without having previously obtained the permission of the Committee Director. The Committee Director may call a speaker to order if his remarks are not relevant to the subject under discussion.

Time-limit on speeches

Rule 25

(1) The committee may limit the time to be allowed to each speaker. Before a decision is taken, two representatives may speak in favor of, and two against, the motion to set such a limit.

(2) When the debate is limited and a representative exceeds his allotted time, the Committee Director shall call him to order without delay.

Yielding the right to speak

Rule 26

(1) A representative may yield his right to speak and his remaining allotted time to speak on a substantive matter to

- (a) Another representative;
- (b) Questions;
- (c) The Committee Director, who shall then proceed with procedures.

(2) Consecutive yielding shall never be in order.

Questions directed to speakers

Rule 27

(1) Any speaker on a substantive matter may allow questions from the floor through yielding. Questioners shall be selected by the Committee Director.

(2) The speaker may limit the number of questions to be entertained. When time allowed to the speaker is unconfined the Director shall limit the number of questions at his discretion.

(3) Every representative shall only be allowed one question. Questioners may ask the Director for permission for one or more follow-up questions; he shall immediately decide in this matter.

(4) The Director shall call to order any delegate whose question is rhetorical and leading and not designed to elicit information.

(5) When his allotted time to speak has elapsed or the number of allowed questions is expired, the speaker shall yield the right to speak to the Director.

Right of reply

Rule 28

(1) A representative whose national or personal integrity has been impugned by a speaker may, submit a written request for permission to exercise his right of reply. The Committee Director may grant two interventions per item in the exercise of the right of reply for any delegation at a given meeting.

(2) Delegations should exercise their right of reply at the end of the day whenever two meetings have been scheduled for that day and whenever such meetings are devoted to the consideration of the same item.

IV. RULES REGARDING WRITTEN DOCUMENTS

Working Papers

Rule 29

Members may propose working papers for committee consideration. Working papers serve as groundwork for debate and formulation of draft resolutions. They need not be written in resolution format or cover all the points of the discussion. Working papers are not official documents, but do require the signature of the Director to be copied and distributed. Once distributed, representatives may begin to refer to that working paper by its designated number.

Sponsor

Rule 30

(1) The delegation whose representative submits a working paper or amendment shall be referred to as 'sponsor'.

(2) Signatories shall be referred to as 'co-sponsors'. The signature shall not imply any obligation related to the sponsor, the debate, and the vote.

Submission of a working paper

Rule 31

(1) A representative may submit a working paper to the Committee Director for the purpose of its consideration as draft resolution. The working paper should be submitted in both versions, as printout and as electronic version.

(2) The Committee Director may only approve of those working papers that are signed by at least one fifth of the member states of the committee. He should examine the papers from the point of view of style, form and the use of technical terms, and, when appropriate, suggest to the sponsor such changes as they deem necessary.

(3) The Committee Director shall assign a reference number to each of the approved working papers. The paper shall then be copied and distributed to the representatives in the committee for further consideration.

Introduction of a draft resolution

Rule 32

(1) Working papers that have received the approval of the Committee Director may be introduced as draft resolutions, after they have been distributed to the committee. In order to do so, the sponsor may move the introduction of his working paper as draft resolution.

(2) The Director shall read out the operative section of the draft resolution which is being introduced. He shall furthermore, at his discretion, allow time to questions, seeking clarification on the document; the questions shall be addressed to the sponsor or the Director and be answered immediately and in all conscience.

(3) Once introduced, a draft resolution shall remain in that state unless

- (a) The sponsor moves its withdrawal;
- (b) It is put to the vote and thus passes or fails.

Postponement of debate on a draft resolution does not affect its status.

Draft resolutions

Rule 33

A Committee may not pass more than one draft resolution per item. After a draft resolution has been passed, the committee shall consider the next item.

Amendments

Rule 34

Delegates may amend any draft resolution which has been introduced. A proposal is considered an amendment to a draft resolution if it merely adds to, deletes from or revises part of the draft resolution. It may inflict alterations on more than one operative clause.

Submission of amendments

Rule 35

(1) A representative may submit an amendment, in writing, to the Committee Director for approval. When appropriate from the point of view of style, form and the use of technical terms, the Director shall approve of it, otherwise he may deny his approval without explanation; he may not deny his approval on the basis of concerns related to the substance of the amendment.

(2) The Committee Director shall copy and circulate an approved amendment, unless he provides a sufficient alternative to circulation.

Introduction of amendments

Rule 36

(1) When an amendment has been approved and, subject to rule 31a(2), circulated, the sponsor may move its introduction. The motion shall include a proposal for both, time to discuss the amendment and the time allowed to each speaker. The Committee Director shall immediately decide on this

motion. He may, when appropriate, suggest an alteration of the motion to the sponsor. Any motion that is withdrawn and re-filed consequently to such suggestion shall take precedence over other motions at this point of time. The Committee Director shall not unreasonably deny introduction of any amendment.

(2) The Committee Director shall read the introduced amendment to the committee.

Debate on amendments

Rule 37

(1) An open list of speakers “for” and “against” the amendment shall be established. Proponents and objectors should speak alternately.

(2) Debate on the amendment shall end after the specified time has elapsed or if requests for admission to the floor are exhausted. A motion to close debate on the amendment shall be in order after the committee has heard two speakers for the amendment and two against.

(3) When debate is closed, the amendment shall be immediately put to the vote.

Friendly amendments

Rule 38

(1) An amendment is considered “friendly” if it merely corrects misspellings, grammar mistakes, or erroneous punctuation. It shall be adopted as is.

(2) An amendment may be considered “friendly” if it corrects a confusion of words or aims to replace a word with one of the same meaning. The Committee Director shall request permission from the sponsor, whose proposal is being amended, to implement proposed change. When denied, the amendment may be introduced subject to the rules on common amendments.

Reconsideration of draft resolutions and amendments

Rule 39

When a draft resolutions or an amendments has been adopted or rejected, it may not be reconsidered at the same session unless the

committee, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

V. RULES REGARDING POINTS

Point of order

Rule 40

(1) During the discussion of any matter, a representative may rise to a Point of Order to complain about an instance of improper parliamentary procedure. The point of order shall be immediately decided by the Director in accordance with the rules of procedure. A Point of Order may not interrupt a speaker.

(2) A representative may appeal against the ruling of the Committee Director. The appeal shall be immediately put to the vote, and the Director's ruling shall stand unless overruled by a majority of the members present and voting.

(3) A representative rising to a point of order may not speak on the substance of the matter under discussion.

Point of personal privilege

Rule 41

(1) Whenever a representative experiences personal discomfort which impairs his ability to participate in the proceedings, he may rise to a point of personal privilege, in order to request that the discomfort be corrected.

(2) A point of personal privilege shall only interrupt a speaker when raised due to audibility.

Point of parliamentary inquiry

RULE 42

(1) During the discussion of any matter, a representative may rise to a point of parliamentary inquiry to ask the Committee Director a question

regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

(2) A representative rising to a point of order may not speak on the substance of the matter under discussion.

VI. RULES REGARDING MOTIONS

Competence

Rule 43

Any motion calling for a decision on the competence of the Committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Withdrawal of motions

Rule 44

A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

Precedence

Rule 45

- (1) Points shall take precedence over motions.
- (2) Points shall take the following order of precedence:
 - (a) Point of order;
 - (b) Point of personal privilege;
 - (c) Point of parliamentary inquiry.
- (3) Motions shall take the following order of precedence:
 - (a) To suspend the meeting;
 - (b) To adjourn the meeting;
 - (c) To postpone debate;
 - (d) To resume debate;
 - (e) To move into unmoderated caucus;
 - (f) To move into moderated caucus;

- (g) To introduce a draft resolution;
- (h) To introduce an amendment;
- (i) To reconsider a draft resolution;
- (j) To question competence;
- (k) To close debate;
- (l) To reorder draft resolutions;
- (m) To divide the question;
- (n) To roll-call vote.

VII. RULES REGARDING VOTING

Voting Rights

Rule 46

Each member of a committee shall have one vote in that committee.

Meaning of the phrase “members present and voting”

Rule 47

For the purposes of these rules, the phrase “members present and voting” means representatives casting an affirmative or negative vote. Representatives who abstain from voting are considered as not voting.

Method of voting

Rule 48

The committee shall normally vote by show of hands or by standing, but any representative may request a roll-call. The roll-call shall be taken in alphabetical order of the names of the members, beginning with the member whose name is drawn by the lot by the Committee Director. The name of each member shall be called in any roll-call, and its representative shall reply “yes”, “no” or “abstention”.

Conduct during voting

Rule 49

After the Committee Director has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Committee Director may permit members to explain their votes, either before or after the voting. The Committee Director may limit the time to be allowed for such explanations. He shall not permit the sponsor of a draft resolution or of an amendment to explain his vote on his own draft resolution or amendment.

Procedural voting

Rule 50

All voting is considered procedural with the exception of voting on draft resolutions. Representatives should vote on all procedural motions. Unless otherwise provided in these rules, motions need a majority of the members present and voting to pass.

Substantive Voting

Rule 51

Voting on draft resolutions as a whole is considered substantive voting. Non-members and Accredited Observers have no vote in substantive voting.

Voting on draft resolutions

Rule 52

(1) If two or more draft resolutions relate to the same question, the committee shall, unless it decides otherwise, vote on the draft resolutions in the order in which they have been submitted.

(2) A motion to change the voting order of draft resolutions may be made in immediate advance to the vote on the first draft resolution. Once a motion for reordering was carried, no other such motion shall be entertained for the given voting procedures.

Division of the Question

Rule 53

(1) A representative may move that parts of a draft resolution or an amendment should be voted on separately. If objection is made to the request for division, the motion shall be voted upon. Permission to speak on

the motion shall be given only to two speakers in favour and two speakers against.

(2) If the motion is carried, the committee shall vote on the approval of each part separately. Those parts of the draft resolution or of the amendment which are approved shall then be put to the vote as a whole.

(3) If all operative parts of the draft resolution or of the amendment have been rejected, the draft resolution or the amendment shall be considered to have been rejected as a whole.

Majority required

Rule 54

Except otherwise provided, decisions of the committees shall be made by a majority of the members present and voting.

VIII. DEVIATING PROVISIONS

Consideration of resolutions in the General Assembly

Rule 55

The General Assembly shall only consider resolutions submitted by its Main Committees. A Main Committee may submit any resolution that it has passed in antecedent sessions. The President of the General Assembly shall decide which submissions are brought before the General Assembly.

Decisions on important questions in the General Assembly

Rule 56

(1) Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include:

- (a) recommendations with respect to the maintenance of international peace and security;
- (b) The admission of new members to the United Nations;
- (c) The suspension of rights and privileges of membership;

- (d) The expulsion of members, questions relating to the operation of the trusteeship system;
- (e) Budgetary questions.

(2) At any time during debate, representatives may move the determination of additional categories of questions to be decided by a two-thirds majority. To pass, such a motion requires a majority of the members present and voting.

Decisions on amendments related to important questions in the General Assembly

Rule 57

Decisions of the General Assembly on amendments to draft resolutions relating to important questions, and on parts of such draft resolutions put to the vote separately, shall be made by a two-thirds majority of the members present and voting.

Participation in the Security Council

Rule 58

The Security Council may invite members of the Secretariat or other persons, whom it considers competent for the purpose, to supply it with information or to give other assistance in examining matters within its competence.

Voting in the Security Council

Rule 59

(1) Decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine member states.

(2) Decisions of the Security Council on all other matters shall be made by an affirmative vote of nine member states including the concurring votes of the permanent members. If a permanent member casts a “negative” vote on a decision, which would otherwise have been carried, the decision shall be vetoed.