
Academy Model United Nations 2004

Rules of Procedure

I. Introduction

1.1 Scope

- 1.1.a These Rules of Procedure are applicable to all committees and sessions at AMUN but may be adapted or modified in advance of session by the Secretariat.
- 1.1.b The International Court of Justice shall operate under its own Rules of Procedure in addition to the present Rules of Procedure.
- 1.1.c The Security Councils, the North Atlantic Treaty Organization, the National Security Council, and the League of Arab States shall consider their voting requirements to take precedence over those in the present Rules of Procedure.
- 1.1.d The Secretary-General may alter these Rules of Procedure at any time, provided there is written or verbal notice.

1.2 Language

English will be the sole official and working language of the AMUN conference.

1.3 General Powers and Duties of the Secretariat

The Secretariat shall have the power to ensure the observance of these rules and interpret them, have the right to address any committee at any time. The Secretary-General, with the guidance of the Secretariat and the Conference Advisors, shall have the final authority to decide on all controversies.

1.4 General Powers and Duties of the Committee Staff

The Chairperson or Acting Chairperson (“Chair”) of a committee shall have the power to enforce the present Rules of Procedure, recognize speakers, introduce additional information during formal debate, and rule whether a point or motion is in order. Smooth operation of an AMUN committee is the responsibility of the Committee Staff.

1.5 Attire

All delegates and advisors are expected to wear standard Western business attire during committee sessions. While in the Bergen County Academies building, all delegates and advisors **must** wear their identification badges in a visible location.

1.6 General Conduct

All delegates are required to maintain decorum during AMUN committee sessions. Disrespect of staff decisions, speaking prior to recognition, usage of undiplomatic language, and destruction of the Bergen County Academies’ property are not acceptable

at any time. Chairpersons and Conference Advisors reserve the right to revoke voting privileges or a seat on any committee if inappropriate conduct is prolonged.

1.7 Topics on Committee Agendas

1.7.a It is not in order to debate topics not placed on the Agenda by the Chairperson of a committee.

1.7.b The Security Council, as noted, has the option of an Open Agenda, which will be addressed by the Chairperson of that committee to Security Council delegates.

II. General Rules and Definitions for Formal Debate

2.1 Opening a Committee Session

At the beginning of the first committee session or the resumption of a recessed committee session, the dais staff will take roll. If a quorum of delegates is present, the chair will entertain motions to open debate. Quorum shall constitute one-fifth of the committee; quorum shall be considered present unless challenged. Once debate is opened, the committee will move into agenda setting.

2.2 Speaker's List

2.2.a When debate is opened at the first committee session, the chair will open a speaker's list for agenda-setting. Upon the opening of a speaker's list, delegates may raise their placards to add their countries to the list. Thereafter, delegates will add their names to the speaker's list by sending a note to the dais.

2.2.b The dais staff will keep one speaker's list for agenda setting, one for each new topic area opened, and one for the amendment under consideration. If a topic area is laid on the table, its speakers' list is laid on the table as well; if the topic area is taken from the table, its speakers list is resumed.

2.2.c If, at any time, the speaker's list for an amendment becomes empty, the committee moves into immediate voting procedure on the amendment. Likewise, if the speaker's list for a topic expires, debate will immediately close.

2.3 Agenda

Delegates on the agenda speaker's list will make speeches regarding what topic area should be discussed first. At any time during the agenda debate process, a delegate may move to set the agenda to a specific topic area. This motion allows one speaker for and one speaker against, requiring a simple majority to pass. If passed, debate proceeds on the topic area selected. If the motion fails, debate continues. If the agenda speaker's list becomes empty and there are no motions on the floor, debate is automatically closed and the chair chooses a topic area at his or her discretion.

2.4 *Formal Speeches*

- 2.4.a Speeches may be delivered by Delegates following recognition by the Chair.
- 2.4.b Speeches must be relevant to the topic at hand. The dais staff holds the right to call a speaker to order or decide that the remaining time be yielded to the Chairperson.
- 2.4.c Formal speeches shall adhere to a time limit of two minutes. This time limit may be changed at the discretion of the Chair. Any delegate may make a motion to change the speaking time when the floor is open. Such a motion is procedural and non-debatable, requiring a simple majority to pass.
- 2.4.d A speaker may yield his or her remaining time to another Delegation. Yields and comments are not in order following this secondary speech.
- 2.4.e A speaker may yield his or her remaining time to Points of Information. (See §III, c. 5.e) Any Delegate may then raise his or her placard for recognition by the Chair in order to ask a question. Only time spent answering the question is counted toward the time limit. There shall be no conversation or banter between the speaker and the Delegate raising a Point of Information, except to clarify a question. A speaker may, at any time, decide to cease acceptance of Points of Information.
- 2.4.f A speaker may yield his or her remaining time to the Chairperson. This immediately ends the speaker's time, and the floor shall be open for points and motions.
- 2.4.g If a speaker chooses not to yield, the Chair shall recognize two Delegates to deliver thirty-second comments. These comments must pertain to the preceding speech. Yields are not in order following a comment.

2.5 *Working Papers*

A Delegate, or group of Delegates, may at any time during committee session, present a Working Paper to the dais staff. Upon approval of the Chair, the Working Paper shall be photocopied and distributed to the committee. The contents of Working Papers need not follow any established format, nor does a Working Paper require signatories.

III. Points and Motions

Parliamentary Points

3.1 *General Guidelines for Parliamentary Points*

Parliamentary Points are non-debatable, and the Chair shall decide their outcome. Points should be short, concise statements. They may not provide debate or rebuttal on any substantive matter. Decisions regarding Parliamentary Points, save those regarding Points of Order, are not appealable.

3.2 *Point of Order*

A Point of Order can be made during the discussion of any matter and is used to note improper parliamentary procedure. A Point of Order can be made during a speech only if the speech itself is out of order.

3.3 *Point of Personal Privilege*

A point of personal privilege is in order when something is hindering the delegate's participation in the proceedings. While a Point of Personal Privilege may interrupt the speaker, use caution. Note that a Point of Personal Privilege is not needed in order to use the bathroom.

3.4 *Right of Reply*

A Right of Reply is in order when a delegate's person or country has been explicitly insulted during formal debate. This motion is in order only directly after the speech containing the impugning language; it is customary to stand upon recognition of inappropriate comments. A Right of Reply to a Right of Reply is not in order.

3.5 *Point of Parliamentary Inquiry*

Delegates may rise to a Point of Parliamentary Inquiry in order to ask a question regarding parliamentary procedure. A Point of Parliamentary Inquiry is in order whenever the floor is open.

Procedural Motions, non-debatable

3.6 *General Rules for Non-Debatable Procedural Motions*

All motions require a second to be considered by the committee. The Chair reserves the right to rule any motion out of order at any given time. Non-debatable procedural motions are put to a vote immediately after they are seconded and approved by the Chair. All Delegates must enter a vote.

3.7 *Adjournment of the Meeting*

The motion is in order only at the end of the last committee session. It closes committee proceedings at the end of the conference. This motion requires a simple majority to pass. If the Chair rules this motion out of order, his or her decision is not appealable.

3.8 *Recess of the Meeting*

This motion temporarily suspends the meeting until the next committee session. The motion requires a simple majority to pass. If the Chair rules this motion out of order, his or her decision is not appealable.

3.9 *Suspension of the Rules of Procedure*

This motion is rarely used, as it moves the committee out of formal debate. Usually, such a motion is designed to facilitate rapid discussion during a crisis situation. When raising this motion, a Delegate must delineate the purpose of the suspension along with limitations, if any. The motion requires a simply majority to pass. If the Chair rules this motion out of order, his or her decision is not appealable. A Delegate may move for a resumption of the Rules or Procedure

3.10 *Moderated Caucus*

A Delegate may motion for a moderated caucus when the floor is open. Such a motion should delineate the purpose for the caucus, speaking time, and total time limit. A simple majority is required to pass this motion. If passed, the committee remains in formal debate, but departs from the speakers list. Speakers are recognized for short speeches by the Chair. Moderated caucuses shall end after the total time limit has elapsed, that is, there shall be no limit on the number of speakers recognized as long as the speeches remain within the time limit. Yields are not in order during a moderated caucus.

3.11 *Unmoderated Caucus*

A Delegate may motion for an unmoderated caucus when the floor is open. Such a motion should delineate the purpose for the caucus and its time limit. A simple majority is required to pass this motion. If passed, the committee shall depart from formal debate, and speakers shall be free to move about the committee chambers.

3.12 *Extend a Caucus*

At the end of a caucus, a Delegate may move to extend it. Such a motion requires delineation of a purpose and time limit. This motion requires a simple majority to pass.

Procedural motions, debatable

3.13 *General Rules for Debatable Procedural Motions*

All motions require a second to be considered by the committee. The Chair reserves the right to rule any motion out of order at any given time. After a debatable procedural motion is seconded, the Chair shall recognize speakers for thirty seconds to speak for and against the motion before it is put to a vote. All Delegates must enter a vote.

3.14 *Postponement of Debate*

- 3.14.a Whenever the floor is open, a delegate may move to lay the topic area on the table. This motion allows one speaker for and two against and requires a two-thirds majority to pass. If this motion passes, substantive debate on the topic area is postponed until the topic area is taken from the table, and the committee moves into agenda-setting. While usually utilized only in crisis committees, this motion is in order in any committee.

3.14.b When a committee is in a crisis situation, a delegate may motion to close debate on a single resolution without closing debate on the topic area. This has the effect of allowing the committee to react as the crisis develops. This motion allows one speaker for closure and two against, requiring a two-thirds majority to pass. If this motion passes, the committee moves straight into voting procedure on the resolution. While usually utilized only in crisis committees, this motion is in order in any committee at AMUN.

3.15 *Take from the Table*

This motion, in order only when the committee has reentered agenda setting, will resume debate on a topic that has been tabled. This motion allows one speaker for and one speaker against, requiring a simple majority to pass.

3.16 *Closure of Debate*

3.16.a At any time after a committee enters into formal substantive debate on a topic, a Delegate may for Closure of Debate. This motion empties the speaker's list and moves the committee directly into voting procedure regarding all resolutions currently on the floor. If the Chair judges that this motion is premature, he or she will rule it out of order. The motion allows two speakers against it and requires the votes of two-thirds of the committee to pass.

3.16.b If a topic area speaker's list becomes empty and there are no motions on the floor, debate is automatically closed and voting will proceed on the first resolution introduced. Debate may not be reopened unless a motion for Reconsideration passes, as per §III, c.17.

3.17 *Appeal of the Chairperson's Decision*

Immediately following a decision made by the Chairperson or Acting Chairperson on any issue (not including non-debatable procedural motions), a Delegate may move to formally Appeal said decision. If this motion is seconded, the Delegate shall be recognized to speak against the ruling. The ruling will stand unless overruled by a two-thirds majority of the committee.

3.18 *Reconsideration*

On any substantive vote (a vote on an Amendment or a Resolution), a Delegate who has voted with the majority may move to reconsider the vote immediately upon its conclusion. This motion allows one speaker for and two against and requires a simple majority to pass. If passed, the vote will be considered null and void, and the committee moves back into substantive debate. If a resolution is to be reconsidered, no new resolutions may be introduced for that topic area.

3.5 *Withdraw a Motion*

A delegate that has proposed a motion may move to withdraw it anytime before a vote is taken. If the motion has not yet reached the floor, withdrawal is automatic. If the motion has been seconded and ruled in order, it has reached the floor and is the property of the committee. If this is the case, the chair shall ask for objections to withdrawal; if there are none, withdrawal is automatic. If there is any objection, the motion becomes debatable

(one speaker for, one against) and requires a simple majority to pass. A withdrawn motion may be immediately reintroduced by another delegate.

3.20 *Close the Speaker's List*

This motion will preclude any Delegates from requesting a place on the Speaker's List. Unless a motion to reopen the Speaker's List is passed, (§III, c.21) debate will automatically close after all Delegates on the list before the motion's passage finish their speeches.

3.21 *Reopen the Speaker's List*

When the Speaker's List is closed, a Delegate may move to reopen it. This motion will allow Delegations to once again request a place on the list. The motion is debatable, with one speaker for each side. A simple majority is required to pass this motion.

IV. Substantive Motions

4.1 *General Rules for Substantive Motions*

4.1.a Substantive Motions are those related to Resolutions and Amendments. The motions themselves are not debatable, rather they fall under the sole discretion of the Chair.

4.1.b Substantive Motions refer to Sponsors and Signatories. A Sponsor is usually a co-author of a document, and Sponsorship generally indicates whole-hearted support of the document. Signatories do not declare support of a document, rather they only express a wish to see it debated.

4.2 *Amend a Resolution*

4.2.a This motion is in order only after the proposed Amendment (in written form, with 15% of the committee acting as signatories) is approved by the Chair and prepared for distribution. Amendments may be proposed for any Resolution currently on the floor. There is no limit to the number of Amendments to any given Resolution.

4.2.b When an Amendment is introduced, the Chair or the Sponsors of the Amendment will read it to the committee. Debate on the Resolution itself is suspended, and a new speaker's list will be established for the Amendment. At the Chair's discretion, this speaker's list may alternate between positive and negative comments. Debate on the amendment will end when a motion to close debate passes or if the speaker's list is exhausted. To pass, a simple majority is required. Once an Amendment passes, the Resolution shall be immediately edited to reflect the new changes. The original Resolution is deemed null and void.

4.2.c If all Sponsors of the original Resolution sponsor an amendment, it is immediately passed, and the Resolution shall be edited to reflect the new changes. This type of Amendment is called a friendly amendment.

4.3 *Introduce a Resolution*

- 4.3.a This motion is in order only after the proposed Resolution (in written form, with 20% of the committee acting as signatories) is approved by the Chair and prepared for distribution. There is no limit to the number of Resolutions introduced for any given topic area.
- 4.3.b Following approval, a Sponsor of the Resolution may move to introduce it. If the Chair allows the motion, the Sponsor or Sponsors will read the Resolution to the committee. This introduction itself is procedural in nature and thus, comments and yields are out of order. Delegates may only read the contents of the Resolution.
- 4.3.c Following introduction of the Resolution, debate will be suspended for the introduction of non-substantive Amendments. These Amendments only alter typography, grammar, or spelling. They are verbal in nature and will automatically pass upon approval by the Chair.
- 4.3.d This motion may only interrupt a Delegate's own speech. If the motion to Introduce a Resolution is made during or before a Delegate's speaking time, he or she may utilize the remaining time or explain or support the Resolution.
- 4.3.e A Resolution may not be debated until it is formally introduced.

V. Voting Procedure

5.1 *General Rules for Voting Procedure*

- 5.1.a When there are no more speakers on the speaker's list, or when a motion to close debate passes, the committee will enter into voting procedure. Rapporteurs will bar the doors; no one may enter or exit the committee chambers during Voting Procedure. All motions pertaining to Voting Procedure should be raised before voting begins.
- 5.1.b After all points and motions have been resolved, the committee shall begin to vote. Unless the committee decides to utilize a roll call vote, the Chair shall call for visual votes.
- 5.1.c The committee will vote on Resolutions in the order they were proposed. Resolutions are voted upon as previously amended.
- 5.1.d The committee may pass multiple Resolutions, but the Chair reserves the right to publicly comment that a Resolution is redundant or contradictory to one that has already been passed. Delegates shall use appropriate discretion in passing multiple Resolutions.

5.2 *Division of the Question*

- 5.2.a After debate on a Resolution or Amendment has been closed, a Delegate may move that the operative parts of the Resolution be voted upon separately. This is a four-tiered process. Delegates will vote on whether to divide, how to divide, on each part, and on the remainder of the Resolution.

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- 5.2.b The first motion relating to Division of the Question decides whether a Resolution should be divided at all. This motion allows two speakers for and two speakers against, and it requires a simple majority vote to pass.
- 5.2.c Following the motion in §V, c. 2.b, the Chair shall entertain motions on how to divide the question. Motions to divide preambulatory clauses are out of order. After all of these motions are on the floor, the Chair shall arrange them for voting. The committee shall vote on them in order of severity, most severe first. Once one motion for division passes, all others are considered to have failed.
- 5.2.d Following the motion in §V, c. 2.c, the committee shall proceed to vote on each portion of the divided Resolution. These votes shall proceed normally, and this paragraph does not preclude §V, c. 3.
- 5.2.e If at least one of the votes from §V, c. 2.d passes, then the committee shall vote on what remains of the Resolution. If none of the votes from §V, c. 2.d passes, the Resolution fails.

5.3 *Roll Call Vote*

- 5.3.a During voting on a substantive matter, a Delegate may move for a roll call vote. This requires the support of one-fifth of the committee.
- 5.3.b In a roll call vote, each country is called by its formal name in English alphabetical order. Countries may respond “yes,” “no,” or “abstain” to not record a vote, or “pass.” If a delegate passes, he or she is skipped in the first round of voting. After all countries have registered their votes, those delegates who passed are called again. In the second round of voting, abstentions are forbidden and a Delegate may not pass for an additional time.
- 5.3.c During a roll call vote, Delegates may vote “yes with rights” or “no with rights” if they are voting against their country’s position or against their expected position on this issue. A Delegation voting with rights will be given thirty seconds to explain its vote after the vote is complete.

5.4 *Designation of a Resolution as an Important Question*

- 5.4.a Immediately preceding a vote on a Resolution, a Delegate may move to make a Resolution an Important Question. Important Questions shall be limited to: the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, and budgetary questions. The motion to make a Resolution an Important Question requires a simple majority to pass; if the motion passes, said Resolution requires a two-thirds majority to pass. Upon a second of this motion, one speaker shall be recognized to speak for it, and one speaker shall be recognized to speak against it.
- 5.4.b It is the discretion of the Chair to disallow designation as an Important Question if it does not fit within the described guidelines of limitation as set forth in §V, c. 4.a.

Academy Model United Nations Rules of Procedure (*Short Form*)

Rules are listed in order of precedence.

Rule	Section #	Debate	Vote	Appeal	Comments
Point of Order	§III, c.2	–	–	No	In order at all times. May interrupt speaker if speech is out of order.
Point of Personal Privilege	§III, c.3	–	–	No	In order at all times. May interrupt speaker only if delegate is unable to comprehend.
Right of Reply	§III, c.4	–	–	No	In order only after a speech.
Point of Parliamentary Inquiry	§III, c.5	–	–	No	In order only when the floor is open for points and motions. This Point can only be directed at the Chairpersons.
Point of Information	§II, c.4.e	–	–	No	In order when a speaker has yielded time to Points of Information. Only time spent answering questions is counted.
Motion to Adjourn	§III, c.7	–	1 / 2	No	In order only at the end of the final session.
Motion to Recess	§III, c.8	–	1 / 2	No	Recesses last until the next session.
Motion to Appeal a Decision	§III, c.17	1+ / Chair	2 / 3	No	Chair speaks to defend the decision. A “Yes” vote overturns the decision.
Motion to Suspend the Rules	§III, c.9	–	1 / 2	No	Motion must set length and purpose. Any variation of the rules also allowed.
Motion to Extend a Caucus	§III, c.12	–	1 / 2	No	Motion must set length and purpose.
Motion for Caucus	§III, c.10-11	–	1 / 2	Yes	Motion must set length, purpose, and type.
Motion to Close Debate	§III, c.16	0+ / 2-	2 / 3	Yes	Moves committee directly into voting procedure on current resolutions.
Motion to Postpone Debate	§III, c.14	1+ / 2-	2 / 3	Yes	Postponed topics and resolutions may not be debated unless taken from the table. If a topic is postponed, agenda-setting ensues.
Motion for Reconsideration	§III, c.18	1+ / 1-	1 / 2	Yes	Only in order when motion is made by a delegate who voted with the majority.
Withdraw a Motion	§III, c.19	1+ / 1-	1 / 2	Yes	Debate in order only if there is an objection.
Motion to Close the Speaker’s List	§III, c.20	1+ / 2-	2 / 3	Yes	Precludes additions to the Speaker’s List. Debate will close after the list’s exhaustion.
Motion to Reopen the Speaker’s List	§III, c.21	1+ / 1-	1 / 2	Yes	Allows additions to the Speaker’s List.
Motion to Resume Debate	§III, c.15	1+ / 1-	1 / 2	Yes	Resumes debate on a postponed topic or resolution.
Motion to Divide the Question	§V, c.2	2+ / 2-	1 / 2	Yes	Four-tiered vote. Please see page 37.
Motion for a Roll Call Vote	§V, c.3	–	1 / 5	Yes	Voting with rights is allowed. Delegates will be called in English alphabetical order.
Motion to Designate as an Important Question	§V, c.4	1+ / 1-	2 / 3	No	Only appropriate with a 2/3 majority, as well as discretion by the Chair as relating to the requirements of an Important Question.
Motion to Amend a Resolution	§IV, c.2	unlimited	1 / 2	No	Amendment approval is required. 15% required as signatories.
Motion to Introduce a Resolution	§IV, c.3	–	–	No	Resolution approval is required. 20% required as signatories. This motion may take place during a speech.
Motion to Change the Agenda	§II, c.3	–	1 / 2	No	Only in order during agenda-setting.