



---

## Rules of Procedure

---



**NATIONAL MODEL UNITED NATIONS**  
nmun.org

# Table of Contents

The NMUN Rules of Procedure.....	2
The Philosophy Underlying the NMUN Rules of Procedure .....	3
Quick Reference .....	4
NMUN Rules of Procedure (Short Form).....	5
A Narrative of NMUN Rules .....	6
Abbreviated Simulation Script.....	12
NMUN Rules of Procedure (Long Form).....	18



This document should be used alongside the *NMUN Delegate Preparation Guide*, which aims to help delegates prepare for the conference, understand the flow of formal and informal debate, and begin research on the agenda topics.

**Note:** The volunteer National Model United Nations (NMUN) Secretariat updates this guide annually. The current Secretariat is grateful for the work of predecessors on which we try to improve. © 2018 NMUN

# The NMUN Rules of Procedure

This guide is an essential reference for any delegate attending an NMUN conference and provides insight into the **NMUN Rules of Procedure** in two ways: by explaining the rules in simple prose, and by providing an example script of the flow of committee session over the course of an NMUN conference.

Generally, the rules of procedure are the same for every committee. However, there are exceptions, such as for the Security Council, as well as for any consensus-based committees. It is extremely important to develop a thorough working knowledge of the rules, including when and how they should be utilized, as well as any specific rules unique to your committee. The rules of procedure are intended to facilitate the efficient workings of the committee over the course of the conference.

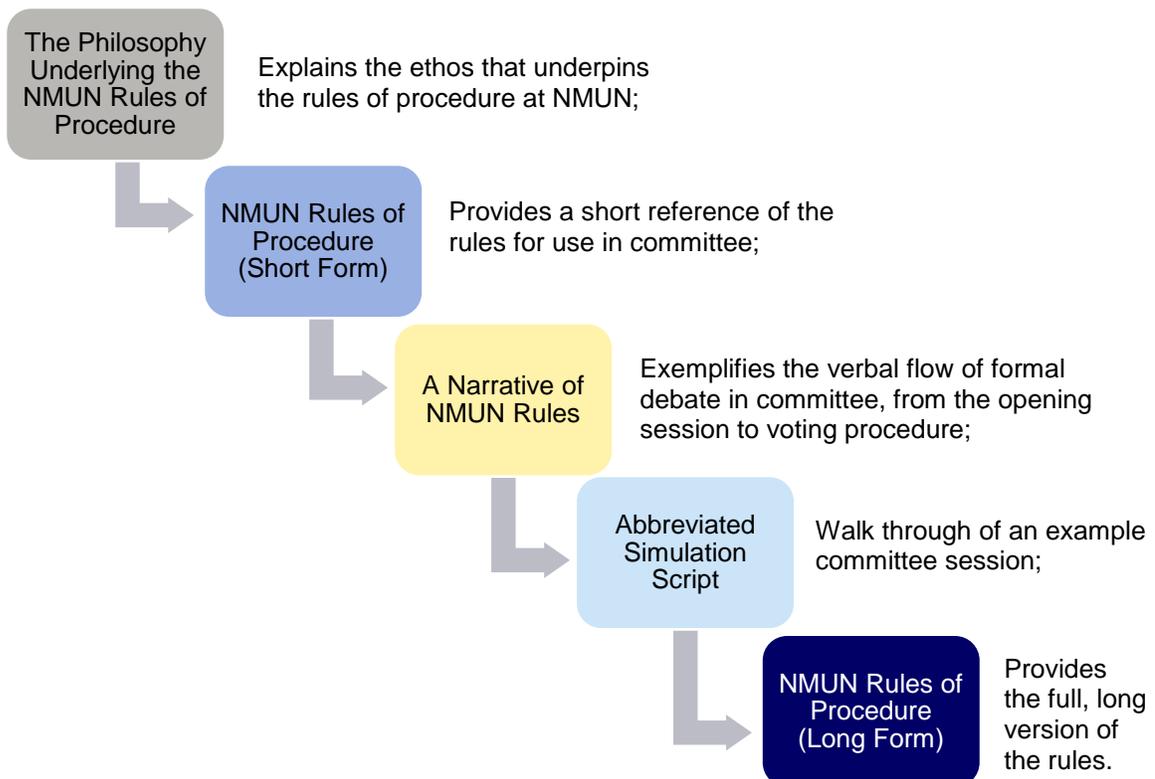
The Director and Assistant Director are the members of the NMUN Secretariat who facilitate the work of delegates over the course of the conference. Depending on the conference, they may be joined by a Chair and Rapporteur, and these individuals collectively form the “Dais” of the committee. The Dais reserves the right to rule motions out of order that may be considered disruptive to the committee proceedings. In this respect, it is important that delegates behave diplomatically during committee proceedings by avoiding the introduction of redundant, inappropriate, or time-consuming motions. This document is broken down into the following sections:



The work of the committee is facilitated by the Director and Assistant Director, who are part of the NMUN Secretariat, and may also be facilitated by a [Chair and Rapporteur](#), selected from delegate applicants. Collectively, these individuals are referred to as “the Dais.”



The rules of procedure are intended to facilitate the efficient workings of the committee, not to hinder them. Therefore, the Dais reserves the right to rule motions out of order that may be considered dilatory or disruptive to the committee.



---

## The Philosophy Underlying the NMUN Rules of Procedure

The Board of Directors and the NMUN Secretariat believe that the best way for students to learn about the United Nations (UN) includes both a detailed study of the issues currently before the organization and an understanding of the procedural and administrative framework within which debate on those issues occurs. A realistic simulation of the topics discussed using the actual rules that govern various UN bodies conveys a clear understanding of the advantages and disadvantages of debating topics according to these rules. Delegates also experience the difficulty inherent in reaching agreement on any particular issue at the UN.

NMUN adopts, where possible, the verbatim rules of procedure from the governing documents of each simulated committee, sometimes using wording such as “present and voting” in a different context and/or with a different meaning than generally used in the UN. Admittedly, some changes are necessary; the actual UN need not complete its work in a few days. In cases where the NMUN Secretariat was unable to obtain the rules of procedure from certain organizations, the Deputy Secretaries-General (DSGs) adapted the rules that were felt to offer the most realistic simulation possible. Interpretation of these rules is left to the discretion of the DSGs or their designate.

The rules of procedure at the UN and in other international organizations emphasize the sovereign equality of Member States. Each member, regardless of wealth or political power, receives the same treatment as any other member of the organization. International organizations exercise care to ensure that each Member State’s voice is heard and that every state can participate in the proceedings. The rules of procedure are designed to guarantee those rights.

---

## Quick Reference

The “long form” of the NMUN Rules of Procedure (p. 18) provides detailed information regarding the use and implementation of the rules. Below is a quick reference for which rules address which topic.

<b>Agenda</b>	Rules 6, 8, 9, 10	<b>Closure of debate</b>	Rule 31
<b>Interpretation</b>	Rule 19	<b>Order of precedence</b>	Rule 32
<b>Quorum</b>	Rule 20	<b>Working papers</b>	Rule 33
<b>Procedural votes</b>	Rule 23	<b>Amendments</b>	Rules 33, 47, 48, 49
<b>Point of order</b>	Rule 24	<b>Reconsideration</b>	Rule 35
<b>Speeches</b>	Rule 25	<b>Moment of silence</b>	Rule 36
<b>Speakers list</b>	Rule 26	<b>Voting</b>	Rules 41, 42, 43, 44, 45, 46, 47, 48, 49, 50
<b>Appeal of the chair</b>	Rule 24	<b>Method of voting</b>	Rule 44
<b>Right of reply</b>	Rule 27	<b>Explanations of vote</b>	Rule 45
<b>Suspension of the meeting</b>	Rule 28	<b>Majority vote required<sup>1</sup></b>	Rule 43
<b>Adjournment of the meeting</b>	Rule 29	<b>Division of the question</b>	Rule 47
<b>Adjournment of debate</b>	Rule 30		

### Security Council-Only Rules

<b>Periodic meetings</b>	Rule 2
<b>Unscheduled meetings</b>	Rule 4
<b>Request of members</b>	Rule 5
<b>Communications</b>	Rule 7
<b>Amending of the agenda</b>	Rule 11
<b>Notification of meetings</b>	Rule 17
<b>Subsidiary entities</b>	Rule 37
<b>Speaker precedence</b>	Rule 38
<b>UN Member State participation</b>	Rule 39
<b>Secretariat or other participation</b>	Rule 40
<b>Representation on the Security Council</b>	Rule 53

---

<sup>1</sup> With the exception of committees that require consensus; please see the Cover Letter in your Committee Background Guide for details.

# NMUN Rules of Procedure (Short Form)

(In order of precedence)

Motion	Purpose	Debate	Vote	Explanation
* <b>Point of Order</b>	Correct an error in procedure	None	None	Refers to a specific rule
* <b>Appeal of the Chair</b>	Challenge a decision of the Chair	None	Majority	Question the Chair's ruling on a Point of Order
<b>Suspension of the Meeting</b>	Recess meeting for a defined period	None	Majority	Used to go into informal debate or break for a given time
<b>Adjournment of the Meeting</b>	End meeting	None	Majority	Used only on final day; ends committee for the year
<b>Adjournment of Debate</b>	End debate without a substantive vote	2 in Favor 2 Against	Majority	Ends debate on the topic; requires a roll call
<b>Closure of Debate</b>	Vote on all draft resolutions; move to an immediate vote	2 Against	2/3 Majority	Ends all discussion on current topic
* <b>Division of the Question (Used in voting only)</b>	Consider clause(s) separately from rest of draft resolution to create an annex			Voted on in order of most to least radical change
	<b>Part I:</b> Procedural vote on if this motion should be considered	2 in Favor 2 Against	Majority	<b>If passes:</b> Clause(s) removed and voted on separately <b>If fails:</b> No change to clause(s)
	<b>Part II:</b> Substantive vote to accept or reject separate clauses	None	Majority	<b>If passes:</b> Annex passes <b>If fails:</b> Clause(s) discarded and no longer part of any draft resolution
* <b>Roll Call Vote (Used in voting only)</b>	Vote by roll call, rather than show of placards	None	None	Granted upon request without deliberation; additional motions may be considered
* <b>Adopt by Acclamation (Used in voting only)</b>	Adopt a draft resolution as a body by consensus	None	None	Once motioned, Chair must ask if there are any dissensions; additional motions may be considered
<b>Reconsideration</b>	Reopen debate on an issue (Motion must be made by a member who voted in favor of Adjournment of Debate)	2 Against	2/3 Majority	Reopens debate on a topic that was previously ended by Adjournment of Debate
<b>Set the Speaker's Time</b>	Set or change the time allotted to each speaker	2 in Favor 2 Against	Majority	Rarely used at the UN; prior approval from the Dais required or may be ruled out of order; never permitted during the first committee session
<b>Close the Speakers List</b>	No additional speakers may be added to the list	None	Majority	Once a closed list is exhausted, the committee goes directly into voting procedure
<b>Reopen the Speakers List</b>	Open a closed list	None	Majority	Reopens the list; allows more speakers to be added
<b>Adoption of the Agenda</b>	Approval of agenda order	None	Majority	Sets the order in which topics will be discussed

\* Only these motions are recognized during voting procedure.

---

## A Narrative of NMUN Rules

This narrative is based on the rules of the General Assembly. This section of the document is not intended to replace the rules of procedure; it merely explains their application. Thus, please read this explanation in conjunction with the long form rules of procedure and any particular variations noted in your Committee Background Guide. Ask any member of the NMUN Secretariat questions you may have regarding the rules.

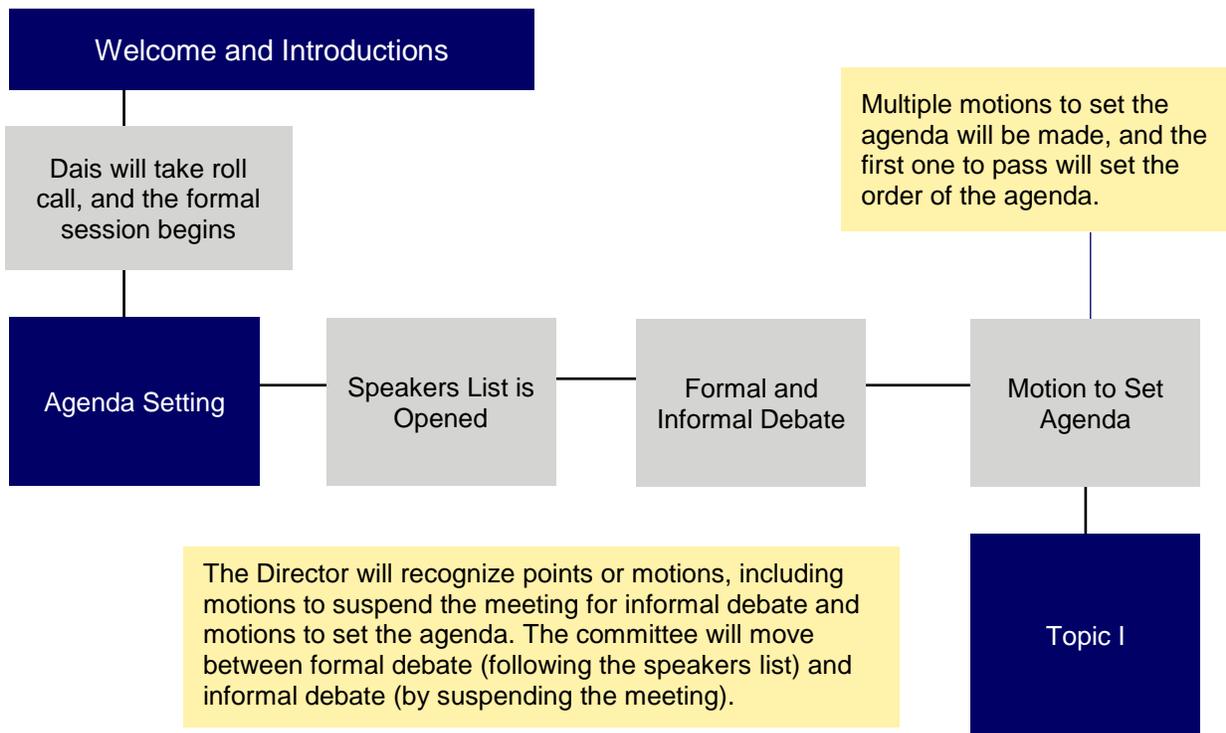


At NMUN, all motions must relate to a specific rule in a committee's rules of procedure. Unlike *Robert's Rules of Order* or the rules of procedure at other MUN conferences, points of personal privilege, inquiry, and information do not exist at NMUN.

Why? These procedural motions are common to parliaments or elected congresses, but are not used at the United Nations. NMUN does not use these rules in order to most accurately reflect UN practice, as well as to respect that delegates are speaking as Member States and Observers, not as individuals.

## Flow of the First Committee Session

Below is a flow chart that illustrates the first committee session.



## Determining the Agenda

Setting the agenda is the first order of business for most committees. The NMUN Secretariat, in most cases, drafts a provisional agenda of three topics. The committee decides the order in which the topics will be discussed, and debate proceeds in the order determined. The order of the entire agenda must be set at the same time; for example, the committee cannot decide to discuss Topic I and to postpone the decision on the other two topics until debate on Topic I is complete.



If the committee fails to reach a decision about the agenda by the end of the first session, the NMUN Secretariat will set the agenda according to its order in the Background Guide. It is extremely difficult to revise the agenda once it is set; therefore, it is important that delegates actively participate in the agenda setting process.

The Director will open the speakers list and delegates on the list will address the committee, stating their preference for the order of the agenda. The committee typically discusses setting the agenda in both formal and informal session. Once a majority seems apparent, a delegate will move to vote on their preferred order. Motions for setting the agenda will be taken one at a time by the Director and voted on in the order received. The first motion to receive the support of a simple majority of the committee will be adopted, and the agenda will be set according to the terms of that motion. (Example: "The delegation from France moves to set the agenda in the following order – Topic III, Topic I, Topic II." If this motion receives the support of the majority of the committee, the agenda will be discussed in that order.)

Setting the agenda is a relatively minor procedural point in the work of the committee and should not hamper the substantive work of the body. As it is difficult to revise the agenda, once set, it is important that all delegates engage actively by articulating their preferences for the agenda order based on their country's positions on the topics. If the committee fails to reach a decision on the agenda by the end of the first night, the NMUN Secretariat will set the agenda according to its order in the Background Guide.

## Debate on the Agenda Topics and Motions

Once the agenda has been set, the committee automatically discusses the first topic and a new speakers list is opened. No motions are necessary for this to occur. The subject matter of the debate is the topic itself, and delegates are free to discuss the topic, proposals for action, as well as any draft resolutions approved by the Dais. Delegates should not refer to specific working papers in their speeches during formal debate; however, they can discuss the ideas contained in these working papers.

Delegates will find every valid motion in the rules of procedure. This limitation facilitates efficient debate and prevents the dilatory interruption of speakers or other committee procedures. Complaints about room temperature or requests for water, as well as general questions, should be sent to the Dais in writing or raised during suspension directly with the Dais.

Points of order are strictly limited at NMUN. These must be related to the maintenance of procedure and order in the committee (e.g., to correct an error in procedure made by the Dais). Motions should be made at the very beginning or end of sessions, between speakers, or at any time the Dais asks if there are motions from the floor. Points of order are not to interrupt a delegate making a speech during formal debate.

## Closure of Debate

A motion to close debate may be made at any time, but is particularly appropriate when all draft resolutions and amendments have been submitted and approved by the Dais, and the body wishes to move into voting procedure. The motion requires the support of two-thirds of the committee to pass. Following closure, no further speakers will be heard on the topic and no further draft resolutions or amendments will be accepted. Please note that, as indicated above, closure of debate also occurs

automatically when the speakers list is exhausted. Upon closure of debate, the body moves immediately into voting procedure.

## Adjournment of Debate

If the committee believes that no decision will be reached on a topic and further debate is futile, a simple majority can adjourn debate on the topic. This is often referred to in parliamentary procedure as “tabling” the topic. If debate is adjourned, no further discussion of the topic will occur, no working papers will be accepted on the topic, and the committee moves on to begin discussing the next item on the agenda. The committee is precluded from returning to the topic for the rest of the conference unless there is a successful motion to reconsider the topic.

## Voting Procedure

Following either the closure of debate or exhaustion of the speakers list, the committee moves immediately into voting procedure. Absolute decorum is to be maintained in the committee room at all times; it is essential that there is no talking, note passing, or moving about the room during voting procedure. While the committee is in voting procedure, only Faculty Advisors, Head Delegates, and the NMUN Secretariat will be allowed to enter the committee room. Should a delegate whom is also serving as Head Delegate leave and re-enter, they will not be allowed to rejoin voting procedures. Delegates leaving the room during voting procedure will not be allowed to re-enter. This structure is necessary to ensure efficient explanation of confusing procedural processes and an accurate tally of votes.

Observer delegations in a committee are limited in the types of votes that they may cast. Only full members of a committee may cast substantive votes, which are votes on draft resolutions, amendments, or divided clauses. Observers and NGOs in a committee may not vote on any substantive matter. All other votes in the committee are procedural votes, thus everyone is required to cast a vote, regardless if they are Observers or full members.

Please be aware that voting procedure is typically a long process, and can last for several hours in a large committee, depending on the number of draft resolutions, amendments, and roll call votes. Under no circumstance are breaks allowed during voting procedure, as the procedure must be completed in its entirety before the room is opened again. If delegates decide to leave the room during voting procedure, they will not be allowed back in until the end of voting procedure. Voting on draft resolutions occurs in the order in which they were accepted by the Dais.

Before the final vote on a draft resolution, two significant procedural questions may arise. First, the draft resolution may be the subject of unfriendly amendments; second, the resolution may be the subject of motions to divide the question in order to highlight particularly important clauses in an annex.

It is important to note that upwards of 80% of all resolutions adopted in the United Nations are adopted by consensus. Even if Member States do not agree with every clause in a resolution, if they agree with *most* of it, then they will often adopt by acclamation.

## Amendments

Before voting on a draft resolution, the committee considers all unfriendly amendments to that resolution. In the event that there is more than one unfriendly amendment to a resolution, the amendments are voted on in order of the most removed from the substance of the resolution to the least removed. This allows the committee to decide, vote by vote, how much damage they wish to inflict upon the original draft resolution. It is at the Director's sole discretion to order amendments for a vote. Determinations by the Director concerning the substance of the draft resolution and relation of amendments to the substance are not subject to challenge by the committee. The Chair will entertain two speakers in favor and two speakers against each unfriendly amendment. The content of these speeches is substantive in nature,

however the time allotted is the same as procedural speeches, set at 15 seconds each. Following this, a **substantive vote** on the amendment occurs. Once the committee has voted on all unfriendly amendments to a resolution, the committee debates and votes upon the draft resolution in its entirety, including any unfriendly amendments accepted by the committee.

## Division of the Question

Division of the question is one of the more complex rules of procedure at NMUN. Please carefully note the uses of division of the question and the procedure used to divide. For draft resolutions, Member States use divisions to potentially vote on an entire operative clause or group of clauses (preambular clauses cannot be divided) separately from the rest of the resolution.

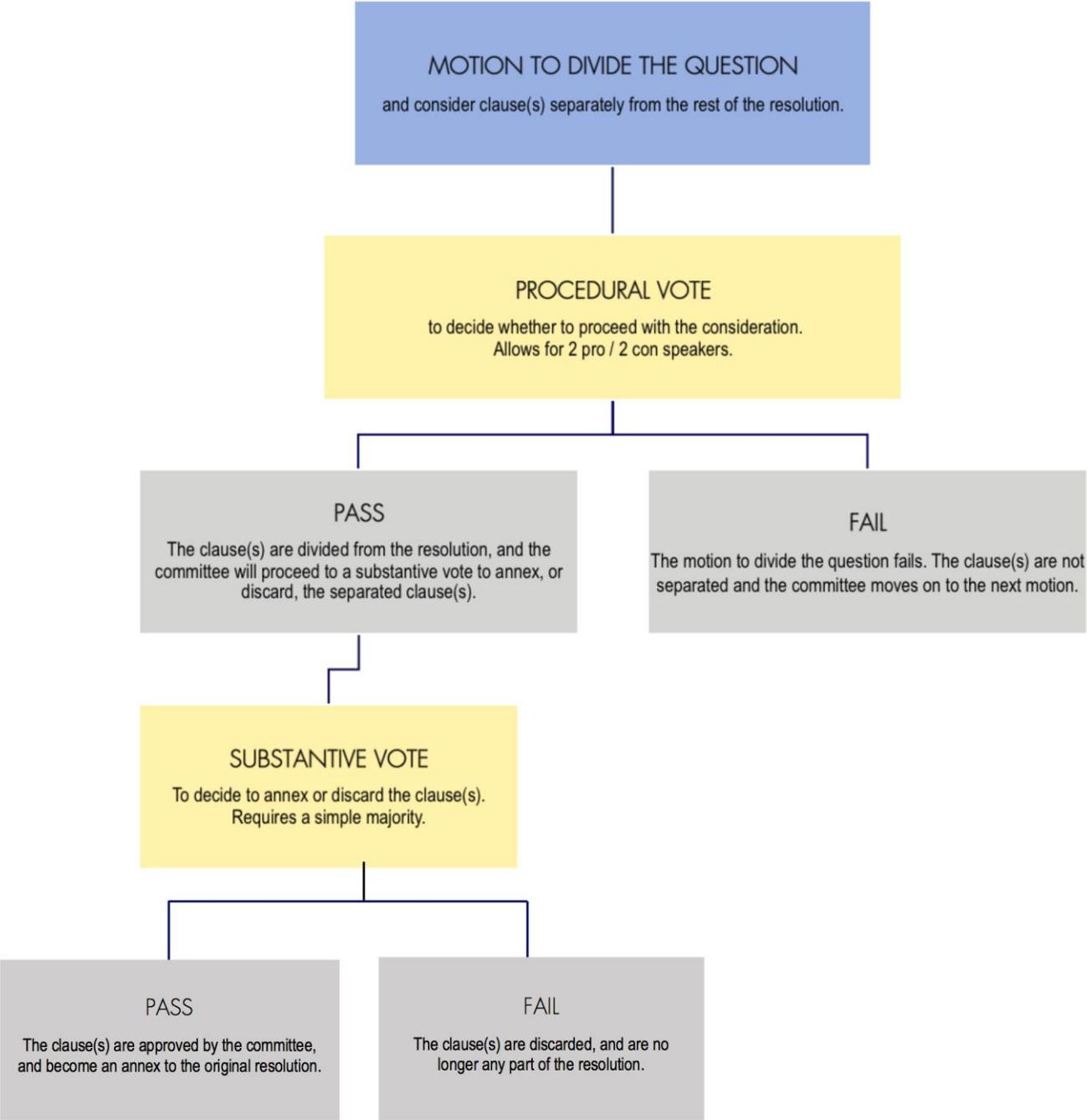
Please keep in mind that this motion is used at the United Nations in order to create an annex. An annex is typically created when a particular clause or group of clauses is so significant that Member States believe it must be recognized separately from the rest of the resolution in order to draw attention to its importance. Examples are declarations, or treaty texts, where resolutions have only one operative clause (“decides to adopt the following declaration”), and the text of the actual declaration is contained in an annex.

Motions to divide apply only to complete operative clauses or a group of clauses; to change words or phrases in clauses, delegates should use the amendment process. Immediately before a draft resolution comes to a vote, a Member State may move to divide the question and indicate which clause(s) it would like to consider separately (e.g. “I move to divide out clauses 1 and 2.”). If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the Director.

**First vote:** The first vote on a division of the question is a **procedural vote**. In other words, the committee votes on whether or not to consider dividing the clause(s) out: this requires a simple majority. The Director will accept two speakers in favor of the motion and two speakers against. However, speakers are required to limit their comments to procedural issues and cannot speak on the substance of any of the clause(s) in question. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact, clauses are not divided out, and voting procedure moves on.

**Second vote:** The second, **substantive vote** is taken if the procedural motion passes. This vote is to decide whether or not to include and highlight the clause(s) separated by the procedural motion. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). If the substantive vote fails, the separated clauses are permanently discarded. In the event that the original resolution (from which the clauses were separated) fails, the annex cannot stand on its own, and so it also fails. After the committee votes on all divisions, it votes on what is left of the original resolution. Note that if *all* operative clauses are divided out and discarded, the resolution fails.

Delegates are reminded that the purpose of the motion is to highlight operative clauses, not to have them deleted from a draft resolution. The appropriate, and much simpler way, to remove clauses that you disagree with is to propose an amendment.



## Types of Votes: Procedural and Substantive

In the case of **procedural votes**, all Member States and Observers must vote yes or no; abstentions are not allowed. On **substantive matters** (resolutions, presidential statements and press statements [Security Council only], amendments, and the second vote on divisions of the question), Member States (but not Observers) who are present may vote yes, no, or abstain. To be considered present, a delegate must be in attendance and designated on the roll call sheet as either “present” or “present and voting.” In this case, the status of “present and voting” indicates that a Member State intends to vote yes or no on all substantive matters, forfeiting the right to abstain.

For the purpose of setting majority thresholds or tabulating vote results, the phrases “members present and voting” or “those present and voting” should be understood to mean all attendees casting an affirmative or negative vote. **Abstentions** do not count in favor of or against a motion, nor do they affect the majority threshold required for passage. Thus, a resolution which requires a simple majority will pass with a vote of 11 in favor, 10 opposed, and 173 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document.

## Methods of Voting

**Placard** and **roll call** are the two permissible types of voting. All **procedural** votes must be taken by placard, with the exception of Adjournment of Debate, which requires a roll call vote. The NMUN Secretariat will count placards of Member States when they vote on particular issues and announce the result of the vote. A roll call vote may only occur on **substantive** votes, and only if a Member State requests a roll call vote (with the exception of Adjournment of Debate, for which the roll call vote is automatic). It is the right of any Member State to request a roll call vote, and there is no vote on the motion as the motion is automatically honored. The Chair reads the roll and each Member State casts its vote aloud when called upon; Member States may pass once, but then must vote yes or no when called again (they may not abstain). Roll call votes typically take quite a long time, particularly in large committees; at NMUN, these are usually reserved for politically important resolutions or for resolutions on which a very close vote is expected.



For draft resolutions, the two most common methods of adoption are adoption by acclamation and placard vote, respectively.

## Explanations of Voting

A Member State may **explain its vote** against a draft resolution **only if it sponsored the draft in question** and it had to vote against the draft resolution because an unfriendly amendment or a division of the question substantially changed the draft resolution. Requests for an explanation of the vote must be submitted in writing **before** voting procedures commence, except in the case that the unfriendly amendment or division was unknown to the sponsors. Should this be the case, the delegate may approach the Dais and submit the explanation to the Dais immediately upon conclusion of voting procedure.

---

## Abbreviated Simulation Script

### Represented Member States:

Brazil	Costa Rica	Cuba	France
Germany	India	Iraq	Kuwait
Lebanon	Libya	Mexico	Myanmar
Norway	Pakistan	Republic of Korea	Russian Federation
South Africa	United States		

### [Session Opens]

**Chair:** “We will now begin formal session. If all delegates will please take their seats, the Rapporteur will begin roll call.”

### [Roll Call]

**Rapporteur:** “Before we begin roll call, allow me to clarify between the two possible and appropriate responses when your delegation is called. Observers should respond as ‘present.’ Member State delegations may respond as ‘present’ or ‘present and voting.’ Delegates who identify their status as ‘present and voting’ are not permitted to abstain on any substantive vote while in this session of the Committee. Instead, these delegates must vote strictly in favor of or in opposition to any motion before the Committee.”

“Please be aware that, by definition, an abstention is a non-vote or, on a more objective level, the decision of the delegate to refrain from voting either in favor or in opposition to a particular substantive question. Therefore, it is inconsistent and inappropriate to respond to roll call as ‘present and voting’ if the possibility exists that your state may wish to abstain on a substantive matter. Please also note that all delegates must vote on procedural motions; the Dais will not recognize abstentions on any procedural vote.”

*[Proceed with roll call.]*

*[After completing roll call:]*

“For those delegates who may have arrived while the roll call was being taken, and whose attendance has not yet been recorded, please send a note to the Dais to let us know of your arrival and voting status. Please be certain that your attendance has been recorded, as you may not be recognized by the Chair, including for motions, speeches, or voting, unless you are recorded as Present.”

### [Setting the Agenda]

**Chair:** “We will open the speakers list to begin deliberations on setting the agenda. All those who would like to be placed on the speakers list, please raise your placards until you have been recognized.”

*[Chair recognizes delegations while Rapporteur records their order.]*

“If any additional members of the Committee wish to be placed upon the speakers list, please send a note to the Dais with an explanation in this regard.”

*[In large committees, the Dais might only recognize the first 10 or so placards raised due to time constraints. Also, please be aware that no delegation can be placed on the speakers list twice; once a delegate has completed allotted speaking time and has been removed from the current*

*list, the delegate may then immediately submit a request to the Dais to again be placed on the list.]*

“We will begin debate on the adoption of the agenda. *[First speaker on the list is the delegate from Libya.]* “The Chair recognizes the delegate from Libya. You have two minutes to speak on this matter.”

*[Libya speaks. The United States of America raises placard to make a motion for suspension of meeting.]*

**Chair:** “The United States of America is recognized.”

**United States:** “Honorable Chair, the United States of America would like to move to suspend the meeting for a period of 10 minutes for the purpose of informal debate to informally discuss the adoption of the agenda.”

**Chair:** “Thank you, delegate. This motion is in order; however, let me remind you it is not necessary to state a purpose for a suspension. A motion has been made for a ten-minute suspension of the meeting. This motion is decided by a simple majority of the Committee, and no debate is required. All delegates in favor of a ten-minute suspension of the meeting, please raise your placards... *[Chair and Rapporteur record affirmative votes.]* All delegates opposed to this motion, please raise your placards... *[Chair and Rapporteur record dissenting votes, tally, and compare results.]* The motion to suspend the meeting passes. The Committee will reconvene in 10 minutes.”

**[Suspension of the meeting to discuss setting the agenda; upon reconvening, there are several motions to set the agenda, followed by another motion to suspend the meeting]**

**Chair:** “If all delegates will find their seats, we will bring the Committee back to order.” Pause to see if any placards are raised. *[Placards are raised; the Chair chooses India.]* “India, to what point or motion do you rise?”

**India:** “Honorable Chair, India moves to set the agenda in the following order: Topic I as the first topic to be addressed by the Committee; Topic II as the second topic before the Committee; and Topic III as the final topic to be discussed.”

**Chair:** “Thank you, delegate. A motion has been made to set the agenda order as follows: Topic I as the first agenda topic; Topic II as the second topic; and, Topic III as the third topic.” Pause to see if any placards are raised. *[More placards are raised; the Chair selects Germany.]* “The Chair recognizes the delegate from Germany.”

**Germany rises and says:** “Honorable Chair, Germany would like to make a motion to set the agenda order as follows: Topic II as the first topic for our deliberation; Topic I as the second topic; and Topic III as the third topic.”

**Chair:** “Thank you, delegate. A second motion has been made to set the Committee agenda order as follows: Topic II as the first topic; Topic I as the second topic; and Topic III as the third topic.” Pause to see if any placards are raised. *[Placards continue to appear; Chair recognizes the delegate from Costa Rica.]* “The Chair recognizes the delegate from Costa Rica.”

**Costa Rica:** “Honorable Chair, the delegation from Costa Rica moves for a suspension of the meeting for a period of five minutes.”

**Chair:** “Thank you, delegate. That motion is in order at this time. There is a motion on the floor to suspend the meeting for five minutes.” Pause to see if any placards are raised. *[More placards, Chair recognizes Brazil.]* “The Chair recognizes Brazil.”

**Brazil:** “Honorable Chair, point of order: wasn’t there already a motion on the floor to set the agenda?”

**Chair:** “Yes – thank you, delegate. Although I will recognize your point of order, allow me to remind you of the order of precedence, as established within the NMUN Rules of Procedure, which dictates a motion for suspension of the meeting has priority over a motion to adopt the agenda. There is a motion on the floor to suspend the meeting for a period of five minutes for the purpose of informal debate. All delegates in favor of the motion to suspend the meeting for a period of five minutes, please raise your placards... *[Chair and Rapporteur record affirmative votes.]* All delegates opposed to this motion, please raise your placards... *[Chair and Rapporteur record dissenting votes, tally and compare results.]* The motion to suspend the meeting passes. The Committee will reconvene in five minutes.”

*[A Short Form of the NMUN Rules of Procedure is included within this manual (p. 5). The Short Form lists the most common motions in order of precedence. Motions with a higher level of precedence are listed prior to suspension of the meeting: either an appeal of the decision of the Chair or a point of order to correct a procedural error.]*

*[Delegates break for informal session.]*

**Chair:** *[After bringing the Committee back to order.]* “There are two motions on the floor at this time for the adoption of the agenda order.” Pause to see if any other placards. *[No placards.]* “The Committee will consider the first motion for the adoption of the agenda order. That order is as follows: Topic I as the first topic; Topic II as the second topic; and Topic III as the final topic to be addressed by the Committee. This motion is decided by a simple majority vote and there is no debate required. All those in favor of this motion, please raise your placards... *[Chair and Rapporteur record vote.]* All those opposed, please raise your placards... *[Chair and Rapporteur record, tally and compare totals.]* By a vote of X in favor and Y opposed, this motion passes and the agenda order has been adopted. *[Restate agenda order.]* The Committee is now moving into substantive session to address Topic I; will those delegates who wish to be placed upon the speakers list for this topic please raise their placards.”

*[Chair will repeat the same process used to establish the speakers list on setting the agenda.]*

*Please note: once a motion to set the agenda has passed, all other motions to set the agenda become dilatory, and no vote is taken. Had the first motion failed, the second motion would have been considered. In the event the second motion had also failed, the Committee would have returned to the speakers list and continued the process. In addition, whenever the Committee finishes voting on the adoption of the agenda or voting procedure on a topic, the speakers list is considered exhausted and a new one must be opened for discussing the first (or next) topic.]*

## **[Once agenda is set, the Committee begins discussion on Topic I]**

*[The Chair opens the new speakers list on Topic I, adds speakers to the list, and then proceeds with taking points or motions and moves between formal and informal session].*

*[After several sessions of work, the body has two draft resolutions on the floor and is nearing the end of their session. Members begin to make motions to end debate and move into voting bloc on the two draft resolutions.]*

**Chair:** Pause to see if any motions. *[Cuba raises placard.]* “Cuba.”

**Cuba:** “Honorable Chair, the Cuban delegation moves for closure of debate.”

**Chair:** “Thank you, delegate. That was a motion by Cuba for closure of debate; that motion is in order at this time.” Pause to see if any additional motions. *[Numerous placards are raised.]* “The Chair recognizes the delegate from France.”

**France:** “Honorable Chair, France moves for adjournment of debate.”

**Chair:** “That was a motion by France for adjournment of debate. Thank you, delegate. As a reminder, the adjournment of debate would end debate on the topic currently being discussed by the Committee, and discussion would move on to the next topic on the agenda. To come back to this topic, the Committee would have to pass a motion for reconsideration, which requires a two-thirds majority vote and must be made by a Member State who voted in favor of adjournment of debate. With this in mind, would you like to go forward with this motion?”

**France:** “Yes.”

**Chair:** “There are now two motions on the floor: one motion for closure of debate and one motion for adjournment of debate.” Pause to see if any additional motions. *[No placards are raised.]*

“There are currently two motions before the Committee: a motion for adjournment of debate and a motion for closure of debate. Adjournment of debate would result in the immediate end of debate on the topic currently under consideration, and the Committee would move on to the second agenda topic. This motion allows for two speakers for and two against, and it requires a roll call vote and a simple majority to pass. Closure of debate, if passed, would mean that the Committee would immediately move into voting bloc. To pass, this requires two speakers against and a two-thirds majority vote.”

*[Due to the serious and complex nature of motions for adjournment or closure of debate, the Chair may choose to entertain questions relating to these specific motions.]*

“The Committee will now consider the motion for adjournment of debate. This motion requires two speakers in favor and two speakers in opposition. Will those delegates wishing to speak in favor of this motion please raise your placards? Those delegates wishing to speak against this motion please raise your placards. *[Speakers allotted fifteen seconds to address the specific procedural motion, not to address the substantive topic.]* The Committee will now move to a vote on the adjournment of debate. If this motion passes, the current topic and the draft resolutions before the body will be tabled, and the committee will move to discuss the second topic on the agenda. The motion is decided by a simple majority vote. A roll call vote is required.”

*[Proceed with roll call vote.]*

*[After completing roll call vote:]*

“The motion for adjournment of debate fails. There is a motion on the floor for closure of debate. This motion requires two speakers in opposition and is decided by a 2/3 majority vote. Before requesting speakers on this motion, please remember that the passage of this motion will formally end debate on this topic and the Committee will move immediately into voting procedure. Only two draft resolutions have been formally introduced to the Committee; any working papers that have not yet been formally approved by the Director and introduced to the Committee will not be considered following closure. Are there any questions regarding this motion? Seeing none, will those delegates wishing to speak in opposition to the motion for closure of debate please raise their placards?”

*[The motion for closure of debate allows for only two speakers in opposition. The two delegates selected are allotted fifteen seconds to speak against the specific procedural motion, not the substantive topic. The two speakers give their fifteen-second procedural speeches.]*

*[The Chair notes a placard being raised.]*

**Chair:** “Brazil.”

**Brazil:** “Honorable Chair, we move for suspension of the meeting for a period of twenty minutes for the purpose of informal debate.”

**Chair:** “Thank you, delegate. However, that motion is out of order at this time. In explanation: once the Dais accepts speakers to address the motion, the Committee has begun to vote on that motion. While the Committee is voting, no further motions can be accepted from the floor until the completion of the vote. Additionally, as a reminder, you do not need to state a reason for a suspension. We will move to a vote on the motion for closure of debate. Again, the motion for closure requires a 2/3 majority vote. Will those delegates in favor of the motion for closure please raise your placards? Will those opposed to the motion please raise your placards? *[Due to the considerable potential for controversy that surrounds this motion, the Chair and Rapporteur count votes and compare results.]* By a vote of X in favor and Y opposed, the motion for closure of debate passes.”

### **[The Committee closes debate and moves into voting procedure]**

“Having moved to close debate, the Committee is now in formal voting procedure. As a reminder, there is no talking or passing of notes; anyone who leaves the room will not be able to return to the room until voting procedure is completed. We will now consider the two draft resolutions before the Committee. *[The Chair will identify the draft resolution being considered by code number, in this case, DR/1/1.]* The Dais has received no requests for amendments to this draft, therefore we will move directly to a vote.”

*Please note that the Chair will only entertain five specific motions once the Committee has moved into voting procedure:*

- *A point of order to correct an error in procedure;*
- *An appeal of the decision of the Chair;*
- *A motion for division of the question;*
- *A motion for a roll call vote;*
- *A motion for adoption by acclamation.*

*[The Chair notes a raised placard.]*

**Chair:** “Pakistan.”

**Pakistan:** “Honorable Chair, Pakistan moves to adopt this resolution by acclamation.”

**Chair:** “Thank you, delegate. That motion is in order. A motion has been made to accept draft resolution DR/1/1 by acclamation. Allow the Dais to provide an explanation of this motion before proceeding to a vote: a motion to pass a resolution by acclamation signifies that the Committee is in consensus as to the contents of the draft. Member States intending to vote in favor of or abstain on the draft currently under consideration should generally be in favor of a motion for adoption by acclamation. Member States considering voting in opposition to the draft under consideration should be opposed to this motion. Is there any opposition to the motion to adopt Draft Resolution 1/1 by acclamation?”

*[No placards.]*

“Seeing no opposition, the resolution is adopted by the consensus decision of the Committee and becomes Resolution 1/1.”

*[Move on to consideration of next draft resolution.]*

“We will now move on to consideration of Draft Resolution 1/2. This is the second and final draft resolution before the Committee.”

*[Several amendments to the second draft resolution have been received by the Dais. Please note: all amendments must be submitted to the Director prior to closure of debate.]*

“The Dais has received three amendments to this draft: two friendly amendments and one unfriendly. These amendments are as follows:”

*[If necessary, the Rapporteur, who has been diligently keeping track of amendments, will read amendments to the Committee. Friendly amendments are entered into the draft without a vote.]*

“The Committee will now consider the unfriendly amendment. The Chair will recognize two speakers in favor of the amendment and two speakers in opposition. Will those delegates wishing to speak in favor of the unfriendly amendment please raise your placards? Will those wishing to speak in opposition to the amendment please raise your placards?”

*[Speakers are provided fifteen seconds to speak on the specific amendment.]*

“Thank you, delegate. We will now move to a vote on the proposed amendment. All those in favor of including this amendment within Draft Resolution 1/2 please raise your placards. Those delegates opposed to the inclusion of this amendment please raise your placards. Delegates wishing to abstain, please raise your placards. By a vote of X in favor, Y opposed, and Z abstentions, the amendment passes and will now be entered into the draft resolution.”

“Before moving to a vote on this draft, are there any motions on the floor?” The Chair may simply pause to see if there are any additional motions; it is not necessary to continually ask for additional points or motions.

“Seeing none, we will now move to a vote on the draft resolution. Will all those delegates in favor of DR/1/2 please raise your placards? Will those delegates opposed to this draft resolution please raise your placards? Will those delegates abstaining from this vote please raise your placards? By a vote of X in favor, Y opposed, and Z abstentions, DR/1/2 is adopted by the Committee and is now Resolution 1/2.”

“With the passage of the final resolution, this Committee has completed debate upon its first topic. We will now move into the second topic. We will open the speakers list for this topic.”

*[The Chair follows the same steps to open a new speakers list as before. Committee work begins on the second topic.]*

---

# NMUN Rules of Procedure (Long Form)

## ***Introduction***

1. These rules shall be the only rules that apply to National Model United Nations (NMUN) Committees, and shall be considered adopted by the Committee prior to its first meeting.
2. These rules shall apply to all NMUN Committees, unless a rule is specified to be applicable only to the Security Council, in which case the rule shall be indicated as such in the title of the rule; where a rule applies to all NMUN Committees including the Security Council but where the Security Council may apply the rule alternatively, the differences will be directly indicated in the text of the rule.
3. For purposes of these rules, the Director, the Assistant Director, the Under-Secretaries-General, the Assistant Secretaries-General, the Chiefs of Staff, and the Assistant Chiefs of Staff are designates and agents of the Secretary-General and Deputy Secretary-General, and are collectively referred to as the "Secretariat."
4. Interpretation of the rules shall be reserved exclusively to the Deputy Secretary-General or their designate. Such interpretation shall be in accordance with the philosophy and principles of NMUN and in furtherance of the educational mission of that organization.
5. For the purposes of these rules, "President" shall refer to the Chair or acting Chair of the Committee, which can be any member of the Secretariat or their designate.
6. For the purposes of these rules, the phrases "members present and voting" or "those present and voting" shall refer to all eligible attendees casting an affirmative or negative vote on a motion. In the case of substantive motions, this will refer to all Member States present who vote yes or no; it will not include Observers or Member States who abstain from voting. In the case of procedural motions, this will refer to all present Member States and Observers who vote yes or no; as abstentions are not allowed on procedural motions, this will functionally include all attendees who are registered as present with the Dais.
7. For the purposes of these rules, "proposal" means any working paper, draft resolution, draft presidential statement (Security Council only) or draft press statement (Security Council only), and amendment thereto, or a portion of a proposal divided out by motion.
8. All committees at NMUN shall be resolution-writing committees. For the purposes of the rules, "draft resolution/presidential statement/press statement" shall be used.
9. The practice of striving for consensus in decision-making shall be encouraged. NMUN also acknowledges it may sometimes be necessary for a Member State to abstain or vote against a draft resolution/presidential statement/press statement it cannot support for policy reasons.

## **I. SESSIONS AND MEETINGS**

### **Rule 1 – *Dates of convening and adjournment***

The Committee shall meet every year in regular session, commencing and closing on the dates designated by the Secretary-General.

### **Rule 2 – *Periodic meetings (Security Council only)***

Periodic meetings of the Security Council called for in Article 28 (2) of the *Charter of the United Nations* shall be held at least once a year at such times the Security Council may decide.

*The meeting at NMUN should be considered a periodic meeting.*

**Rule 3 – Place of sessions**

The Committee shall meet at a location designated by the Secretary-General.

**Rule 4 – *Unscheduled meetings (Security Council only)***

Meetings of the Security Council shall, with the exception of the periodic meetings referred in rule 2, be held at the call of the President any time he or she deems necessary.

The President shall call a meeting of the Security Council if a dispute or situation is brought to the attention of the Security Council under Article 35 or under Article 11 (3) of the Charter, or if the General Assembly makes recommendations or refers any questions to the Security Council under Article 11 (2), or if the Secretary-General brings to the attention of the Security Council any matter under Article 99.

**Rule 5 – *Request of members (Security Council only)***

The President shall also call a meeting of the Security Council at the request of any of its members.

## II. AGENDA

**Rule 6 – *Provisional agenda***

The provisional agenda shall be drawn up by the Deputy Secretary-General and communicated to the members of the Committee at least sixty days before the opening of the session. For the purposes of the Security Council, the provisional agenda applies to the periodic meeting.

*The provisional agenda for each Committee can be found in the Committee Background Guide.*

**Rule 7 – *Communications (Security Council only)***

The Secretary-General, or their designate, shall immediately bring to the attention of all representatives on the Security Council all communications from states, organs of the United Nations, or the Secretary-General concerning any matter for the consideration of the Security Council in accordance with the provisions of the Charter.

**Rule 8 – *Adoption of the agenda***

The agenda provided by the Deputy Secretary-General shall be considered adopted as of the beginning of the session. The order of the agenda items shall be determined by a majority vote of those present and voting.

*The vote described in this rule is a procedural vote and, as such, Observers are permitted to cast a vote. For the purposes of the Security Council, this procedural vote requires nine votes in favor to pass in accordance with Article 27 (2) of the Charter of the United Nations. The veto does not apply for procedural votes. Should the Committee not reach a decision by the conclusion of the first night's meeting, the agenda will be automatically set in the order in which it was first communicated.*

**Rule 9 – *Revision of the agenda***

During a session, the Committee may revise the agenda by adding, deleting, deferring, or amending items. Only important and urgent items shall be added to the agenda during a session. Debate on the inclusion of an item in the agenda in any Committee except in the Security Council shall be limited to three speakers in favor of, and three against, the inclusion. Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty days before the opening of a session, may be placed on the agenda if the Committee so decides by a two-thirds majority of the members present and voting, except in the Security Council, where it requires a simple majority. No additional item may, unless the Committee decides otherwise by a two-thirds majority of the members present and voting, be considered until a commission has reported on the question concerned.

*For purposes of this rule, the determination of an item of an important and urgent character is subject to the discretion of the Deputy Secretary-General or their designate (except in the Security Council when it is to the discretion of the Council), and any such determination is final. If*

*an item is determined to be of such a character, then it requires a two-thirds vote of the Committee to be placed on the agenda, except in the Security Council, where it requires a simple majority. The votes described in this rule are substantive votes, and, as such, Observers are not permitted to cast a vote. In the Security Council, this requires the affirmative vote of nine members including the concurring votes of the permanent members, which is interpreted to mean no vetoes.*

**Rule 10 – Explanatory memorandum**

Any item proposed for inclusion in the agenda, with the exception of matters deemed “urgent” by the Security Council, shall be accompanied by an explanatory memorandum and, if possible, by basic documents.

*Each explanatory memorandum should have the same structure and length of a topic within the Committee Background Guides provided by the Secretariat.*

**Rule 11 – Amending the agenda (Security Council only)**

Under urgent circumstances, the agenda of a meeting of the Security Council may be amended.

*For purposes of this rule, the determination of an item as “urgent” is subject to the discretion of the members of the Council, which members signify through an affirmative vote to amend the agenda. The votes described in this rule are substantive votes; therefore, if an item is determined to be of such a character, then it requires the affirmative vote of nine members including the concurring votes of the permanent members, which is interpreted to mean no vetoes, to be placed on the agenda. If placed on the agenda, the item shall be placed at the top of the agenda, and the Council shall immediately begin discussion on the new topic. If the Security Council holds voting procedure on an agenda item deemed “urgent,” upon concluding voting procedure, the Council will return to the previous topic. Subsequently, should any further developments be brought to the attention of the Council, the agenda may be amended again to add the same agenda item deemed “urgent.”*

### III. SECRETARIAT AND PRESIDENCY

**Rule 12 – Duties of the Secretary-General**

The Secretary-General or their designate shall act in this capacity in all meetings of the Committee. The Secretary-General, in cooperation with the Deputy Secretary-General, shall provide and direct the staff required by the Committee and be responsible for all the arrangements that may be necessary for its meetings.

**Rule 13 – Duties of the Secretariat**

The Secretariat or their designate shall be responsible for the preparation, receipt, and distribution of documents required by the Committee to the Members, and generally perform all other work which the Committee may require.

**Rule 14 – Statements by the Secretariat**

The Secretary-General or their designate may make oral as well as written statements to the Committee concerning any question under consideration.

**Rule 15 – Selection of the President**

The Secretary-General or their designate shall appoint, from applications received by the Secretariat, a President who shall hold office and, *inter alia*, chair the Committee for the duration of the session, unless otherwise decided by the Secretary-General.

**Rule 16 – Replacement of the President**

If the President is unable to perform their functions, a new President shall be appointed for the unexpired term at the discretion of the Secretary-General or their designate.

**Rule 17 – Notification of meetings (Security Council only)**

The Secretary-General shall give to representatives on the Security Council notice of meetings of the Security Council and of its commissions and committees.

**IV. LANGUAGE**

**Rule 18 – Official and working language**

English shall be the official and working language of the Committee during scheduled sessions (both formal and informal) of the Committee.

**Rule 19 – Interpretation (oral) or translation (written)**

Any representative wishing to address any body or submit a document in a language other than English shall provide interpretation or translation into English.

*This rule does not affect the total speaking time allotted to those delegates wishing to address the body in a language other than English. As such, both the speech and the interpretation must be within the set time limit. Additionally, the alternate language used must be an official language of the country you are representing at NMUN.*

**V. CONDUCT OF BUSINESS**

**Rule 20 – Quorum**

The President may declare a meeting open and permit debate to proceed when representatives of at least one-third of the members of the Committee are present. For the purposes of the Security Council, the President may declare a meeting open and permit debate to proceed when representatives of at least nine members of the Council are present. The presence of representatives of a majority of the members of the Committee – or nine members in the Security Council – shall be required for any decision to be taken.

*For purposes of this rule, “members of the Committee” means the total number of members (not including Observers) in attendance at the first night’s meeting (session) except in the Security Council, where nine members of the Council are required.*

**Rule 21 – General powers of the President**

In addition to exercising the powers conferred upon them elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to vote, and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Committee and over the maintenance of order at its meetings. They shall rule on points of order. The President may propose to the Committee the closure of the list of speakers, a limitation on the speaker’s time and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

*Included in these enumerated powers is the power to assign speaking times for all speeches incidental to motions and amendment. Further, the President is to use their discretion, upon the advice and at the consent of the Secretariat, to determine whether to entertain a particular motion based on the philosophy and principles of NMUN. Such discretion should be used on a limited basis and only under circumstances where it is necessary to advance the educational mission of the Conference and is limited to entertaining motions.*

**Rule 22 – Authority of the Committee**

The President, in the exercise of her or his functions, remains under the authority of the Committee.

### **Rule 23 – Voting rights on procedural matters**

Unless otherwise stated, all votes pertaining to the conduct of business shall require a favorable vote by the majority of the present members in order to pass.

*For purposes of this rule, “present members” indicates those members (including Observers) in attendance at the meeting during which this rule is applied. Note that Observers may vote on all procedural votes; they may, however, not vote on substantive matters. Every delegation must cast a vote in procedural votes. Further, there is no possibility to abstain or pass on procedural votes.*

### **Rule 24 – Points of order**

During the discussion of any matter, a representative may rise to a point of order, and the President, in accordance with the rules of procedure, shall immediately decide the point of order. A representative may appeal against the ruling of the President (referred to as “Appeal of the Chair”). The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

*Such points of order should not under any circumstances interrupt the speech of a fellow delegate. They should be used exclusively to correct an error in procedure made by the Dais. Any questions on order arising during a speech made by a delegate should be raised at the conclusion of the speech, or can be addressed by the President, on their accord, during the speech.*

### **Rule 25 – Speeches**

No representative may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if their remarks are not relevant to the subject under discussion.

*In line with the philosophy and principles of NMUN, in furtherance of its educational mission, and for the purpose of facilitating debate, the Secretariat will set a time limit for all speeches, which may be amended by the Committee through a vote if the President, at their discretion, allows the Committee to decide. In no case shall the speaker's time be changed during the first scheduled session of the Committee. Consequently, motions to alter the speaker's time will not be entertained by the President. The content of speeches should be pertinent to the agenda as set by the Committee.*

### **Rule 26 – Speakers List**

Upon the discussion of a new topic, the President will open a speakers list and invite representatives to add their names to the list. Representatives cannot appear more than once on the list at any one time. On completing a speech, the representative may request to be added to the speakers list again. The speakers list can be closed and reopened by a vote of the Committee. When there are no more speakers on the list, the President shall declare the debate closed, which will result in the Committee moving immediately to voting procedure.

*The decision to announce the speakers list is at the discretion of the President and should not be the subject of a motion by the Committee. A motion to close the speakers list or reopen (if the list has already been closed) is within the purview of the Committee and the President should not act on their own motion.*

### **Rule 27 – Right of reply**

If a remark impugns the integrity of a representative's state, the President may permit that representative to exercise their right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

*For purposes of this rule, a remark that impugns the integrity of a delegate's state is one directed at the governing authority of that state and/or one that puts into question that state's sovereignty*

*or a portion thereof. Exercises of the right of reply shall be addressed in writing to the Secretariat and shall not be raised as a point of order or motion. Only upon approval of the Secretariat shall the right of reply be read to the Committee by the President, and in no case after voting has concluded on all matters relating to the agenda topic during the discussion of which the right arose. The right of reply will not be approved should it impugn the integrity of another state.*

### **Rule 28 – Suspension of the meeting**

During the discussion of any matter, a representative may move the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. Representatives should not state a purpose for the suspension.

*This motion should be used to suspend the meeting to informally discuss the work on the floor or at the end of the scheduled committee session. Delegates should properly phrase this motion as “move for a suspension of the meeting,” and provide a length of time when making the motion.*

### **Rule 29 – Adjournment of the meeting**

During the discussion of any matter, a representative may move to the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting time.

*This motion, if successful, ends the meeting until the Committee’s next regularly scheduled session the following year. In accordance with the philosophy and principles of NMUN and in furtherance of its educational mission, the President will not entertain such a motion until the end of the last meeting of the Committee.*

### **Rule 30 – Adjournment of debate**

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to a roll call vote. The President may limit the time to be allowed to speakers under this rule.

*Adjournment of debate will result in the immediate end of debate on the topic currently under consideration and the Committee will move on to the next agenda topic. This allows for speakers for and against and requires a simple majority to pass. Should adjournment of debate pass, the Committee will set aside all work and open up a new speakers list for consideration of the next topic. Should the body wish to discuss the adjourned topic, a motion for reconsideration is required.*

### **Rule 31 – Closure of debate**

A representative may at any time move for closure of debate on the item under discussion, whether or not any other representative has signified their wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the Committee favors the closure of debate, the Committee shall immediately move to vote on all proposals introduced under that agenda item.

### **Rule 32 – Order of motions**

Subject to Rule 18, the motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

1. To suspend the meeting;
2. To adjourn the meeting;
3. To adjourn the debate on the item under discussion;

4. To close the debate on the item under discussion.

### **Rule 33 – Proposals and amendments**

Proposals and amendments shall normally be submitted in writing to the Secretariat. Any proposal or amendment that relates to the substance of any matter under discussion shall require the signature of twenty percent of the members of the Committee [sponsors and signatories]. Sponsors of proposals are the primary authors of the proposal; signatories are delegations that wish to debate the proposal.

The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Committee unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated.

If the sponsors agree to the adoption of a proposed amendment, the proposal shall be modified accordingly and no vote shall be taken on the proposed amendment. A document modified in this manner shall be considered as the proposal pending before the Committee for all purposes, including subsequent amendments.

*For purposes of this rule, all proposals shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Committee by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers.*

*Along these lines, and in furtherance of the philosophy and principles of NMUN and for the purpose of advancing its educational mission, delegates should not directly refer to specific working papers during formal speeches, as they have not been circulated to the entire body. Delegates may, however, refer to the general issues contained within the working paper by highlighting their priorities and goals for the topic at hand.*

*After approval of a working paper, it becomes a draft resolution, or for the Security Council a draft presidential statement or draft press statement, and will be distributed to the Committee by the Secretariat. Once approved, it is permissible to refer to the document in a formal speech. Draft resolutions/presidential statements/press statements are the collective property of the Committee and, as such, the names of the original sponsors and signatories will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all delegates in some form. Should delegates wish to withdraw a draft resolution/presidential statement/press statement or amendment from consideration, this requires the consent of all sponsors.*

### **Rule 34 – Withdrawal of motions**

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

### **Rule 35 – Reconsideration of a topic**

When a topic has been adjourned, it may not be reconsidered at the same session unless the Committee, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately. The President may limit the time to be allowed to speakers under this rule.

### **Rule 36 – Invitation to silent prayer or meditation**

In the immediate period after the opening of the meeting and preceding the closing of the final meeting, the President may invite the representatives to make a motion to observe a moment of silence.

*This motion requires prior approval from the Dais before it will be recognized. If this motion is made, delegates should not state a specific purpose for the moment of silence. The Dais will grant the moment of silence for a short period of time and then continue with formal session.*

**Rule 37 – Subsidiary entities (Security Council only)**

The Security Council may appoint a commission or committee or a rapporteur for a specified question.

**Rule 38 – Speaker precedence (Security Council only)**

The President may accord precedence to any rapporteur appointed by the Security Council. The Chairman of a commission or committee, or the rapporteur appointed by the commission or committee to present its report, may be accorded precedence for the purpose of explaining the report.

**Rule 39 – Participation by Member States in Security Council meetings (Security Council only)**

Any Member State of the United Nations which is not a member of the Security Council may be invited, as the result of a decision of the Security Council, to participate, without vote, in the discussion of any question brought before the Security Council when the Security Council considers that the interests of that member are especially affected, or when a member brings a matter to the attention of the Security Council in accordance with Article 35 (1) of the Charter.

*The Security Council has the option of inviting delegates who are representing countries that are not members of the Security Council to address them during formal session. Most invitations will be in line with Articles 31 and 32 of the Charter, which state “Member States whom are particularly affected by a situation under consideration or a party to a dispute under consideration may address the Council as Observers.” Should the Security Council wish to issue such an invitation to a country that is party to the situation under discussion, they need only inform the Dais. Should the Council wish to issue an invitation to a delegate representing a country that is not party to the situation under discussion, it will require a motion to invite the specific Member State to the Council and a simple majority vote. The Secretariat will determine which specific member of a delegation to approach and will facilitate the invitation and briefing by the invited delegate to the Council. If the Security Council considers that the presence of a delegate invited according to this rule is no longer necessary, it may withdraw the invitation through the same process required for invitation. Delegates invited to the Council according to this rule should also keep in mind their role and obligations in the committee that they were originally assigned to. For the educational purposes of NMUN, the Secretariat may thus ask a delegate to return to his or her committee when his or her presence in the Council is no longer required.*

**Rule 40 – Participation by the Secretariat and other persons in Council meetings (Security Council only)**

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.

*Should the Security Council wish to issue such an invitation to a member of the Secretariat or other persons, they need only inform the Dais. The Secretariat will then determine the feasibility of the request.*

## VI. VOTING

**Rule 41 – Voting rights**

Each member of the Committee shall have one vote.

*This rule applies to substantive voting on amendments, draft resolutions, and portions of draft resolutions divided out by motion. Observers are not permitted to cast votes on substantive matters.*

#### **Rule 42 – Request for a vote**

A proposal or motion before the Committee for decision shall be voted upon if any member so requests. Where no member requests a vote, the Committee may adopt proposals or motions without a vote.

*For purposes of this rule, proposal means any draft resolution, or draft presidential statement or draft press statement in the Security Council, an amendment thereto, or a portion of a draft resolution divided out by motion. Just prior to a vote on a particular proposal, the President may ask if there are any objections to passing the proposal by acclamation, or a member may move to accept the proposal by acclamation. If there are no objections to the proposal, then it is adopted without a vote. Adoption by “acclamation” or “without a vote” is consistent not only with the educational mission of the conference, but is also the way in which the United Nations adopts a majority of its proposals. As it is a procedural motion and requires no substantive vote, Observers may make the motion to accept the proposal by acclamation and may also indicate objection to this motion.*

*In the Security Council, draft resolutions, a portion of a draft resolution divided out by motion, and amendments thereto can be adopted either by acclamation or by placard or roll call vote. Draft presidential statements and draft press statements are to be adopted by consensus, thus delegates cannot call for a placard, roll call vote, or division by motion on these proposals.*

#### **Rule 43 – Majority required**

1. Unless specified otherwise by the Secretariat in the Committee Background Guide, decisions of the Committee shall be made by a simple majority of the members present and voting.
2. For the purpose of tabulation, the phrase “members present and voting” means members casting an affirmative or negative vote. Members that abstain from voting are considered as not voting.

*All delegates declaring that they are “present and voting” during the attendance roll call for the meeting during which the substantive voting occurs must cast an affirmative or negative vote, and cannot abstain on substantive votes.*

3. Should the Secretariat inform the Committee that decisions will be made by consensus, this shall apply to matters of substance. If consensus is not attainable when an issue comes up for decision, the President shall make every effort to facilitate achievement of consensus. If the President determines that consensus is not possible, the Committee shall take the decision by a two-thirds majority of the members present and voting.

*The Committee Background Guide will detail whether or not the Committee will make decisions by consensus. Further, the Secretariat will announce this during Committee session.*

4. Voting in the Security Council shall be in accordance with the relevant Articles of the Charter and of the *Statute of the International Court of Justice*.
5. According to Article 27(2) of the Charter, decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine members. Article 27(3) states that all (substantive) decisions shall be made by an affirmative vote of nine members including the concurring votes of the permanent members, which is interpreted as to refer to no vetoes.
6. In the Security Council, the majority required for each type of outcome document is as follows:
  - **Resolutions:** Affirmative vote of nine members including the concurring votes of the permanent members;
  - **Presidential Statement (PRST):** Consensus;
  - **Press Statements:** Consensus.

#### **Rule 44 – Method of voting**

The Committee shall normally vote by a show of placards, except when a representative requests a roll call during a substantive vote, which shall be taken in the English alphabetical order of the names of the members, beginning with a member whose name is randomly selected by the President. The name of each member shall be called in any roll call, and one of its representatives shall reply “yes,” “no,” “abstain,” or “pass.”

*Only those members who designate themselves as present or present and voting during the attendance roll call, or in some other manner communicate their attendance to the President and/or Secretariat, are permitted to vote and, as such, no others will be called during a roll call vote. Any member replying “pass” on a substantive vote must, when requested a second time, respond with either “yes” or “no.” A pass cannot be followed by a second pass for the same proposal or amendment, nor can it be followed by an abstention on that same proposal or amendment. At the final plenary sessions held at the United Nations for NMUN•NY, roll call votes are replaced by a recorded vote (if mechanical means are available) instead of calling out the names of the members.*

#### **Rule 45 – Explanations of vote**

Following the completion of voting, sponsors of a proposal who voted against their proposal may make a brief statement in explanation of their vote if the proposal has been amended by an unfriendly amendment or changed by a division of the question. Explanations of the vote must be submitted to the Dais before voting procedure begins.

*Explanation of the vote allows a sponsor of a draft resolution to explain why they voted against the draft resolution after it has been amended with an unfriendly amendment or changed by division of the question. All explanations of vote must be submitted to the President in writing before voting procedure begins, except where the sponsor was unaware of the amendment or division, in which case the explanation of vote must be submitted to the President in writing immediately after voting on the topic ends.*

#### **Rule 46 – Conduct during voting**

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

*For purposes of this rule, there shall be no communication among delegates, and if any delegate leaves the Committee room during voting procedure, they will not be allowed back into the room until the Committee has concluded voting procedure. Should a delegate who is also serving as Head Delegate leave the room, they may reenter, but they may not retake their seat and participate in the vote.*

#### **Rule 47 – Division of proposals and amendments**

Immediately before a proposal comes to a vote, a representative may move that parts of a proposal should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. The request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal that are approved shall then be put to a vote. If all operative parts of the proposal have been rejected, the proposal is considered rejected entirely.

*For purposes of this rule, most radical division means the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses. The determination of which division is most radical is subject to the discretion of the Secretariat, and any such determination is final.*

*For the purposes of the Security Council, draft presidential statements and draft press statements may not be divided.*

#### **Rule 48 – Amendments**

An amendment is a proposal that adds to, deletes from, or revises part of another proposal. Friendly amendments are agreed to by all sponsors of a proposal and are automatically incorporated into a proposal. For unfriendly amendments, permission to speak on the amendment shall be given only to two speakers in favor and two speakers against.

*An amendment to a draft resolution can add, change, or delete operative clauses (including sub-clauses), but cannot in any manner add, amend, delete, or otherwise affect preambular clauses. An amendment may not divide out all operative clauses of a draft resolution. The President may limit the time allotted to speakers under this rule. The content of these speeches is substantive in nature, while the time allotted is the same as procedural speeches and is set at 15 seconds.*

#### **Rule 49 – Voting on amendments**

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to a vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.

*For purposes of this rule, furthest removed in substance means the amendment that will have the most significant impact on the draft resolution. The determination of which amendment is furthest removed in substance is subject to the discretion of the Secretariat, and any such determination is final.*

#### **Rule 50 – Order of voting on proposals**

If two or more proposals, other than amendments, relate to the same question, they shall, unless the Committee decides otherwise, be voted on in the order in which they were submitted.

### **VII. CREDENTIALS AND REPRESENTATION**

#### **Rule 51 – Credentials**

The credentials of representatives and the names of members of a delegation shall be submitted to the Secretary-General prior to the opening of a session.

#### **Rule 52 – Authority of the General Assembly**

The Committee, with the exception of the Security Council, shall be bound by the actions of the General Assembly in all credentials matters and shall take no action regarding the credentials of any member.

#### **Rule 53 – Representation on the Security Council (Security Council only)**

Each member of the Security Council shall be represented at the meetings of the Security Council by an accredited representative. The Head of Government or Minister of Foreign Affairs of each member of the Security Council shall be entitled to sit on the Security Council without submitting credentials. Any Member of the United Nations not a member of the Security Council and any state not a Member of the United Nations, if invited to participate in a meeting or meetings of the Security Council, shall submit credentials for the representative appointed by it for this purpose.

### **VIII. PARTICIPATION OF NON-MEMBERS OF THE COMMITTEE**

#### **Rule 54 – Participation of non-Member States**

The Committee shall invite any Member of the United Nations that is not a member of the Committee and any other state to participate in its deliberations on any matter of particular concern to that state. A state

thus invited shall not have the right to vote, but may submit proposals which may be put to the vote on request of any member of the body concerned.

*If the Committee considers that the presence of a member invited, according to this rule, is no longer necessary, it may withdraw the invitation. Delegates invited to the Committee according to this rule should also keep in mind their role and obligations in the Committee that they were originally assigned to. For the educational purposes of the NMUN Conference, the Secretariat may thus ask a delegate to return to his or her board when his or her presence in the Committee is no longer required. Delegates may request the presence of a non-member of their board simply by informing the President that this is the desire of the body; there is no formal procedural process.*

#### **Rule 55 – Participation of national liberation movements**

The Committee may invite any national liberation movement recognized by the General Assembly to participate, without the right to vote, in its deliberations on any matter of particular concern to that movement.

*National liberation movements are represented at NMUN in only two ways: (1) if their delegation has been assigned explicitly the national liberation movement itself; or (2) in the case that the Security Council wishes to hear from a representative of the movement in their deliberations, the Secretariat shall provide the appropriate representative.*

#### **Rule 56 – Participation of non-governmental organizations and intergovernmental organizations**

Representatives of non-governmental organizations/intergovernmental organizations accorded consultative Observer status by the Economic and Social Council, or of other non-governmental organizations/intergovernmental organizations designated on an ad hoc or a continuing basis by the Committee on the recommendation of the Bureau of the Economic and Social Council, may participate with the procedural right to vote, but not the substantive right to vote, in the deliberations of the Committee on questions within the scope of the activities of the organizations.