



GEMUN RULES OF PROCEDURE

| Motion | Purpose | Debate | Vote |
|---|--|-----------------|--------------|
| **Point of Order | Correct an error in procedure | None | None |
| **Appeal of the Chair | Challenge a decision of the Chair | None | Majority |
| Suspension of the Meeting | Recess the Meeting (Suspends the rules to allow informal discussions) | None | Majority |
| Adjournment of the Meeting | Majority | None | Majority |
| Adjournment of Debate | End debate without a substantive vote (requires a roll call vote) | 2 pro/ 2 con | Majority |
| Closure of Debate | Move to immediate vote | 2 con | 2/3 majority |
| Declare an Important Question (applicable in GA Plenary only) | Require all substantive actions to obtain a 2/3 majority to pass | 2 pro/ 2 con | Majority |
| **Amendments and 1st Vote of Division of the Question | Vote on sections separately, prior to voting on entire draft resolution or draft report segment | 2 pro/ 2 con | Majority |
| **Roll Call Vote | Vote by roll call, rather than show of Placards | None | None |
| **Adopt by Acclamation | Pass a draft Resolution or draft Report Segment as a body by consensus | None | Majority |
| Reconsideration | Re-open debate on an issue (Motion must be made by member who voted for "Adjournment of Debate") | 2 con | 2/3 majority |
| Set the Speakers' Time | Set or change the Speakers' Time Limit | 2 pro/ 2 con | Majority |
| Close the Speaker's List (also applies to re-opening the list) | No additional speakers can be added to the speakers' list | None | Majority |
| Adoption of the Agenda | Approval of agenda order | None | Majority |

**** Only these Motions are accepted during voting procedure**

A Narrative of NMUN Rules

Determining the Agenda

Setting the agenda is the first order of business for most committees. Committee volunteer staff, in most cases, drafted 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, all three topics, is determined with one vote; 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. The committee can alter the originally decided order by amending the agenda, but this is a difficult procedure, requiring a two-thirds majority in favor, which can only be undertaken when none of the topics is currently on the floor.

The Director opens the speakers' list and delegates on the list address the committee, stating their positions on the topics and preference for an agenda order. The committee typically caucuses on the question of the agenda, and once a majority seems apparent, a delegate will then 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 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).

Please note several issues that arise in setting the agenda. Some countries may prefer not to discuss a particular issue for political reasons; countries are always free to express a preference about their choice for the agenda order. However, 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. If the committee fails to reach a decision about the agenda by the end of the first night, the Director and the Assistant Director 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 not limited to discussing resolutions as they appear on the floor. Substantive debate is designed for countries to express their views on the topic area or on any proposals or resolutions that have appeared or may appear in the future.

Points of order are strictly limited at the MUNtain. These must be related to the maintenance of procedure and order in the committee (e.g., to correct an error in procedure). Motions may occur any time when the chair has not recognized a delegate on the speakers' list. Motions should come at the very beginning or end of sessions, between speakers, or at any other time the dais asks if there are motions from the floor. Points of order are not to interrupt a speaker.

Closure/Adjournment of Debate

A motion to close debate may be made at any time but requires the support of two-thirds of the committee to pass.

Following closure, no further speakers will be heard on the topic, no further resolutions or amendments will be accepted, and the committee will immediately move into voting procedure. Please note that, as indicated above, closure of debate also occurs automatically when the speakers' list is exhausted.

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 (table) the topic. If debate is adjourned, no further discussion of the topic will occur and no working papers will be accepted on the topic. The committee is precluded from returning to the topic for the rest of the conference unless there is a successful motion to reconsider the issue. Once debate is adjourned, the committee moves on to begin discussing the next item on the agenda.

Voting Procedure

Following closure of debate or upon 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 and volunteer staff members will be allowed to enter the committee room. Committee members leaving the room during voting procedure will not be allowed to re-enter.

Observer delegations and NGOs 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 resolutions, amendments, or divided clauses.

All other votes in the committee are procedural votes, and all members, observers, and NGOs may vote on procedural questions (like motions). Observers and NGOs in a committee may not vote on any substantive matter.

Please be aware that voting procedure is typically a long process. Under no circumstance are breaks allowed during voting procedure as the procedure must be completed in its entirety before the room is opened. If delegates decide to leave the room during voting procedure, they will not be allowed back in before the end of voting procedure. Voting on resolutions occurs in the order in which they were submitted to the committee. However, before the final vote on a resolution, two significant procedural questions may arise. First, the resolution may be the subject of unfriendly amendments; second, the resolution may be the subject of motions to divide the question.

Amendments

Before voting on a resolution, the committee considers all unfriendly amendments to that resolution. In the event there are more than one unfriendly amendments to a resolution, the amendments are voted on in order of furthest 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 resolution. It is at the Director's sole discretion to order amendments for a vote. Determinations by the Director concerning the substance of the resolution and relation of amendments to the substance of the resolution are not subject to challenge by the committee. In addition, the chair will entertain two speakers in favor and two speakers against each unfriendly amendment. 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.

Methods of Voting

Placard and roll call are the two permissible types of voting. All procedural votes must be taken by placard as there is no roll call option. The committee volunteer staff will count placards of Member States when they vote on particular issues and announce the result of the vote. A roll call vote occurs only on substantive votes, and only if a Member State requests a roll call vote. It is the right of any country 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; countries may pass once, but then must vote in the affirmative or negative when asked again (they may not abstain).

Types of Voting

For a procedural vote, the only options are yes or no votes; abstentions are not allowed. In addition, all States must vote on procedural matters. On substantive matters (resolutions, amendments, and the second vote on divisions of the question), States may vote yes, no, or abstain. Abstentions are essentially non-votes and are not included in the tally when determining the passage of a resolution; a resolution will pass with a vote of 10 in favor, five opposed, and 170 abstentions.

Explanations of Voting

A Member State may explain its vote on a particular resolution, briefly addressing the committee immediately after the vote on the resolution in question occurs. Delegates may not address the substance of the resolution in question, speaking only to the reasons for their vote. Sponsors of a resolution may not explain their vote in favor of the resolution, and abstentions cannot be explained. Requests for an explanation of vote must be submitted in writing before debate is closed.

After voting on all resolutions, the committee leaves voting and moves on to the next agenda topic.

Abbreviated Simulation Script

Represented Member States:

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

Chair:

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

Rapporteur:

“Before we begin roll call, allow me to clarify between the two possible and appropriate

responses when your State is called: 'present' and '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."

Proceed with Roll Call...

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.

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 forward to the dais to let us know of your arrival and voting status. Please be certain your State's attendance has been recorded."

Chair:

"Are there any motions on the floor at this time? Seeing none, we will open the speakers' list to begin deliberations upon setting the agenda. All those who would like to be placed on the speakers' list, please raise your placards until your State has been recognized."

Chair recognizes States while rapporteur records their order.

"If any additional members of the committee wish to be placed upon the speakers' list, please send a note forward 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 State can be placed twice upon 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 upon the list.

"Are there any motions on the floor at this time. Seeing none, we will begin debate on the adoption of the agenda. [first speaker on list is delegate from Libya] The chair recognizes the delegate from the Libyan Arab Jamahiriya. 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, do you have a point or a motion?"

United States:

"Yes 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 a caucus session to informally discuss the adoption of the agenda.”

Chair:

“Thank you delegate, this motion is in order. A motion has been made to suspend the meeting for a period of 10 minutes for the purpose of caucusing. This motion is decided by a simple majority of the committee and no debate is required. All delegates in favor of the motion to suspend the meeting for a period of 10 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 10 minutes.”

Delegates break to discuss adoption of the agenda.

Chair:

“If all delegates will find their seats, we will bring the committee back to order. [allow a few moments, bang gavel and repeat if necessary] Are there any motions on the floor at this time? [placards are raised, the chair chooses India] India, to what point 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 committee agenda order as follows: Topic I as the first agenda topic; Topic II as the second topic; and, Topic III as the third topic. Are there any further motions on the floor at this time? [more placards are raised, the chair selects Germany] The chair recognizes the delegate from Germany; to what point do you rise?”

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. Are there any additional motions on the floor at this time? [placards continue to appear, chair recognizes the delegate from Costa Rica] The chair recognizes the delegate from Costa Rica; to what point do you rise?”

Costa Rica:

“Honorable chair, the delegation from Costa Rica moves for suspension of the meeting for a period of five minutes to seek additional clarification on these proposals.”

Chair:

“Thank you, delegate. That motion is in order at this time. There is a motion on the floor to suspend the meeting for an additional five minutes for the purpose of caucusing. Are there any additional motions at this time? [more placards, chair recognizes the Brazil] The chair recognizes the Brazil; to what point do you rise?”

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 caucusing. 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. The Short Form lists the most common motions in order of precedence. Therein, motions provided 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 caucus.

Chair:

[After bringing committee back to order] “There are two motions on the floor at this time for the adoption of the agenda order, are there any additional motions? [no placards] Seeing none, 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 an agenda topic, the speakers' list is considered exhausted and a new one must be opened.

After several days of work, the body has two draft resolutions on the floor and is nearing the end of their session.

Chair:

“Are there any motions on the floor at this time? [Cuba raises placard] Cuba, to what point do you rise?”

Cuba:

“Honorable chair, the Cuban delegation moves for closure of debate.”

Chair:

“Thank you delegate. That motion is in order at this time. Are there any additional motions on the floor? [numerous placards are raised] The chair recognizes the delegate from France; to what point do you rise?”

France:

“Honorable chair, France moves for adjournment of debate.”

Chair:

“Thank you delegate. That motion is also in order at this time. There are now two motions on the floor: one motion for closure of debate and one motion for adjournment of debate. Are there any additional motions on the floor at this time? [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. Prior to moving to vote, allow the dais to remind the committee of the ramifications that accompany the passage of a motion for adjournment. Adjournment of debate will result in the immediate end of debate on the topic currently under consideration the committee will move on to the second agenda topic. The committee will not vote on either of the two draft resolutions currently before the committee?”

Due to the serious and complex nature of the final stages prior to voting procedure, in particular, adjournment and closure, 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. The motion is decided by a simple majority vote. Will those in favor of this motion please raise your placards? All those opposed? [Members overwhelmingly oppose the motion for adjournment] 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 chair notes a placard being raised]

Chair:

"Brazil, to what point do you rise?"

Brazil:

"Honorable chair, we move for suspension of the meeting for a period of twenty minutes for the purpose of caucusing."

Chair:

"Thank you delegate. However, that motion is out of order at this time. In explanation: the moment when the dais accepts speakers to address the motion, the committee moves into formal voting procedure on that motion. While the committee is in voting procedure, no further motions can be accepted from the floor until the completion of the vote. 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. are strongly encouraged to very carefully tally this vote.] By a vote of X in favor and Y opposed, the motion for closure of debate passes."

"Having moved to closure, the committee is now in formal voting procedure. We will now consider the two draft resolutions before the committee. [the chair should identify the draft resolution being considered by code number, in this case, GA/DR/1/1] The dais has received no requests for amendments to this draft, therefore we will move directly to a vote. Allow me to remind delegates that you must remain seated at all times and there is to be absolutely no further discussion or note passing during these procedures."

Please note that the chair will only entertain five specific motions once the committee has moved into voting procedure:

1. a point of order to correct an error in procedure;
2. an appeal of the decision of the chair;
3. a motion for division;
4. a motion for roll call vote; and
5. a motion for adoption by acclamation.

[The chair notes a raised placard]

Chair:

"Pakistan, to what point do you rise?"

Pakistan:

"Honorable chair, the 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 GA/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. 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. 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 GA/DR/1/1 by acclamation? [no placards] Seeing no opposition, the resolution is adopted by the consensus decision of the committee and becomes GA/Res/1/1."

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 second and final draft resolution before the committee is GA/DR/1/2. The dais has received three amendments to this draft: two friendly amendments and one unfriendly. These amendments have been copied and posted. Is there anyone in the committee unaware of these amendments who needs the dais to read them at this time? [If necessary, the Rapp, who has been diligently keeping track of amendments, will slowly 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 provide fifteen seconds to speak on 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 GA/DR/1/2 please raise your placards. Those delegates opposed to the inclusion of this amendment please raise your placards. By a vote of X in favor and Y opposed, the amendment passes and will now be entered into the draft resolution as operative clause Z."

"Before moving to a vote on this draft, are there any motions on the floor?"

"Seeing none, we will now move to a vote on the draft resolution. Will all those delegates in favor of GA/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, GA/DR/1/2 is adopted by the committee and is now GA/Res/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 now 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.]