



Rules of Procedure

Statements by the Secretary General and Secretariat

The Secretary General and Secretariat, or those acting on their behalf, may issue written or oral statements to the Committees at any time.

Language

English shall be the official working language of the UBIMUN conference. No delegates may submit a document or address the forum in any other language.

Diplomatic Courtesy

Delegates are expected to exercise diplomatic courtesy when addressing the Committee and Chairs. The Chairs have the authority to issue diplomatic warnings to delegates that obviously violate the diplomatic courtesy. In the case that a delegate's conduct is found to be seriously disruptive, the Chairs reserve the right to request their expulsion from the conference which will be decided on by the Secretariat.

Members

Each member of the committee will be represented by one delegate and will be granted the right to vote or abstain. Members of the committee are the permanent members of the United Nations, Head of State, Minister, High Official or other in order of relevance to the issues and committee.

Participation of Non-Members

Representatives of non-governmental organizations or observer states will be granted the same rights as full members, except the right to vote or amend resolutions.

Attendance and Establishing the Quorum

a) All delegates are required to attend all committee sessions and meetings.

b) Attendance will be recorded at the beginning of the committee session by calling upon member states, followed by the observers in alphabetical order. When the country is called, the corresponding delegate shall declare the status of the country, which is either "present" or "present and voting", and observers shall declare "present and observing". The delegates should not be late; otherwise they may not remain eligible for a participation certification.



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c) The Chairs may declare the session open only when at least two thirds of the member states are present as it is a requirement for decisions concerning substantive matters, then the quorum is established

Setting the Agenda

A motion to set the agenda is in order as the first motion during the opening session of the committee or once debate on other items is concluded. The delegate making the motion will state the agenda item to be debated first. The chairs will then entertain two speakers in favour and two speakers against the motion. The motion shall be passed with a simple majority of the present quorum.

Opening Speeches

The opening speech is a speech every delegate is to give at the beginning of the first committee session of any given agenda item. Delegates are expected to give a short opening speech of no longer than one and a half minutes (a maximum of two minutes in the United Nations Security Council), with an overview of their country's organization and position in relation to the topic.

General Speakers List

After the agenda is set and opening speeches have been made, the forum enters the General Speakers List. It is done for the purpose of debating the agenda or general debating on the issue.

The Chairs will determine the duration of the speaker's time; in order to extend the speakers time, delegates are required to raise a motion "to extend the speaker's time", such motion requires a second with a simple majority to pass.

In order to be added to the General Speakers List, delegates are required to raise their placard when the Chairs request it. When the General Speakers List is exhausted, the debate shall automatically be closed.

If delegates wish to raise a motion, the Chairs will grant them the floor, this should be done in order to proceed to a moderated or unmoderated caucus. In the case of the exhaustion of the General Speakers List, the Committee must move to the voting procedure with two speakers for and against the closure of debate. If the vote results in a closure of debate, the Committee must proceed to voting on the next item on the list of agendas.

After the Committee has adopted, voted on or tabled a resolution, the General Speakers List shall open automatically in order to discuss the second agenda item.

Moderated and Unmoderated Caucus

The motion for either a moderated or unmoderated caucus is in order at any



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time when the floor is open to motions.

When delegates raise a motion for a moderated caucus, they must specify the topic of discussion, total duration of the caucus and the duration of each individual speaker's time – Example: "Motion for a moderated caucus to discuss (topic), total duration of x minutes, total individual speaker's time of y minutes (...and y second)"

Such a motion requires a second. The motion shall be passed with a simple majority of the present quorum.

When the time of the moderated caucus has elapsed, the floor is open to other motions. If there are none, the Chairs will declare the General Speakers List to be open.

In order to continue a current moderated caucus once the total time of the caucus has elapsed, delegates may motion to extend the moderated caucus for x minutes and must state if the individual speaker's time is to remain the same or set to y minutes (...and y seconds). Such a motion requires a second with a simple majority to pass. The chairs may allow for a second motion to extend the moderated caucus which shall be up to the Chair's discretion.

Delegates also have the right to put forward a motion for an unmoderated caucus in order to have an informal debate, usually to discuss working papers and draft resolutions. Such a motion requires a second as well as a moderated caucus preceding it. Delegates must specify the total duration of the unmoderated caucus – Example: "Motion for an unmoderated caucus, total duration of x minutes".

In order to continue a current unmoderated caucus once the total time of the caucus has elapsed, delegates may motion to extend the unmoderated caucus for x minutes. Such a motion requires a second with a simple majority to pass. The chairs may allow for a second motion to extend the unmoderated caucus which shall be up to the Chair's discretion.

Suspension of the Debates

Delegates have the right to put forward a motion on the floor "to suspend debate" or "to suspend the meeting". This may be done in order to postpone the debate until the next scheduled Committee session. Such a motion requires a second with a simple majority. When the meeting is suspended, no voting procedure or amendments shall be in order until the meeting is resumed.

To resume the meeting, delegates should pass a motion "to resume the meeting", which also requires a second.



Closure of the Debates

Delegates have the right to propose a motion to close debate on the current issue at any time when the floor is open. Such a motion requires a second, and only two delegates will be granted the floor to speak for and against closure of debate. Afterwards the Chairs shall proceed to the voting procedure, to pass the motion a two thirds majority is required.

Yields

a) Yielding to points of information

During the General Speakers List, if a delegate has time remaining to speak once they finish their speech they may choose to yield that time to points of information where the floor is open for other delegates to ask questions to clarify the information of the speech.

b) Yielding to another delegate

If a delegate successfully passes a motion for a moderated caucus, they automatically have the floor to speak at the beginning of the moderated caucus. During a moderated caucus, a delegate cannot yield their remaining time to another delegate. However, this can be done during the general speaker's list. In this case, another delegate will be granted the floor to speak without the right to yield their time to another delegate.

c) Yielding to the Chairs

Delegates may yield their remaining time to the Chairs if they do not wish to take any questions or yield to another delegate.

If a delegate exhausts their time to speak during the moderated caucus, yields are not in order. If the Chairs believe there is not enough time for points of information, they will ask the delegate to yield the remaining time back to the Chairs.

Right of Reply

If a delegate feels that their national honour or pride has been insulted they may request a right of reply. It is up to the Chair's discretion whether to grant such a right or not. The Chair's decision on the matter is not open to appeal.

The right of reply cannot be granted in order to correct inaccuracies in the previous delegate's speech. The Chairs will determine the time limit for all replies that are granted which shall not exceed a time of 1 minute.

Motion to Appeal

If a delegate feels unsatisfied with a decision made by the Chairs, they may



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propose a motion to appeal if that decision is open to appeals. This motion must be entertained by the chair and requires a second. The delegate will be afforded one minute to explain the reason for their appeal and then the Chairs shall also be afforded one minute to justify their original decision. The appeal will then be voted on by the Committee and will require a two thirds majority to overturn the decision of the Chairs.

Point of Order

Delegates have the right to raise a point of order to request that the Chairs clarify the substance of any points or motions put forward by another delegate. The Chairs may then overrule the point or motion put forward if it is found to be improper or inappropriate, such a decision is not subject to appeal. The point of order may only be raised after the currently speaking delegate has concluded their speech.

Point of Parliamentary Inquiry

Delegates may raise a point of parliamentary inquiry in order to clarify the rules of procedure. The Chairs may overrule such a point if it contains a substantive matter as it should be referred to as a point of order in such a case. The point of parliamentary inquiry may only be raised after the currently speaking delegate has concluded their speech.

Point of Personal Privilege

Delegates may raise a point of personal privilege in case there are any issues or if the delegate is experiencing personal discomfort which may impair their ability to participate in the debate. Delegates may interrupt the speech of another delegate to raise such a motion, however it may only be done under exceptional circumstances.

Working Paper

Delegates may create a working paper which is an unofficial document that aims to present to the Committee the foundations of the subsequent draft resolution. The working paper requires the Chair's approval before the working paper may be presented to the House.

Motions to introduce the working paper require a second and a simple majority to pass as well as a motion for an unmoderated caucus to create or informally discuss the working paper.

Draft Resolution

Draft resolutions must be tabled to the Chairs for approval before they can be introduced. In order to table the draft resolution, no less than 4 sponsors and 1/5 of the present quorum are required as signatories. Signing the draft resolution does not necessarily mean that a delegate supports the draft



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resolution. The signatories have no obligation to vote for or against the draft resolution.

Once the draft resolution has been approved, delegates may raise a motion to present the draft resolution. Such a motion requires a second with a simple majority in order to pass. When the draft resolution has been presented, delegates may propose a motion to call for a panel of authors.

Panel of Authors

The motion to call upon a panel of authors is in order when a draft resolution is presented. Such a motion requires a second with a simple majority to pass. Once the motion passes, the Chairs will choose 2-3 delegates (up to the discretion of the Chairs) that have a sustainable knowledge of the draft resolution, preferably sponsors, to answer any questions related to the draft resolution or make any clarifications. It should be noted that a Panel of Authors should not exceed a time limit of 30 minutes.

Amendments

a) Amendments, Friendly and Unfriendly

An amendment is a proposal that adds to, removes from, or revises part of a draft resolution. Delegates have the right to amend a draft resolution. The amendments must be submitted to the Chairs for approval before it can be introduced. If the sponsors of a resolution agree with another delegate's amendment or submit one of their own, it will be treated as a friendly amendment and will take effect immediately as soon as the amendment is introduced.

If the sponsors do not agree with another delegate's amendment, they can still introduce amendment but it will be treated as an unfriendly amendment and must therefore require two speakers for and against as well as being voted on. Delegates may introduce an amendment when the floor is open to points and motions.

b) Amendments to Amendments, and Amendments to the Preambulatory Clauses

Amendments to amendments are out of order, as are amendments to preambulatory clauses unless such a right is granted by the Chairs at their discretion.

c) Closure of Debate and Voting on Amendments

A motion to close debate may be in order when all of the amendments are introduced and discussed by two speakers for and against each introduced amendment.



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When debate is closed, the Committee shall move on to the voting procedure immediately. All amendments that have been passed should be treated as an integral part of the draft resolution.

General Voting Procedure

a) All Committee members, including observers, must vote on procedural matters (motions, appeals etc.) Abstentions are not in order on procedural votes.

b) No points of order or points of information may interrupt the voting procedure.

c) The substantive question concerning the adoption of resolutions requires all full member states to vote. Observers do not have the right to vote on the final draft resolutions.

Voting shall normally be done by a show of placards except when a delegate puts forward and successfully passes either a motion for a roll call vote, or a motion to divide the House.

If a motion for a roll call vote or a motion to divide the House passes, voting will be done by roll call in alphabetical order.

Each member state must vote with either “yes”, “no”, or “abstain”. If a delegate stated “present and voting” when the quorum was being established, they do not have the right to abstain from the vote and must answer with either “yes” or “no”. If the House is divided, no delegate may abstain from the vote.

Voting with rights is not permitted.

d) A resolution may only be passed and adopted with a two thirds majority vote.

Security Council Voting Procedure

a) All Committee members, including observers, must vote on procedural matters (motions, appeals etc.) Abstentions are not in order on procedural votes.

b) No points of order or points of information may interrupt the voting procedure.

c) The substantive question concerning the adoption of resolutions requires all full member states to vote. Observers do not have the right to vote on the final draft resolutions.

Voting shall normally be done by a show of placards except when a delegate



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puts forward and successfully passes either a motion for a roll call vote, or a motion to divide the House. When the voting is done by a show of placards in the Security Council, the non-permanent members shall vote first and then the permanent 5 members shall vote last.

If a motion for a roll call vote or a motion to divide the House passes, voting will be done by roll call in alphabetical order.

Each member state must vote with either “yes”, “no”, or “abstain”. If a delegate stated “present and voting” when the quorum was being established, they do not have the right to abstain from the vote and must answer with either “yes” or “no”. If the House is divided, no delegate may abstain from the vote. Voting with rights is permitted.

d) If a delegate representing one of the permanent 5 members does not wish to vote in favour of a resolution but also does not wish to exercise their veto power, they must abstain from the vote. Answering the vote with “no” shall immediately result in the use of the veto power. If a delegate of one of the permanent 5 members stated “present and voting” when the quorum was being established, or if the House is divided, they do not have the right to abstain from the vote and must answer with either “yes” or “no”.

e) A resolution may only be passed and adopted with a two thirds majority vote. If delegates of one or more of the permanent 5 members vote “no”, the veto power is exercised and the resolution will subsequently fail to pass and will not be adopted, even if the required two thirds majority is achieved.

Division of the Question

When the debate on the current topic on the list of agendas is closed, delegates may propose a motion to divide the question for a specific resolution, which refers to the principle of the voting procedure. When the question is divided, the resolution is split into two or more parts (cannot be split into more parts than the total number of operative clauses in any given resolution) and each part is voted on independently. If any part of the resolution fails to gain the required majority, that part will be stricken from the resolution.

Such a motion requires a second, one speaker in favour, one speaker against, and a simple majority to pass. However, the Chairs have the authority to overrule such a motion based on substantive matter. Following a division of the question, the adoption of the resolution in its amended form must still be voted on as normal.



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Division of the House (Roll Call Voting)

When the debate on the current topic on the list of agendas is closed, delegates may propose a motion to divide the House, which refers to the method and rules of the voting procedure. When the House is divided, voting will be done by roll call in alphabetical order and delegates must announce their vote. Delegates may not abstain from the vote when the House is divided. A motion to divide the House can also be proposed after the vote is already taken as a way to possibly settle a stalemate in the voting procedure.

Such a motion does not require a second or even a vote to pass. The motion immediately passes at the discretion of the Chairs. Their decision is not subject to appeal.



Aids to Resolution Writing

Preambulary Clauses

Affirming
Alarmed by
Approving
Bearing in mind
Believing
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Emphasizing
Expecting
Expressing its
appreciation
Fulfilling
Fully aware
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having examined
Having received
Keeping in mind
Noting with deep
concern
Nothing with
satisfaction
Noting further
Observing
Reaffirming
Realising
Recalling

Recognising
Referring
Seeking
Taking into
consideration
Taking note
Viewing with
appreciation
Welcoming

Operative Clauses

Accepts
Affirms
Approves
Authorises
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its
appreciation
Expresses its hope
Further invites
Further proclaims
Further reminds
Further recommends
Further requests
Further resolves
Has resolved
Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Solemnly affirms
Strongly condemns
Supports
Takes note of
Transmits
Trusts