



# **RULES OF PROCEDURE**



**MAKE THE WORLD YOURS**

**HEIDELBERG NATIONAL  
MODEL UNITED NATIONS  
JAN 12 & 13, 2013**

## 1. LANGUAGE AND ATTIRE

English will be the official and working language of the conference. The delegates are required to wear western business attire or, alternatively, traditional formal attire of the country represented.

## 2. ELECTRONIC AIDS & INTERNAL COMMUNICATION

Delegates are permitted to use electronic device, including laptop, in the committee room. Furthermore, delegates are allowed to use both their electronic equipment as well as handwritten notes to communicate with each other and the dais staff.

## 3. ATTENDANCE

Unless permitted otherwise by the chair, at least one delegate from each participating country must be present in the committee at each time. The chair will perform a roll call at the beginning of the debate to determine the countries participating in the committee.

If a delegate is not present during roll call or needs to leave the committee session ahead of time, a note should be sent to the chair.

## 4. SPEAKERS LIST

The Committee shall at all times have an open Speakers List for the Topic discussed. The Chair will set a speaking time. The speaking time can be changed through a motion. A country participating in the committee may as to be added to the Speakers List by either submitting a request in writing to the Chair or answering to the Chair's call. One can also indicate one's wish of removal from the Speakers List via sending a note to the Chair. The names of the next several members to speak will always be posted for the convenience of the Committee. The Speakers List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speakers List. The Speakers List must not end until the end of the conference, because the conference ends as soon as the Speakers List runs out of speakers.

*An example would be: The delegation of Djibouti wishes to be placed on the Speakers List.*



## 5. SPEECHES

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or staff. Delegates are required to make all speeches from the 3rd person perspective. Speeches cannot be made from the 1st person unless the approval of the chair is received.

*An example would be: Honorable chair, fellow delegates, the delegation of the United Kingdom of Great Britain and Northern Ireland congratulates the advances of this committee. [...] Thank you.*

## 6. SUSPENSION OF THE MEETING

Whenever the floor is open, a delegate may motion to suspend the meeting, meaning the postponement of all committee function until the next meeting. When the chair considers such a motion in order, it will not be debated but rather immediately voted on and will require a simple majority to pass.

*An example would be: The delegation of the People's Republic of China motions to suspend the meeting.*

## 7. MODERATED CAUCUS

A delegate may motion for a moderated caucus. The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers List and call on delegates to speak at his/her discretion. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. Once passed, the delegate that motioned for the caucus is to be put first on the new speakers list.

*An example would be: The delegation of Sudan moves for a 5 minutes moderated caucus, individual speaking time of 30 seconds in order to discuss the importance of education for the fight on piracy.*



## 8. UNMODERATED CAUCUS

A delegate may motion for an unmoderated caucus. The delegate making the motion must specify a time, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. This motion is used to have the chance to write on resolution texts or to find allies in discussion. Please note that an unmoderated caucus (WorldMUN) is closely related to the suspension of debate (New York NMUN).

*An example would be: The delegation of Israel moves for a 10 minute unmoderated caucus.*

## 9. POINTS

Points can be raised whenever the committee is in formal session.

### a) POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the dais. This point should also be raised if a delegate is unsure whether the chairs decision on a matter complies with the rules of procedure. Points of Information do not exist.

### b) POINT OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait until the end of the speech to raise the Point.



## 10. YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of two ways at the end of his/her speech:

1. Yield to another delegate. His or her remaining time will be offered to that delegate. The delegate that is yielded to can either accept or reject the yield.
2. Yield to the chair. Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.

## 11. WORKING PAPERS

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions. Working papers are not official documents and may be presented in any format approved by the Chair, but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working document as a “working paper”. The Chair will request delegates to work on working papers at a given time.

## 12. DRAFT RESOLUTIONS

A draft resolution may be introduced through a motion when it receives the approval of the Chair and is signed by at least 10 (UNEO) or 5 (SC) member states. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. Signatories should be listed in alphabetical order on every draft resolution.

A draft resolution requires a simple majority of members present to pass. In the Security Council, no permanent member must vote against it (Veto Power).

Only one draft resolution may be passed per Topic Area. After a draft resolution is passed, debate on the topic ends.

*An example would be: The delegation of Syria moves to introduce the Draft Resolution previously submitted to the chair.*



### 13. AMENDMENTS

Delegates may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of the operative clauses. Preambulatory clauses may not be amended. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair as well as the signature of 10 (UNEO) or 5 (SC) member states before it can be introduced by a motion and needs a simple majority to pass. The chair may, time permitting, recognize speakers speaking in favor and against a certain amendment.

*An example would be: The delegation of Singapore motions to introduce Amendment previously submitted to the chair.*

### 14. CLOSURE OF DEBATE

Once at least one draft resolution is on the floor, a delegate may motion to close the general debate and move into voting procedure. The chair will, time permitting, recognize two speakers against this motion. This motion is procedural and requires a two-thirds majority to pass. Once this motion passes, the committee will vote on each draft resolution in their order of introduction.

*An example would be: The delegation of South Africa motions to close the debate.*

### 15. PROCEDURAL VOTING

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee must vote on all procedural motions. One must not abstain from these voting procedures.

### 16. SUBSTANTIVE VOTING

Substantive voting includes voting on draft resolutions and amendments. For substantive voting, each member will have one vote. Each vote may be a „Yes,“ „No,“ or „Abstain.“ All matters will be voted upon by a show of placards.