

Heidelberg National Model United Nations 2018 Rules of Procedure

1. LANGUAGE

English will be the only official working language of the conference.

2. ROLL CALL

Every committee session will begin with a roll call. Delegates must indicate whether they are present or present and voting. Delegates who indicate that they are present and voting must not abstain during substantive votes during that session. Delegates who have missed the roll call may indicate their presence via a written notification to the chair.

3. SPEAKERS' LIST

The Committee shall at all times have an open speakers' list for the topic being discussed. The Chair will set a speaking time. The speaking time can be changed through a motion. A member may add its name to the speakers' list by either submitting a request in writing to the Chair or answering to the Chair's call for delegates wishing to speak. 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 open 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.

4. 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 third person perspective. There can be no speeches made in first person speech unless the specific approval of the chair is received.

5. MOTIONS

A) 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.

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

B) 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.

An example would be: "The delegation of Sudan moves for a 10 minutes moderated caucus, individual speaking time of 30 seconds, in order to discuss the importance of education for the fight on piracy."

6. POINTS

Contrarily to motions, points are not used to modify the form of debate but to address a specific issue non-related to the debate. After a point has been raised, delegates should wait for the Chair to recognize them.

A) POINT OF INQUIRY

When the floor is open, a delegate may rise to a Point of Inquiry to ask the Chair a question regarding the rules of procedure, or the procedure in committee in general. A Point of 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. Points of Information do not exist.

An example would be: Delegate: "Point of Inquiry!"
The Chair will answer: "You're recognized, delegate."
Then, the delegate can ask his question: "Who will be the next three speakers?"

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 till the end of the speech to raise the Point.

An example would be: "Point of Personal Privilege!" –
"You're recognized, delegate." –
"Could we open a window to get some fresh air?"

C) POINT OF ORDER

Delegates may raise a Point of Order when a violation of the Rules of the Procedure becomes apparent. A Point of Order may be used for example when the chair does not grant a delegate the right to speak during the formal debate even though he/she has the first spot on the speakers' list. An example would be: "Point Order!" – "You're recognized, delegate." – "The chair has recognized the delegate of Sudan, even though he is not on the speakers' list"

7. 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. (Make sure that this is in this delegate's interest!)
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.

8. 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. 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 may be referred to as a "working paper" until it has been introduced. The Chair will request delegates to work on working papers at a given time.

9. DRAFT RESOLUTIONS

A draft resolution may be submitted to the Chair when it receives the approval of the Chair and is signed by at least 3 members of the NATO Council, or 6 Members of General Assembly, and must adhere to draft resolution format as shown in the sample draft resolution annexed to the rules of procedure. Signing a draft resolution does not necessarily indicate support of the draft resolution as the signatory has no further rights or obligations. Signatories should be listed in alphabetical order on every draft resolution.

10. AMENDMENTS

Delegates may amend the operative clauses of any draft resolution that has been introduced by adding to, deleting from or revising parts of it. Only one amendment may be introduced at any given time. Preambulatory clauses of a draft resolution cannot be changed. An amendment requires the same amount of signatories as a draft resolution and must be passed with a simple majority.

11. END OF THE DEBATE

It is at the Chair's discretion to close the speakers' list and move into the substantive voting procedure in order to adopt a draft resolution.

12. SUSPENSION OF THE MEETING

Delegates may motion to suspend the meeting for example for coffee breaks. It is at the Chair's discretion to rule such motion dilatory.

13. PROCEDURAL VOTING

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

14. 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.“ A draft resolution requires a simple majority of the members present. All matters will be voted upon by a show of placards unless a delegate requests a roll call vote. Observers must not participate in substantive votes.

15. SECRETARY-GENERAL

The Secretary General of the Heidelberg National Model United Nations reserves the right to appear before the committees to make announcements and reports.

16. ELECTRONIC AIDS

Delegates are permitted to use electronic devices, including laptops, in the committee room. The chair may suspend this privilege at any given time.



Summary of Points and Motions in order of their precedence

Point/Motion	Purpose	Vote/Decision	Effect/Remark
Points			
Point of Order	Claim a wrong decision by the chair	Chair	Correction/revision, if possible
Point of Personal Privilege	Address personal discomfort	Chair	Solution for discomfort
Point of Inquiry	Ask general questions about the procedure	Chair	Only if interesting for whole committee, otherwise approach the chair individually
Motions			
Suspend the meeting	Proposes break of the meeting	Simple majority	Lunch and Night break
Closure of Debate	Closure of the speakers list, committee moves into voting procedure	Two-thirds majority	Only advisable when draft resolutions are on the floor
Introduction of a Draft Resolution	Draft Resolution can be introduced and debated upon	Simple majority	Minimum of six signatories needed (NATO: 3)
Introduction of an Amendment	Amendment can be introduced and debated upon	Simple majority	Minimum of six signatories needed (NATO: 3)
Introduction of a Working Paper	Working Paper can be introduced and debated upon	Simple majority	No official format needed
Unmoderated caucus	Create an informal session to discuss eye-to-eye and write papers	Simple majority	Use it wisely in a double-delegate committee
Moderated caucus	Create a more specific and constructive discussion on a topic	Simple majority	Name length, speakers time, moderator and topic
Motion to set the speakers time	Change speaking time on the general speakers list	Simple majority	Do not use too often

General remarks:

- For moderated and unmoderated caucuses: The longer the duration (max. is 20 minutes unmod., 20 minutes mod.), the higher the precedence; for identical duration, shorter speaking time has higher precedence. One extension with shorter duration than the original caucus is in order.
- There are no seconds or objections needed, all motions will be voted upon.
- There are no speeches in favour or against a motion, with two exceptions: Before voting on amendments (two in favour, two against), and on closure of debate (two against).