
2007 UCLA MUN Rules of Procedure



1. Scope

1.1 Precedence of Rules. The following Rules of Procedure are the official rules of UCLA MUN. The order of precedence is from top (most authority) to bottom (least authority)

- The UCLA MUN Rules of Procedure,
- Rulings by the Executive Board,
- Historical usage of the UCLA Rules of Procedure,
- The Charter of the United Nations.

1.2 Official Language. English shall be the official and working language of the UCLA MUN Conference.

2. The Secretariat

2.1 Makeup. The Secretariat of UCLA MUN shall consist of an all-volunteer staff of UCLA MUN members. They shall oversee and act as administrators for all committees and sub-functions of the conference. The Secretariat acts as a supervising body during the conference, and all rulings by its members regarding the Rules of Procedure are final.

2.2 Statements by the Secretariat. The Secretary-General or his or her representative may make oral as well as written statements to any committee concerning any issue.

2.3 Credentials. All questions concerning the validity of Representative credentials shall be submitted in writing to the Secretariat,

- The Secretariat has sole authority to decide all questions concerning credentials,
- Representatives must wear approved credentials at all times while on the conference premises.

2.4 General Authority of the Chairperson. In addition to exercising such authority conferred upon the Chair elsewhere in these rules, the Chair shall;

- Declare the opening and closing of each session,
- Ensure the observance of the rules,
- Propose the adoption of any procedural motions to which there is no significant objection,
- Direct the discussions of the Committee/ Council, and accord the right to speak,
- Advise the Committee/Council on methods of procedure that will enable the body to accomplish its goals,
- Rule on Points of Order and Procedure, and subject to these rules, shall have complete control of the proceedings of the Committee/Council and the maintenance of order at its meetings,

In addition to exercising the powers conferred upon the Chair elsewhere in these rules, the Chairperson may temporarily transfer his or her duties to another member of the committee staff or secretariat. All procedural matters in committee are subject to the discretion of the Chair. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.

2.5 Selection of Agenda Items. Agenda items shall be selected by the Secretariat prior to the start of the conference. Once selected, these items are fixed for the duration of the conference.

3. GENERAL RULES

3.1 Number of Accredited Representatives. Each delegation is allowed one Representative per Committee/Council on which it is a member, unless the committee is designated as dual-delegate.

3.2 Quorum/Majority. A quorum will be 20% of the delegations in attendance of a committee

- A quorum must be present at all times during Committee/Council sessions,
- A majority of 50% of the member states in attendance, plus one, is required for a substantive question to be put to a vote,
- Questions concerning quorum or majority should be directed to the chair,

It is the responsibility of the chair to ensure that a quorum is present at all times.

3.3 Diplomatic Courtesy. Representatives must accord diplomatic courtesy to all other Representatives and Secretariat members at all times,

- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Committee/ Council by the Chair,

- The Secretariat reserves the right to expel any Representative/Delegation from the conference,
- Decisions of the Chair on diplomatic courtesy are not appealable.

4. DEBATE

4.1 Adoption of the Agenda. The Agenda of the committee shall consist of the topics set by the secretariat prior to the conference. The topics shall be discussed in the order set by the secretariat, unless a motion to Re-Order the Agenda is made.

- New Topics may be added to the Agenda in the following cases:
 - The Committee has an Open Agenda,
 - The Secretariat Introduces an Emergency Topic,
 - The Committee Closes or Adjourns debate or rules the committee to be out of competence on all topics present on the agenda,
- A motion to Re-Order the Agenda may be made
 - Requires a majority to pass
 - If passed, the motion effectively re-orders the topics to be discussed.

4.2 Caucus. Upon the recommendation of the Chair or any delegate, the committee may consider a motion for a moderated or un-moderated caucus. This motion requires a majority vote.

- *Moderated Caucus:* The recommendation for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (e.g. "The nation of [country name] moves for a five minute moderated caucus with a 30 second speaking time."). During moderated caucus, the chair shall recognize delegates for remarks without the use of a speakers list and yields are out of order.
- *Un-moderated Caucus:* The recommendation for an un-moderated caucus requires a time limit to be made (e.g. "The nation of [country name] moves for a ten minute un-moderated caucus."). Un-moderated caucuses allow delegates to have informal discussions.

4.3 Speaker's List. The Chair shall open the speaker's list for each topic to be discussed. Any delegate wishing to be added to the speakers list shall raise their placard when asked by the Chair or shall submit such a request in writing to the Dais.

4.4 Speeches. No delegation may address the Committee/Council without obtaining the permission of the Chair,

- Speakers must keep their remarks germane to the subject under discussion,
- A time limit may be established by the chair or the committee,

- Representatives, at the conclusion of a substantive speech, will be allowed to yield in the following manners
 - To the chair: Such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The Chair shall then move on to the next speaker.
 - To Questions: Delegates shall be selected by the Chair to ask one question per speech. The Chair has the right to call order to any delegate whose question is, in the opinion of the Chair, not designed to elicit information. Answers to questions are limited to the time remaining in a delegate's speech.
 - To another Member-State. The member that is yielded to may not make any additional yields.

4.5 Right of Reply. The Chair may accord a Right of Reply to any Representative if a speech by another Representative contains unusual or extraordinary language clearly insulting to personal or national dignity,

- Representative/Delegation requests for a Right of Reply shall be made in writing to the Chair,
- The request shall contain the specific language which was found to be insulting to personal or national dignity,
- The Chair's decision is not subject to appeal,
- There shall be no reply to a reply,

The Chair may limit the time allowed for a reply.

5. RESOLUTIONS & AMENDMENTS

5.1 Definition of Resolution Terms. A resolution has various phases, to be properly referred to hereafter as,

- A Working paper: is a proposal consisting of at least one preambulatory and one activating clause,
- A Draft Resolution: A working paper that has been submitted to the dais and has received approval from the chair,
- A Resolution: A Draft Resolution that has been passed by a majority of the committee during Voting Block.

5.2 Draft Resolutions. Representatives will receive "Draft Resolutions," after they have been approved by the chair.

- For a Draft Resolution to be considered on the floor, it must have a minimum of 20% of the delegations in attendance listed as sponsors,
 - After acceptance by the Chair or Vice Chair, resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,

- Once a resolution is on the floor for discussion, additional sponsors may only be added to that resolution with the consent of the original sponsors,

5.3 Definition of Amendments. An amendment is a motion that adds to, deletes from or revises any part of a resolution.

5.4 Amendments. All amendments to resolutions must be signed by 20% of the delegations in attendance,

An amendment is submitted to the Committee/Council Vice-Chairperson for approval. Amendments will be approved if they are legible, organized in content and flow, and in the proper format,

- Approved amendments will be assigned an identification code by the Vice Chair,
- Typographical errors will be corrected by the chair and announced to the body,

One or more amendments may be considered on the floor at any given time,

An amendment will be considered "friendly" if all sponsors of the resolution are also sponsors of the amendment,

- A friendly amendment becomes part of a resolution upon receipt by the Chair,
- The Chair shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor,
- No vote is required to add a friendly amendment to a resolution.

6. VOTING

6.1 Voting Rights. Each member delegation shall have one vote in each Committee/Council on which it is represented,

- No Representative/delegation may cast a vote on behalf of another country.

6.2 Observer Status. Those delegations recognized as having Observer Status by UCLA MUN shall be accorded all rights in the Committee/Council except the following:

- They may not vote on any item,
- They may not make or second the following motions;
 - Adjournment of the Meeting
 - Adjournment of Debate
 - Closure of Debate
 - Decisions of Competence

6.3 Simple Majority. Unless otherwise specified in these rules, decisions in the Committee/Council shall be made by a majority vote of those nations present and voting. If there is an equal division between yes and no votes, the motion fails,

- The phrase "nations present and voting" refers to members casting affirmative or negative votes. Members that cast a final abstention are not voting.

6.4 Adoption by Acclimation. The adoption of amendments and resolutions by acclimation is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations,

- Any Representative may request the adoption of an amendment or resolution by acclimation at any time after Closure of Debate has passed,
- The Chair shall ask whether there is any objection to acclimation, and shall ask if any nations wish to abstain from acclimation,
 - If there is no objection, the proposal is approved by acclimation,
 - If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.

6.5 Method of Voting. The Committee/Council shall normally vote by a show of raised placards. The Chair may, at his or her sole discretion, grant a request by a delegation for a roll-call vote; the decision to grant such a request is not subject to appeal,

- Roll Call votes on resolutions shall be called in English alphabetical order beginning with a nation selected at random by the Vice Chair,
- Representatives shall reply "yes", "no", or "abstain."

6.6 Conduct During Voting. Immediately prior to a vote, the Chair shall describe to the Committee/Council the item to be voted on, and shall explain the consequences of a "yes" or a "no" vote. Voting shall begin upon the Chair's declaration "we are in voting block", and end when the results of the vote are announced,

- Once in voting block, no Representative shall interrupt the voting except on a point of order or information concerning the actual conduct of the vote.
- Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegations the opportunity to make any relevant motions,
 - Relevant motions prior to a vote include: Suspension of the Meeting, Adjournment of the Meeting, Decisions of Competence, Division of the Question, Important Question or Adoption by Acclimation.

7. POINTS OF PROCEDURE IN ORDER OF PRIORITY

7.1 Point of Order. During the discussion of any matter, a Representative may rise to a Point of Order if he/she believes that the Committee/ Council is proceeding in a manner contrary to these rules,

- The Representative will be immediately recognized by the Chair and the point ruled on,

- If a Representative's ability to participate in the Committee/Council's deliberations is impaired for any reason, the Representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker.

7.2 Point of Information/Point of Inquiry. A Point of Information is raised to the Chair if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee/ Council,

- Representatives may not interrupt a speaker on a Point of Information.

8. PROCEDURAL MOTIONS IN ORDER OF PRIORITY

8.1 Withdrawal of Motions. A motion may be withdrawn by its proposer at any time before voting on it has begun, provided the motion has not been amended,

8.2 Dilatory Motions. The Chair may rule out of order any motion repeating or closely approximating a recent, previous motion on which the Committee/Council has already rendered an opinion,

- This ruling is not subject to appeal.

8.3 Suspension of the Meeting. During the discussion of any matter, a Representative may move to suspend the meeting, except when such a motion would interrupt a speaker. Suspending a meeting recesses it for the time specified in the motion, it is best to use this motion for long breaks (I.E. Lunch, Dinner).

- Majority vote for passage,
- The motion is not debatable,
- The Chair may request the mover to modify the time of suspension,
- If the motion passes, the Committee/Council, when it reconvenes, will continue its business from the point at which the suspension was moved.

8.4 Adjournment of the Meeting. The motion of adjournment means that all business of the Committee/Council has been completed, and that the Committee/Council will not reconvene until the next annual session,

- Majority vote for passage,
- The Chair may refuse to recognize a motion to adjourn the meeting if the Committee/Council still has business before it,
- A motion to adjourn is not debatable, and will be put to an immediate vote.

8.5 Adjournment of Debate. During the discussion of any matter, a Representative may move the Adjournment of Debate on that matter,

- Adjournment of Debate on a resolution or amendment has the effect of tabling that item and allows the Committee/Council to move onto another resolution/amendment,
- A two-thirds majority is required to pass,
- Two delegations may speak in favor of the motion, and two opposed; the motion shall then be put to a vote,
- An item upon which debate has been adjourned must pass a vote of reconsideration before it may be brought back to the floor for consideration,

8.6 Closure of Debate. A Representative may move to close debate on an issue before the Committee/Council at any time, except when such a motion would interrupt a speaker,

- If closure passes, the issue upon which debate was closed will be put to a vote,
- A two-thirds majority is required to pass,
- Two delegations may speak against closure, and the motion will then be put to a vote, if there are no speakers against, the motion passes without a vote,

8.7 Appealing a Decision of the Chair. Rulings of the Chair are appealable unless otherwise specified in these rules,

- A two-thirds majority is required to pass,
- Two delegations may speak in favor of the motion and two opposed,
- An appeal must be made immediately following the ruling in question,
- The Chair shall put the vote thusly: "Shall the decision of the Chair be sustained?" A "yes" vote supports the Chair's decision; a "no" signifies objection,
- The decision of the Chair shall be sustained by a tie,
- Rulings by the Chair on the following rules or motions are not appealable: Diplomatic Courtesy, Right of Reply, Dilatory Motions, granting of a roll call vote, Adjournment of the Meeting, and any time a ruling by the President is a direct quote from these rules of procedure.

8.8 Decisions of Competence. A motion calling for a decision on the competence of the Committee/Council to discuss or adopt a proposal is in order at any time prior to the proposal being put to a vote,

- Majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- If a Committee/Council decides it is not competent to discuss or vote on an amendment or resolution, the effect is the same as adjourning debate.

8.9 Re-Ordering the Agenda. Agenda items will be considered in the order in which they are listed by the secretariat, unless that order is altered by the passage of a motion *To Re-Order the Agenda*,

- Majority vote for passage,

- The motion is not debatable.

8.10 Division of the Question. A motion to divide the question, proposing that clauses of an amendment or resolution be voted on separately, is in order at any time prior to entering into voting procedure on it,

- Majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,

The first motion for division to receive a majority vote shall determine the order in which the amendment/resolution parts are to be voted on. Those clauses of the amendment/resolution which are approved shall then be put to a vote as a whole.

- If division causes the resolution to no longer be in the proper format, the proposal as a whole is rejected.

8.11 Reconsideration of Proposals. A motion to reconsider is in order on an amendment or resolution which has passed or failed when put to a final vote. The motion is also in order for proposals on which debate has been adjourned, and on proposals upon which the Committee/ Council has decided it was not competent to discuss or adopt,

- The motion must be made by a member state that voted against the original proposal
- A motion to reconsider requires a two-thirds majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,
- If the motion passes it brings the issue back before the body for debate, and to be voted on again.

9. RULES RELATING ONLY TO THE GENERAL ASSEMBLY PLENARY

9.1 Interchangeability of Rules. All Committee/Council rules apply to the conduct of business in the General Assembly, except where noted below.

9.2 Quorum. A quorum in the General Assembly Plenary session will be one-third of the member delegations in attendance at the conference.

9.3 Officers. The President of the General Assembly shall act as the principal Chair of the Assembly, with the Senior Vice President and Committee Chairpersons serving as supporting officers. The officers shall have all the powers, duties, and responsibilities of the Committee Officers.

9.4 Consideration of Resolutions. Resolutions passed by a General Assembly Committee are available for discussion in the order in which they were passed in that Committee, with no additional signatures needed. Additional resolutions may also be submitted from the floor in the General Assembly Plenary

- Resolutions submitted from the floor must have a minimum of 25% signatures of delegations in attendance, as well as the signature of the President or Vice President,
- After acceptance by the President or Vice President, resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,
- The President shall announce additional resolutions for discussion on the floor as they are ready for distribution.

9.5 Important Questions. General Assembly Important Questions require a *two-thirds majority* vote of *all members present and voting* for passage. Amendments to resolutions dealing with Important Questions also require a two-thirds majority vote for passage. Decisions on Important Questions are applicable only to the General Assembly. When discussed in Committees, these issues are debated and voted upon utilizing normal Committee rules. Such questions shall include:

1. recommendations with respect to maintenance of international peace and security (only when the Security Council fails to act);
2. admission of new members to the UN;
3. suspension of rights and privileges of membership;
4. expulsion of member nations;
5. questions in relationship to the Trusteeship system;
6. budgetary questions.

Determination of additional categories of important questions may be made by a simple majority vote of the members present and voting, before a vote is taken on any part of a proposal dealing with the subject. If important questions status is moved, there shall be two speakers in favor and two opposed, followed by an immediate vote on the change of status.

9.6 Security Council Priority Relating to Issues Concerning the Maintenance of International Peace and Security. The Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security. Issues of this type, while under discussion in the Security Council, shall be seized from General Assembly action. Accordingly, any General Assembly resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject,

- General Assembly resolutions that deal with a seized issue may be discussed and amended, but no final vote on the resolution may be taken,
- The Security Council will be considered to have completed its deliberations on a seized issue once a resolution on the subject has been put to a vote and a topic closed, or after a two hour time period has elapsed since the Security Council last considered any aspect of the topic,
- Throughout the General Assembly, Representatives will be kept informed by the Secretary General of any seized issues.

10. RECOGNITION OF CONTRIBUTION

10.1 UCLAMUN Rules of Procedure are compiled from the following sources

- AMUN
- NMUN
- UCBMUNC
- ISAS
- HMUN

Rule	Speakers (For/Against)	Vote	Appeal	Comments
Points				
Point of Order	n/a	n/a	n/a	In order at any time; used when a delegate is unable to participate in committee business, or feel that a rule has been violated.
Point of Information	n/a	n/a	n/a	In order at any time, questions must be addressed to the chair.
Motions relating to speeches				
Right of Reply	n/a	n/a	No	Member moving for the right must submit it in writing to the Dais.
Closure/Re-opening of Speaker's List	None	1/2	Yes	None
Motions relating to the meeting				
Caucus	None	1/2	No	Member must state and time limit(s) and, if the chair requires it, a purpose.
Suspension/Adjournment of the meeting	None	1/2	No	Not subject to appeal
Motions relating to substantive issues				
Reconsideration	2/2	2/3	Yes	Member moving must have previously voted with the majority
Adjournment of debate	2/2	2/3	Yes	If motion passes, topic is tabled until a motion for reconsideration passes.
Closure of Debate	0/2	2/3	Yes	Closes debate on the current topic. If motion passes, committee is in Voting Block
Motions relating to the agenda				
Competence	2/2	1/2	No	Motion may be made any time before closure of debate on the topic.
Re-order the Agenda	None	1/2	Yes	If motion passes, agenda is re-ordered according to the motion
Motions relating to voting				
Division of the Question	2/2	1/2	Yes	Two-Tiered vote: first, on whether to divide. Then accept proposed divisions and vote from most complex to least complex.
Important Question	2/2	1/2	No	GA Plenary only, Once made an important question, the resolution must receive a two-thirds majority to pass.
Roll Call Vote	n/a	n/a	Yes	Delegates can vote yes, no, and abstain.
Motions with special precedence				
Appeal the Decision of the Chair	Chair	2/3	No	Chair defends ruling, "Yes" means upholding decision, "No" means overturning.