



# RULES OF PROCEDURE

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## 1. GENERAL RULES

### **RULE #1 - SCOPE**

The rules of procedure found in this document are the only Rules of Procedure used during the ASMUN conference.

### **RULE #2 - Language**

The lingua franca of the ASMUN conference is considered English. It is not permitted to speak any other language.

### **RULE #3 - Dress code**

During the ASMUN conference every delegate and chair is obliged to wear formal clothing.

### **RULE #4 - Powers of the Chair**

The Chair determines what happens during the conference and the decisions of the Chair are binding. The Chair has the entitlement to open and close each meeting. Besides that, the Chair directs discussions, grants the right to speak, announces decisions, rules on points and motions and secure and implement the observance of these rules. If necessary, the Chair has the authority to rule motions out of order. The Chair also has the right to deviate from the Rules of Procedure if needed.

### **RULE #5 - Miscellaneous**

The Chair decides upon situations not addressed in the rules of procedure.

### **RULE #6 - Respect**

Delegates are obliged to show respect and courtesy to the Chair, other delegates and every other individual taking part in the conference.

## 2. RULES GOVERNING DEBATE

### **RULE #7 - Debate**

The General Speakers' List is the axiom of the debate. The debate will commence with every delegate on the General Speakers' List. Speakers may request the Chair to re-add or remove him or her from the General Speakers' List. The General Speakers' List will be followed until the debate is closed. The Speakers have the right to address any draft resolution currently on the floor and to propose motions or raise points.

### **RULE #8 - Unmoderated Caucus**

During an Unmoderated Caucus, delegates are free to follow their own plans, without being moderated by the chair. The delegates are supposed to use an Unmoderated Caucus to draught draft resolutions and to accumulate signatories. A motion for an Unmoderated Caucus is in order at any time, as long as the floor is open, prior to voting procedures. The delegate motioning should state a brief purpose and time limit. Additionally, a motion for an Unmoderated Caucus has to be voted upon and should pass with a simple majority. The Unmoderated Caucus ends when the appointed time runs out. The Chair has the authority to decline an Unmoderated Caucus due to a lack of time.

### **RULE #9 - Moderated Caucus**

During a Moderated Caucus, the Chair will depart the General Speakers' List and appoint delegates to speak at his or her decree. During a Moderated Caucus, no motions are in order, points however, are allowed. A motion for a Moderated Caucus is in order any time when the floor is open, prior to voting procedures. The delegate motioning should state a brief purpose and time limit of the Caucus, as well as the time limit per speech. Additionally, a motion for a Moderated Caucus has to be voted upon and should pass with a simple majority. The Moderated Caucus ends either when the time runs out, or no delegate wishes to take the floor. Furthermore, the Chair has the authority to end a Moderated Caucus prematurely.

### **RULE #10 - Closure of Debate**

Delegates may motion to close the debate. When termination of debate is proposed, the Chair may appoint upon two speakers against the motion. No speakers in favour of the motion are in order. Closure of debate is recognized when two-third of the committee votes in favour of closure. When the debate is terminated, the Chair will instantly move the committee into voting procedure. The debate will furthermore terminate when the General Speakers' List is exhausted.

### 3. RULES GOVERNING SPEECHES

#### **RULE #11 - General Speakers' List**

The committee will have an accessible General Speakers' List on the Topic Area during the entire span of the debate. In order to decide upon the speaking time, the Chair can entertain motions to set a speaking time, or decide upon it independently. A country has the privilege to add or remove itself from the General Speakers' List. In order to obtain this, the delegate must send a note to the Chair stating that he or she wants to be added or removed from the General Speakers' List. The names of the next several countries to take the floor will consistently be declared or displayed during the conference.

#### **RULE #12 - Speeches**

No delegate may take the floor without previously having attained the permission of the Chair. The Chair may discontinue a speaker when his or her remarks are not applicable to the topic area or when he or she is not showing respect and/or courtesy to other individuals in the committee. When a speaker exceeds the allotted time he or she was granted, the Chair has the authority to interrupt and call to order.

#### **RULE #13 - Yields**

Solely when being recognized from the General Speakers' List, a delegate has the right to yield any, or all of his or her time remaining time at the conclusion of his or her speech. This can be done in one of the following ways:

- **Yield to another delegate:** If the relevant delegate accepts the yield, the Chair must recognize the delegate for the leftover time. The appointed delegate may not make any further yields.
- **Yield to questions:** The questioners will be appointed by the chair and allowed to ask one question within the time limit of thirty seconds. The speakers' answer will be deducted from the remaining time. The delegate may not make any further yields.
- **Yield to the chair:** The Chair will consequently move on to the next speaker.

## 4. RULES OF GOVERNING POINTS

### **RULE #14 - Points of Personal Privilege**

Whenever a delegate encounters any personal unpleasantness or discomfort which affects his or her ability to participate, he or she may raise a point of personal privilege to request the unpleasantness or discomfort to be corrected. Solely in extreme cases a point of personal privilege may interrupt a delegate taking the floor, for example when a delegate is not able to hear a speech, or a life-threatening situation occurred.

### **RULE #15 - Point of Order**

During the discussion of any matter, a delegate has the right to raise a point of order to imply an error in the parliamentary procedure. The point of order will be instantly decided upon in accordance with these rules of procedure.

### **RULE #16 - Point of Parliamentary Inquiry**

When the floor is open, a delegate has the right to raise a point of parliamentary inquiry, to ask the chair a question concerning the Rules of Procedure. A point of parliamentary inquiry may under any circumstance never interrupt a speaker.

## 5. RULES GOVERNING THE PATH TO A RESOLUTION

### **RULE #17 - Signatories for Draft Resolutions**

A draft resolution can only be approved by the chair once it is signed by at least 3 to 8-member states (depending on the size of the committee). By signing a draft resolution, a member state expresses that he or she has a longing in the resolution being discussed in the committee. The Chair has the obligation of mentioning the number of signatories a draft resolution has received at the beginning of the general debate.

### **RULE #18 - Introduction of Draft Resolutions**

When a draft resolution has the required number of signatories and is approved by the chair, the draft resolution is automatically considered on the floor. The chair will notify the committee when this happens. Once on the floor, a resolution may be discussed and amended.

### **RULE #19 - Introduction of Amendments**

Delegates are permitted to amend any draft resolution that has been introduced. The only requirement an amendment must meet is having 3-5 signatories (depending on the size of the committee). When the amendment is accepted by the Chair, a general debate on the amendment will be held and a General Speakers' List of two speakers in favour and two speakers against the amendment will be established. The Chair appoints the speakers. Immediately after the speeches, the committee will move into a substantive voting procedure. Delegates have the right to abstain. If there is a simple majority, the amendment will be considered part of the draft resolution. After the voting procedure, the debate will resume on the General Speakers' List.

## 6. RULES GOVERNING VOTING

### **RULE #20 - Procedural Voting**

During the committee conference, all voting is considered procedural, excluding voting on amendments and draft resolutions. Whilst procedural voting, all delegates must vote 'Yes' or 'No', abstentions are not in order.

### **RULE #21 - Substantive Voting**

During the committee conference, substantive voting solely occurs with amendments and draft resolutions. Posterior to the closing of the debate, the committee will move into voting procedures and the chambers will be sealed. Thereupon, only points of motion for a roll call vote will be entertained. The

committee will move into voting procedure with the condition that there are no such motions. In the act of substantive voting, each member state obtains one vote, 'Yes', 'No' or 'Abstain'. Ordinarily voting will emanate using placards, however in the situation of a motion for roll call, it will emanate using roll call. In order for the resolution to pass, a simple majority is needed. Only one resolution may be passed.

### **RULE #22 - Roll Call Voting**

When the debate is closed on any topic area, any member state has the right to request a roll call voting on any draft resolution being considered. A motion like such may be made from the floor and requires a two-third majority. Solely during voting procedures is a motion for roll call in order. During roll call voting, the Chair will call out member state in alphabetical order, commencing with a random selected member state. During the first sequences the member states are allowed to vote 'Yes', 'No', 'Abstain' and 'Pass'. When a member state votes 'Pass' in the first sequence, a second sequence will be held where the member state must vote 'Yes' or 'No'. After all the member states apprised their votes, the Chair will announce the outcome of the roll call.

## **7. PRECEDENCE OF MOTIONS**

Motions and points will be considered in the following rank during a debate:

1. *Point of Personal Privilege*
2. *Point of Order*
3. *Point of Parliamentary Inquiry*
4. *Roll Call Vote*
5. *Unmoderated Caucus*
6. *Moderated Caucus*
7. *Closure of Debate*