

# RULES OF PROCEDURE



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## **1.0 INTRODUCTION**

This Rules of Procedure Guide shall serve as a vital document for all delegates attending the Lagos Model United Nations (LMUN) Conference. These rules shall be the only rules that apply to LMUN committees, and shall be considered adopted by the Committee prior to its first meeting. The rules of procedure are made up of motions, manners of appropriate delegates conduct and procedures of committee sessions. This guide provides an insight into the LMUN Rules of Procedure in two keys ways. Firstly, by enumerating the rules of procedure applicable to this Conference, secondly, by explaining the rules and lastly providing a simulation script of a committee session.

For purposes of these rules, the Chair, the Vice Chair, the Under-Secretaries-General, the Assistant Secretaries-General, are designates and agents of the Secretary-General and Deputy Secretary-General, and are collectively referred to as the “Secretariat.” Interpretation of the rules shall be reserved exclusively to the Deputy Secretary-General or their designate.

All committees at LMUN shall be resolution-writing committees. The rules of procedure are generally the same for every committee, although there are exceptions for committees such as the Security Council. *Delegates must develop a thorough working knowledge of the rules of procedure and be abreast of when and how the rules must be utilised, as well as any rules specific to individual committees.*

The rules of procedure are calculated to ensure the smooth and efficient workings of the committee during the course of the conference. The Chair, Vice Chair and the Rapporteur collectively form the Dias and are vested with the responsibility of enforcing the rules of procedure and grant motions raised by delegates. The Dais also reserves the right to rule motions out of order or motions that may be considered disruptive to the committee proceedings. Delegates are therefore required to behave diplomatically during committee proceedings by avoiding the use of redundant, inappropriate, or time-consuming motions, words or phrases.

Delegates shall show courtesy and respect to other delegates, the Chairs and the Secretariat. The Chairs will immediately call to order any delegate who fails to comply with the rules. All delegates shall be accorded the rights of audience in the committees to which the Chairs accredit them, subject to recognition. In cases where more than one delegate in a committee represents the same country, both shall be accorded equal speaking rights. All communications, speeches, debates and documents must be conducted in English language, which will be the official and working language of the LMUN Conference.

## **2.0 OVERVIEW OF THE RULES**

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## **3.0 LIST OF RULES**

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*(Note that motions are outlined in terms of importance)*

## **4.0 LMUN RULES OF PROCEDURE (LONG FORM)**

### **1. GENERAL RULES OF THE CONFERENCE**

- **RULE 1 - SCOPE**

These rules are solely for the purpose of the Lagos Model United Nations and shall be applied throughout the duration of this conference to all delegates and staff in sessions, meetings, committees, debates as well as where the situation demands application. These rules however are by acquiescence adopted by the committee hitherto its first session.

- **RULE 2 - DUTIES OF THE SECRETARIAT**

*The Secretariat shall consist of the following;*

**The Secretary General:** is the Chief logistics officer, who all other members of the Secretariat report to, oversees all logistical matters relating to the conference, performs ceremonial duties, oversees all other staff and can delegate duties and functions.

**The Deputy Secretary General:** is the Chief substantive officer, who is in charge of training of staff and delegates, and overseeing substantive work, such as the writing or editing of background guides, rules of procedure, delegate preparation guide and position paper guide.

**The Assistant Secretary Generals:** help reduce the workload on the Secretary General and the Deputy Secretary General. They work closely with the SG and DSG.

**The Under-Secretary Generals (Substance):** Are in charge of all substantive matters related to committee work. There are three USGs and they shall facilitate the preparation of the background guides, editing of all LMUN documents, and reviewing the substantive documents that are developed by the committees.

**The Under-Secretary General (Research):** works to ensure all substantive work is verified and provides quality assurance for most of the work that goes into the conference, including review of documents prepared by the staff.

**The Under-Secretary General (Communications):** handles media and correspondence for the conference. They serve as a link between the conference and the prospective delegates, potential partners, and everybody involved and interested in LMUN. They also

handle the various social media platforms with which they update the public on LMUN activities.

**The Under-Secretary General (Finance):** manages all financial matters and responsibilities. They are in charge of preparing the budget and allocating funds to cater to the needs of items in the budget.

**The Under Secretary Generals (Conference Services):** They, along with the other Under Secretary Generals, are in charge of setting breaks, making hotel reservations, overseeing printing and computers, making available placards, as well as other conference materials, ensuring payment of fees, maintaining the website and data base ,for the purpose of this conference obtaining, correcting, printing resolutions and reports , doing whatever is the need or requirement of any of the committees at any time and ensures basically the smooth running of the conference.

**The Chairs, Vice-Chairs and Rapporteurs:** One pair for each of the UN simulated committees as they help oversee work done in each committee both procedural and substantive and they go a long way in logistics surrounding the conference. They are tagged as the face of the conference seeing that they have the most interactions with the delegates, the main essence of the conference. They edit resolutions or report, clarify rules for delegate, makes sure all delegates are present, report to the Secretariat on the progress of the conference, in charge of scoring or editing substantive works of delegate such as position papers, resolutions, unmoderated caucus as well as speeches. They generally make sure delegates are on the right track towards achieving the aim of the conference. The chair is most times in charge of substantive work while the Rapporteur is concerned with procedure. The chair can however delegate substantive work to the Rapporteur. They work hand in hand to achieve a successful simulation. Delegates should feel free to approach the Chair and the Rapporteur jointly called the Dias to clarify anything regarding the conference.

- ***RULE 3 - INTERPRETATION OF THE RULES***

The rights to interpret rules shall vest exclusively in members of the Secretariat unless stated otherwise by the Deputy Secretary General.

- *RULE 4 - LANGUAGE*

The official and sole language for the purpose of this conference is English. All documents and speeches shall be in English. Where the original language is not English, the translated version would suffice. No translation facility would be provided and any delegate who does so would not be given extra time.

- *RULE 5 - ACCREDITATION*

The Secretary General oversees accreditation of delegates into their various committees. No rights shall accrue to a delegate without accreditation.

- *RULE 6 - COURTESY*

It is of high importance that no form of barbaric behaviour would be entertained. Delegates must show respect to the Secretariat, other staff of LMUN and other delegates. The Chair may call to order any person who lacks diplomatic behaviour.

- *RULE 7 - SPEAKING RIGHTS*

All delegates shall have equal speaking rights, which are subject to recognition by the chair in their various committees.

- *RULE 8 - VOTING RIGHTS*

All delegates shall possess voting rights on both procedural and substantive matters in the committee assigned. Observer states can vote only on procedural matters unless denied such rights by a simple majority of other members of the committee. There would be one placard per committee. Thus, the Chair would recognize through raised placards.

- *RULE 9 - RIGHTS OF MOTIONS*

All delegates irrespective of the number per committee with the exception of observers shall have right to motions subject to recognition by the Chair.

## **2. POINTS AND MOTIONS**

Delegates should note that the hierarchy of motions in this section shows the hierarchy of importance attached to those motions.

- *RULE 10 - POINT OF ORDER*

A delegate raises this motion to correct an order in procedure usually relating to a specific rule. Thus, when the prescribed order has not been followed, a delegate may bring this to the notice of the Dais, through this point. There is no discussion of the substance of the matter in question. The ruling of the Chair is appealable. There is no vote required.

- *RULE 11 - APPEAL OF THE CHAIR*

A delegate is reserved the right to question the ruling of the chair in a committee. This applies to discretionary decisions of the Chair as opposed to one prescribed by procedure. This requires a majority vote in order to pass.

- *RULE 12 - SUSPENSION OF THE MEETING*

This motion is to stop the meeting for a limited time usually to break into unmoderated caucus. It should be moved only in multiples of fives. A majority vote is required for this.

- *RULE 13 - ADJOURNMENT OF THE MEETING*

This is done after all deliberations, to end the meeting for that year. Only used on the final day, at the final committee session, as the very last motion to be raised. A simple majority is required.

- *RULE 14 - ADJOURNMENT OF DEBATE*

When no consensus or concrete decision is reached on a particular topic, the topic is tabled and adjourned by a simple majority. A successful passing of this motion would mean the topic being discussed will be tabled and the second topic will be discussed. Unless there is a successful reconsideration, no working paper or discussion would either be accepted or made on the topic.

- **RULE 15 - ROLL CALL VOTES**

A roll call vote may only occur on substantive votes, and must be raised by a Member State (with the exception of Adjournment of Debate, for which the roll call vote is automatic). Every Member State has the right to request a roll call vote, and there is no vote on the motion as the motion is automatically honoured. The Rapporteur reads the roll and each Member State casts its vote aloud when called upon; countries may pass once, but then must vote in the affirmative or negative when asked again (they may not abstain).

- **RULE 16 - ADOPT BY ACCLAMATION (*Used in voting only*)**

This is usually in exceptional cases when delegates reach a consensus to adopt a resolution or report segment without debating or voting. Thus, the committee, without a further vote, will automatically pass such resolution or report either by placard or by roll call being required.

- **RULE 17 - SETTING THE SPEAKER'S TIME**

This is used to change the status quo time for speaking. Before this can be raised, a note is required to first be sent to the dais indicating that the delegate making the note would like to set the speaker's time (Indicating whether a reduction or an increase is desired). Two delegates for give a speech and two delegates against, for 15 seconds after which is a majority vote. This however can be ruled out with the discretion of the chair.

- **RULE 18 - CLOSING THE SPEAKERS LIST**

This is done by a simple majority in order to close the list from further entry of speakers. The list could be reopened by another majority vote.

### **3. AGENDA**

- **RULE 19 - ATTENDANCE**

At commencement of each committee session, Rapporteurs will call out Members States in alphabetical order to state their status of attendance. Delegates may reply '*Present*' or '*Present and Voting*'. Delegates identifying with the status 'Present and voting', cannot abstain from substantive votes. Instead, these delegates must vote strictly in favour or opposition to any motion before the committee. A delegate arriving after the roll call has been taken, and whose attendance has not been recorded can forward a note to the Dais to inform them of their arrival and their voting status.

- **RULE 20 - ORDER OF THE AGENDA**

Setting the Agenda is first order of business in most committees. It sets the order in which the topics will be discussed. The LMUN Secretariat, in most cases, drafts a provisional agenda of two topics. The committee decides the order in which the topics will be discussed, and debate proceeds in the order determined. The order of the entire agenda must be set at the same time; for example, the committee cannot decide to discuss Topic I and to postpone the decision on the other topic until debate on Topic I is complete.

Should the committee not have set the Agenda, a motion to place an Agenda item first is in order. This motion is procedural and debatable. A simple majority vote is required for the passage of a motion to set an Agenda Item as first on the list.

The Chair will open the speakers list and delegates on the list will address the committee, stating their preference for the order of the agenda. The committee typically discusses setting the agenda in both formal and informal session. Once a majority seems apparent, a delegate will move to vote on their preferred order. Motions for setting the agenda will be taken one at a time by the Chair and voted on in the order received. The first motion to receive the support of a simple majority of the committee will be adopted, and the agenda will be set according to the terms of that motion. (*Example: "The delegation from France moves to set the agenda in the following order – Topic III, Topic I, Topic II". If this motion receives the support of the majority of the committee, the agenda will be discussed in that order.*)

Setting the agenda is a relatively minor procedural point in the work of the committee and should not hamper the substantive work of the body. As it is difficult to revise the agenda, once set, it is important that all delegates engage actively by articulating their preferences for the agenda order based on their country's positions on the topics. If the

committee fails to reach a decision on the agenda by the end of the first night, the LMUN Secretariat will set the agenda according to its order in the Background Guide.

- *RULE 21 - ADJOURNMENT OF DEBATE*

A delegate may at any point during the discussion of any matter, move a motion for the adjournment of the debate on the item under discussion. This motion is procedural and debatable. Two delegates may speak in favour of and against the motion, and after which, it would be put to a vote. Adjournment of debate will immediately end the debate on the topic currently under consideration and the committee will move on to the second Agenda item. A motion to adjourn the debate requires a simple majority to pass. Should the motion pass, the committee will set aside all work on that topic and open up a new speakers' list for consideration of the next topic. Should the committee wish to reconsider the adjourned topic, a motion to reconsider is in order.

- *RULE 22 - CLOSURE OF DEBATE*

A delegate may at any time, move a motion for closure of debate, but is particularly appropriate when all draft resolutions and amendments have been submitted and approved by the Dais, and the body wishes to move into voting procedure. This motion is in order after the Committee has heard two speakers opposing the closure, after which the motion shall immediately be put to a vote. A motion to close the debate requires a two-thirds majority of Member States. Being a procedural vote, no abstentions are allowed. If the Committee favours the closure of the debate, the Committee shall immediately move into voting procedure on whatever documents have been prepared by the committee. Following closure, no further speakers will be heard on the topic and no further draft resolutions or amendments will be accepted. Please note that, closure of debate also occurs automatically when the speakers list is exhausted. Upon closure of debate, the body moves immediately into voting procedure.

#### **4. SPEAKERS LIST**

- *RULE 23 - OPENING OF SPEAKERS' LIST*

Upon the discussion of a new topic, the Committee will have an open speakers' list for the Agenda item under discussion. A Member State may add its name to the speakers' list by submitting a written request to the Chair, provided that Member State is not already on the speakers' list, as delegates cannot appear more than once on the list.

Delegate may request in writing to be added to the speakers' list again. **The speakers' list for a topic will not be open until the Committee has proceeded to that Agenda item.**

- *RULE 24 - CLOSURE OF SPEAKERS' LIST*

The speaker's list can be closed or reopened by a vote of the committee. A delegate may move a motion to close the speaker's list. This motion is procedural and not open for debate. Also, where there are no more speakers on the list, the Chair shall declare the debate closed, which will result in the committee moving immediately into voting procedure.

- *RULE 25 - UNMODERATED CAUCUS*

The essence of an unmoderated caucus is to allow delegates find other delegates in their regional blocs, or those with similar ideas, share and discuss their ideas, negotiate with one another, have one-on-one conversations and establish connections with other delegates. This is a debate format in which delegates may leave their seats to go and talk to others informally. This is usually when delegates find allies and work on draft resolutions. In order to move into an unmoderated caucus, the motion must include the overall caucus time and preferably the purpose of the unmoderated caucus. The overall caucus time for the purposes of LMUN may not exceed 60 minutes at a time, and may also be to the discretion of the Chair. Delegates may at this point also take time to go outside, visit the restroom or continue collaborative work on working papers or draft resolutions.

## **5. POWERS OF THE CHAIR**

- *RULE 26 - GENERAL POWERS OF THE CHAIR*

The Chairs derive power from the Deputy-Secretary-General who may replace them at any time. They are sole arbiters of the rules in their committee. The Chair, who may also be referred to as the President, shall declare the opening and closing of each committee meeting, ensure observance of the rules, direct the discussions, accord the right to speak, put questions to vote and announce decisions. The Chair subject to these rules shall have complete control over proceedings of the committee and over the maintenance of order at its meetings. The Chair shall also rule on points of order. In addition to these rights, the Chair may propose to the committee, the closure of speakers' list, a limitation of the time of speakers' and on the number of times the delegate of each country may speak on an Agenda item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

- *RULE 27 - APPEAL*

A delegate may appeal against the ruling of the Chair. This is referred to as 'Appeal of the Chair', with the exception of those matters that are explicitly stated not to be open to appeal. The chair may speak briefly in defence of the ruling. The appeal shall then be put to a vote, and the Chairs ruling stands except overruled by a majority of member 'present' and 'present and voting'. The Chair's decision not to approve a resolution or amendment is never appealable. A 'Yes' vote is an indication of support of the Chairs ruling and a No vote indicates an opposition to that ruling.

- *RULE 28 - SUSPENSION OF RIGHTS*

This power is exercised at the absolute discretion of the Chair, to suspend all the rights of a delegate for any reason. Chairs are expected to exercise this power appropriately and in accordance with the principles of the Conference. Any delegate so affected may appeal to the Chair against the decision of the chair to suspend their rights. After such a suspension has taken place, a delegate may move a motion to appeal to the Chair. The Chair must recognize the motion, it is procedural and not subject to debate, and passes on qualified majority of members 'present' and 'present and voting'. A notification of the passing of such motion shall immediately be given to the Chair of the committee who shall respond/take action as he or she sees fit.

## **6. VOTING**

- *RULE 29 - VOTING RIGHTS*

There are two kinds of votes, procedural and substantive: In the case of procedural votes, all Member States and Observers must vote yes or no; abstentions are not allowed. On substantive matters (resolutions, presidential statements and press statements [Security Council only], amendments, and the second vote on divisions of the question), Member States (but not Observers) who are present may vote yes, no, or abstain.

Each Member State shall have one vote. This rule applies to substantive votes on amendments, draft resolutions/report segments, and portions of draft resolution/report segments divided out by motion. Observers are not allowed to participate in voting on substantive matter, but they may vote on all procedural matters. The vote may be 'Yes', 'No' or 'Abstain'. Abstentions do not count in favour of or against a motion, nor do they affect the majority threshold required for passage. Thus, a resolution which requires a simple majority will pass with a vote of 11 in favour, 10 opposed, and 173 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document. Member States declaring that they are 'present and voting' must cast an affirmative or negative vote, and cannot abstain from voting. No delegates (full members and observers) may abstain on a procedural motion, as it is not possible to abstain on procedural matters.

- *RULE 30 - REQUEST FOR A VOTE*

A formal vote shall be taken upon the request by any delegate for each proposal or motion before the committee for decision. For the purpose of this rule, proposal refers to draft resolution/draft segment; an amendment thereto; or a portion of a draft resolution/report segment divided out by motion and draft presidential statement and draft press statements in the Security Council. A formal vote for the purpose of this rule means a vote by a show of placards. Preceding a vote on a particular motion or proposal, the Chair may ask if there are any objections to the passing of the proposal by acclamation. If there are no objections, it is then adopted by acclamation or without vote.

In the Security Council, draft resolution, a portion of a draft resolution divided out by motion and amendments thereto, can be adopted either by acclamation or by placard or roll call vote. Draft presidential statements and draft press statements on the other hand

are to be adopted by consensus; therefore, delegates cannot call for a placard, roll call vote or division by motion on these proposals.

- *RULE 31 - METHOD OF VOTING*

All matters within a committee shall be voted upon by placards except where a delegate requests a roll call during a substantive vote, which shall be taken in the English alphabetical order of the names of the members. It is the right of any Member State to request a roll call vote, and there is no vote on the motion as it is automatically honoured.

The name of each member shall be called in any roll call, and one of its delegates shall reply 'yes', 'no', 'abstention' or 'pass.' It is only those Member States who communicated their status during the attendance roll call, or in any other manner to the Chair are permitted to vote. Any member replying 'pass' on a substantive vote must when requested the second time respond with either 'Yes' or 'No.' A pass cannot be followed by a second pass for the same proposal or amendment, neither can it be accompanied by an abstention on that same proposal or amendment.

- *RULE 32 - EXPLANATION OF VOTING*

Delegates may make brief statements consisting solely of the explanation of their votes after the voting has been completed. A member state may explain its vote against a draft resolution/report segment only if it sponsored the draft in question and they had to vote against the draft resolution/report segment because an unfriendly amendment or a division of the question substantially changed the draft resolution/report segment. A request for an explanation of the votes must be submitted in writing before voting procedure commences except where the sponsor was unaware of the amendment or division, in which case, explanation of vote must be submitted to the President in writing immediately after voting on the topic ends.

- *RULE 33 - CONDUCT DURING VOTING*

After the Chair has announced the commencement of voting, no delegate can interrupt the voting except on a point of order in connection with the actual conduct of voting. Delegates exiting the room during voting procedure will not be allowed to re-enter. The

essence of this structure is to ensure efficient and effective explanation of confusing procedural processes and an accurate tally of votes.

- *RULE 34 - AMENDMENT*

An amendment is a change to a draft resolution, which incorporates additional interests of Member State or addresses the concern made by a Member State concerning the wordings or content. Delegates may amend any draft resolution, which has been introduced. An amendment to a draft resolution can add, change or delete operative clauses including sub-clauses but cannot in any manner add, amend, delete or otherwise affect preambular clauses. An amendment to a draft report segment can add, change or delete paragraphs within the conclusions and recommendations section but cannot in any manner add, change, delete, or otherwise affect the introduction or mandate section. There are two types of amendments: They are friendly and unfriendly amendments.

Friendly amendments are agreed to by all sponsors of a proposal and are incorporated automatically into the proposal.

For unfriendly amendments, permission to speak on amendment shall be given only to two speakers for and against it. Where there is more than one unfriendly amendment to a resolution, the Amendments are put to a vote in order of the most removed from the substance of the resolution to the least removed.

- *RULE 35 - DIVISION OF THE QUESTION*

It is necessary to take note of this aspect of the rules as this is one of the more complex rules of procedure at LMUN. This is used to separate a sub clause from its main clause, mostly because Member States want that sub-clause to stand alone as a main clause. It can only be used on operative clauses and not preambular clauses. Member States use divisions to potentially vote on an entire operative clause or group of clauses separately from the rest of the resolution.

This motion is used at the United Nations in order to create an annex. An annex is typically created when a particular clause or group of clauses is so significant that Member States believe it must be recognized separately from the rest of the resolution in order to draw attention to its importance.

This motion may only be used to divide clause; if delegates wish to change words or phrases in clauses, they should use the amendment process. Immediately before a draft resolution comes to a vote, a Member State may move to divide the question and indicate which clause(s) it would like to consider separately. If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least, at the discretion of the Chair. This motion is in 2 stages.

First Stage: The first vote on a division of the question is a procedural vote. Here, the committee votes on whether or not to consider dividing the clause(s) out: this requires a simple majority. There will be two speakers for and two speakers against. However, speakers are required to limit their comments to procedural issues and cannot speak on the substance of any of the clause(s) in question. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact, clauses are not divided out, and voting procedure moves on.

Second Stage: The second, substantive vote is taken if the procedural motion passes. This vote is to decide whether or not to include and highlight the clause(s) separated by the procedural motion. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). If the substantive vote fails, the separated clauses are permanently discarded. After the committee votes on all divisions, it votes on what is left of the original resolution. Note that if all operative clauses are divided out and discarded, the resolution fails. Note that the purpose of the motion is to highlight operative clauses, not to have them deleted from a draft resolution. Delegates who wish to simply have a clause removed may do so through an amendment.

## **7. RESOLUTION AND WORKING**

- *RULE 36 - WORKING PAPER*

Member states may propose working papers for committee considerations. Working papers are intended to aid the committee in its discussion and formulation of resolutions. Working papers are not official document but require the approval of the Chair to be copied and distributed. No delegate may refer to any paper unless it has been admitted to the committee as a working paper.

- *RULE 37 - DRAFT RESOLUTION*

A draft resolution may be introduced when it receives the approval of the Chair and is signed by one the number of delegations that are “present” or “present and voting” at the beginning of the committee session. Signing a resolution does not indicate support of the resolution, and the signer has no further obligation.

- *RULE 38 - INTRODUCTION OF A RESOLUTION*

When a draft resolution has been copied and distributed, a delegate may move to introduce it. The delegate if recognized by the Chair should read out the operative clauses of the resolution. Such a motion is procedural and not subject to debate, and requires a majority of Member States.

“Present” and “Present and voting” for such motion to pass.

## **8. RULES SPECIFIC TO CERTAIN COMMITTEES:**

### **SECURITY COUNCIL**

- *RULE 39 - PERMANENT MEMBERS*

The permanent members includes the United States of America, the United Kingdom, the Russian Federation, the Republic of France, and the Peoples’ Republic of China.

- *RULE 40 - VOTING*

No substantive vote shall pass without the assent of all the Permanent Members voting.

## 5.0 LMUN RULES OF PROCEDURE (SHORT FORM)

*(In order of Precedence)*

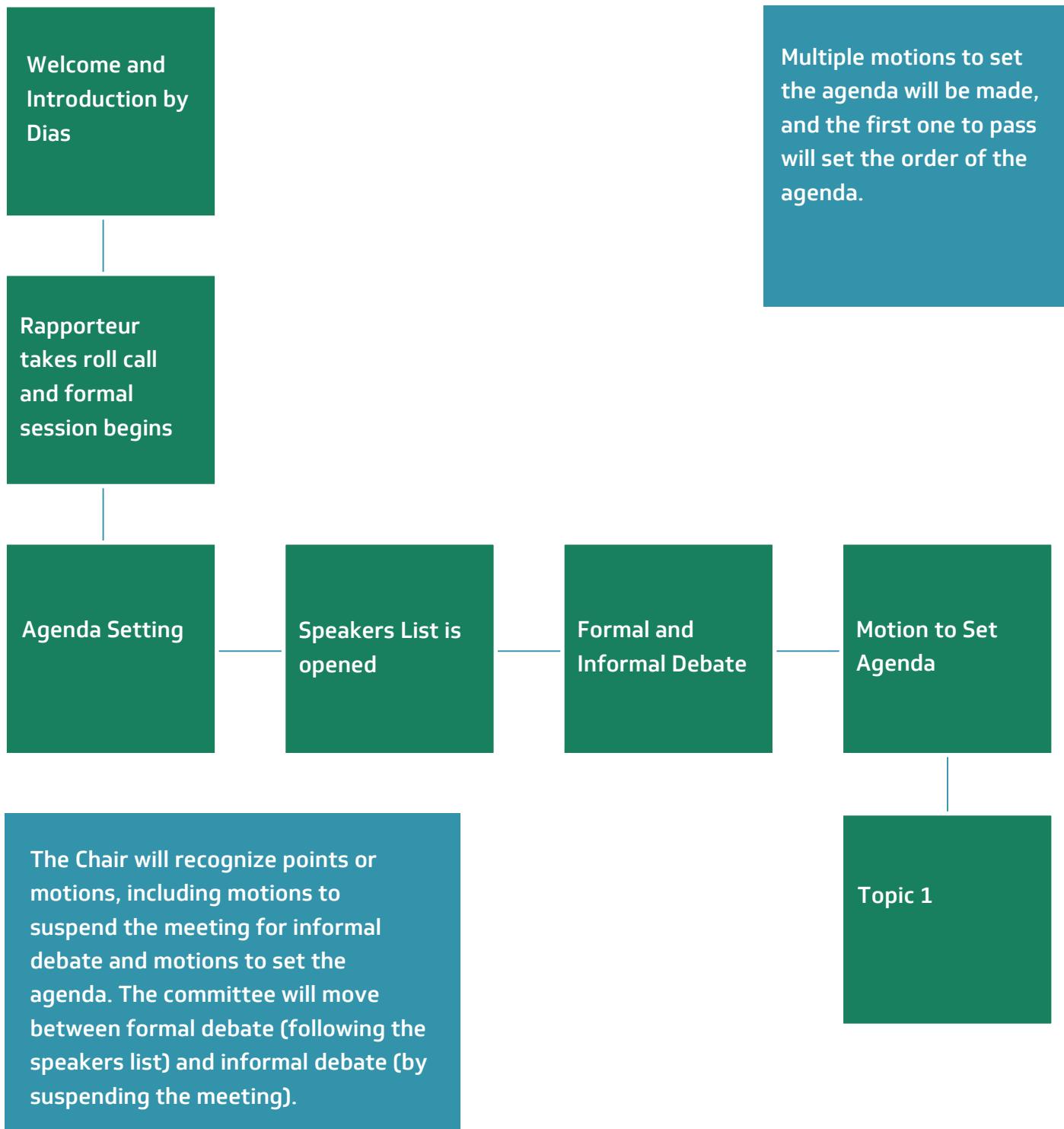
Motion	Purpose	Debate	Vote	Explanation
<b>*Point of Order</b>	To correct an error in proceedings	None	None	This refers to a specific rule. When a prescribed form set has not been followed, this motion may be raised.
<b>*Appeal of the Chair</b>	To challenge the decision of the Chair	None	Simple Majority	Used in questioning the Chair's discretionary ruling.
<b>Suspension of the Meeting</b>	Recess in meeting for a defined period	None	Simple Majority	Used to go into informal debate/unmoderated Caucus or break for a given time. To be raised in multiples of fives.
<b>Adjournment of the Meeting</b>	To end the meeting	None	Simple Majority	Used only on the final day; this ends committee for the year
<b>Adjournment of Debate</b>	To end debate without a substantive Vote	2 pros/2 cons	Simple Majority	This ends the debate on the topic being discussed, and moves the committee to discussion on the second topic. It requires roll call.
<b>Closure of Debate</b>	To vote on all draft resolutions or report segment; moving to an immediate vote	2 cons	2/3 Majority	To end all discussions on the current topic and move to voting procedure on draft resolutions
<b>*Division of the Question</b>	Consider clause(s) separately from rest of draft resolution to create an annex			Voted on in order of most to least radical change

<b>(Used in voting only)</b>	<b>Stage1:</b> This is a procedural vote on whether the motion should be considered	2 pros/2 cons	Simple Majority	<b>If passes:</b> Clause(s) are removed and voted on separately  <b>If fails:</b> No change to clause(s)
	<b>Stage 2:</b> This is the Substantive vote to accept or reject separate clauses	None	Simple Majority	<b>If passes:</b> The clause(s) are separated  <b>If fails:</b> Clause(s) discarded and no longer part of any draft resolution
<b>*Roll Call Vote</b>  <b>(Used in voting)</b>	To vote by roll call rather than by show of placards	None	None	Automatically granted, without deliberation, once requested; additional motions may be considered
<b>*Adopt by Acclamation</b>  <b>(Used in voting only)</b>	Adopt a draft resolution as a body by consensus	None	None	Once motioned, the Chair must ask if there are any dissensions. If none, the resolution automatically passes.
<b>Reconsideration</b>	To reopen debate on an issue (Motion must be made by a member who voted in favour of Adjournment of Debate)	2 cons	2/3 Majority	This brings back/reopens any topic that was tabled by Adjournment of Debate and discussion shall continue on that topic.
<b>Set the Speaker's Time</b>	To set or change the time allotted to each speaker	2 pros/2 cons	Simple Majority	A note is required to be sent to the dais indicating that the delegate making the note would like to increase

				or reduce the speaker's time, after which the Chair may or may not call upon the delegate to raise their motion, or simply read out the motion.
<b>Close the Speaker's List</b>  <b>(also applies to reopening the list)</b>	No additional speakers can be added to the speaker's list	None	Simple Majority	If it passes, no delegate may be added to the speaker's list, and once the speaker's list is exhausted, the committee automatically goes into voting procedure.
<b>Adoption of the Agenda</b>	Approval of agenda order	None	Simple Majority	Sets the order in which the topics will be discussed.

\* Only these motions are recognised during voting procedure.

## 6.0 FLOW OF THE FIRST COMMITTEE SESSION



## **7.0 ABBREVIATED SIMULATION SCRIPT**

### **Represented Member States:**

<i>Argentina</i>	<i>India</i>	<i>Netherlands</i>
<i>Belgium</i>	<i>Indonesia</i>	<i>Norway</i>
<i>Brazil</i>	<i>Kenya</i>	<i>Paraguay</i>
<i>Canada</i>	<i>Kuwait</i>	<i>Russia</i>
<i>China</i>	<i>Maldives</i>	<i>Saudi Arabia</i>
<i>France</i>	<i>Morocco</i>	<i>South Africa</i>
<i>Ghana</i>	<i>Niger</i>	<i>United Kingdom</i>
<i>Germany</i>	<i>Nigeria</i>	<i>United States of America</i>

### **[Session Opens]**

**Chair:** “We shall now begin formal session. If all delegates will please take their seats, the rapporteur will begin roll call.”

### **[Roll call]**

**Rapporteur:** “Before we begin roll call, allow me to clarify between the two possible and appropriate responses; ‘present’ and ‘present and voting.’ Delegates who identify their status as ‘present and voting’ are not permitted to abstain on any substantive vote while in this session of the Committee. Instead, these delegates must vote strictly in favour of or in opposition to any motion before the Committee.”

### **[Proceed with roll call]**

“Please be aware that, by definition, an abstention is a non-vote or, on a more objective level, the decision of the delegate to refrain from voting either in favour or in opposition to a particular substantive question. Therefore, it is inconsistent and inappropriate to respond to roll call as ‘present and voting’ if the possibility exists that your state may wish to abstain on a substantive matter. Please also note that all delegates must vote on procedural motions; the Dais will not recognize abstentions on any procedural vote.”

### **[After completing roll call]**

“For those delegates who may have arrived while the roll call was being taken, and whose attendance has not yet been recorded, please send a note forward to the Dais to let us know

of your arrival and voting status. Please be certain your state's attendance has been recorded.”

### **[Setting the Agenda]**

**Chair:** “We will open the speakers’ list to begin deliberations upon setting the agenda. All those who would like to be placed on the speakers’ list, please raise your placards until your state has been recognized.”

[Chair recognizes states while Rapporteur records their order.]

“If any additional members of the Committee wish to be placed upon the speakers’ list, please send a note forward to the Dais with an explanation in this regard.”

*[In large committees, the Dais might only recognize the first placards to be raised due to time Constraints. Also, no state can be placed upon the speakers’ list twice; once a Delegate has completed allotted speaking time and has been removed from the current list, the delegate may then immediately submit a request to the Dais to be placed upon the list once again.]*

We will now begin debate on the adoption of the agenda.

[First speaker on the list is the delegate from Argentina]

“The Chair recognizes the delegate from Argentina. You have ninety seconds to speak on this topic.”

[Argentina speaks. China raises placard to make a motion for suspension of meeting.]

**Chair:** “China is recognized.”

**China:** “Honourable Chair, China would like to move to suspend the meeting for a period of twenty minutes for the purpose of informal debate to informally discuss the adoption of the agenda.”

**Chair:** “Thank you delegate, this motion is in order; however, let me remind you it is not necessary to state a purpose for a suspension. A motion has been made to suspend the meeting for a period of 20 minutes. A simple majority of the Committee decides this motion, and no debate is required. All delegates in favour of the motion to suspend the meeting for a period of 20 minutes please raise your placards...”

*[Chair and rapporteur record affirmative votes]*

All delegates opposed to this motion, please raise your placards...

*[Chair and rapporteur record dissenting votes, tally and compare results]*

The motion to suspend the meeting passes. The Committee will reconvene in 20 minutes.”

**[Suspension of the meeting to discuss setting the agenda; upon reconvening, there are several motions to set the agenda, followed by another motion to suspend the meeting]**

**Chair:** “If all delegates will find their seats, the Chair will bring the Committee back to order”. Pause to see if any placards are raised.

*[Placards are raised, the Chair chooses India.]*

“India, to what point or motion do you rise?”

**India:** “Honourable Chair, India moves to set the agenda in the following order: Topic II as the first topic to be addressed by the Committee; Topic I as the second topic before the Committee; and Topic III as the final topic to be discussed.”

**Chair:** “Thank you delegate. A motion has been made to set the Committee agenda order as follows: Topic II as the first agenda topic; Topic I as the second topic; and, Topic III as the third topic.”

Pause to see if any placards are raised.

*[More placards are raised, the Chair selects Morocco.]*

“The Chair recognizes the delegate from Morocco.”

**Niger:** “Honourable Chair, Morocco would like to make a motion to set the agenda order as follows: Topic I as the first topic for our deliberation; Topic II as the second topic; and Topic III as the third topic.”

**Chair:** “Thank you, delegate. A second motion has been made to set the Committee agenda order as follows: Topic II as the first topic; Topic I as the second topic; and Topic III as the third topic.” Pause to see if any placards are raised.

*[Placards continue to appear, Chair recognizes the delegate from Indonesia.]*

“The Chair recognizes the delegate from Indonesia.”

**Indonesia:** “Honourable Chair, the delegation from Indonesia moves for suspension of the meeting for a period of ten minutes.”

**Chair:** “Thank you, delegate. That motion is in order at this time. There is a motion on the floor to suspend the meeting for an additional ten minutes.” Pause to see if any placards are raised.

*[More placards, Chair recognizes the Belgium.]*

“The Chair recognizes Belgium.”

**Belgium:** “Honourable Chair, point of order: wasn’t there already a motion on the floor to set the agenda?”

**Chair:** “Yes, thank you delegate. Although I will recognize your point of order, allow me to remind you of the order of precedence, as established within the Rules of Procedure, which dictates a motion for suspension of the meeting has priority over a motion to adopt the agenda. There is a motion on the floor to suspend the meeting for a period of ten minutes for the purpose of informal debate. All delegates in favour of the motion to suspend the meeting for a period of ten minutes please raise your placards...

*[Chair and rapporteur record affirmative votes.]*

All delegates opposed to this motion, please raise your placards...

*[Chair and rapporteur record dissenting votes, tally and compare results.]*

The motion to suspend the meeting passes. The Committee will reconvene in ten minutes.”

*[Delegates break for informal debate.]*

**Chair:** *[After bringing Committee back to order]* “There are two motions on the floor at this time for the adoption of the agenda order.” Pause to see if any other placards. *[No placards]* “The Committee will consider the first motion for the adoption of the agenda order. That order is as follows: Topic II as the first topic; Topic I as the second topic; and, Topic III as the final topic to be addressed by the Committee. This motion is decided by a simple majority vote and there is no debate required. All those in favour of this motion, please raise your placards...

*[Chair and rapporteur record vote]*

All those opposed, please raise your placards...

*[Chair and rapporteur record, tally and compare totals]*

By a vote of X in favour and Y opposed, this motion passes and the agenda order has been adopted. *[Restate agenda order]* The Committee is now moving into substantive session to address Topic I; will those delegates who wish to be placed upon the speakers’ list for this topic please raise their placards.”

*[Chair will repeat the same process used to establish the speakers’ list on setting the agenda. Please note: once a motion to set the agenda has passed, all other motions to set the agenda become dilatory, and no vote is taken. Had the first motion failed, the second motion would have been considered. In the event the second motion had also failed, the Committee would have*

*returned to the speakers' list and continued the process. In addition, whenever the Committee finishes voting on the adoption of the agenda or voting procedure on an agenda topic, the speakers' list is considered exhausted and a new one must be opened for discussing the first topic.]*

**[Once agenda is set, the Committee begins discussion on Topic II]**

*[The Chair opens the new speakers' list on Topic II, adds speakers to the list, and then proceeds with taking points or motions and moves between formal and informal session].*

*[After several sessions of work, the body has two draft resolutions on the floor and is nearing the end of their session. Members begin to make motions to end debate and move into voting bloc on the two draft resolutions.]*

**Chair:** Pause to see if any motions. *[United Kingdom raises placard]* “United Kingdom.”

**United Kingdom:** “Honourable Chair, the United Kingdom moves for closure of debate.”

**Chair:** “Thank you delegate. That was a motion by the United Kingdom for closure of debate; that motion is in order at this time.”

Pause to see if any additional motions.

*[Numerous placards are raised]*

“The Chair recognizes the delegate from Kenya.”

**Kenya:** “Honourable Chair, Kenya moves for adjournment of debate.”

**Chair:** “That was a motion by Kenya for adjournment of debate. Thank you delegate. As a reminder, the adjournment of debate would table the topic currently being discussed by the committee, and discussion would move on to the next topic on the agenda. To come back to this topic, the committee would have to pass a motion for reconsideration, which requires a 2/3rds majority vote and would need to be called for by a Member State who voted in favour of adjournment of debate. With this in mind, would you like to go forward with this motion?”

**Kenya:** “Yes.”

**Chair:** “There are now two motions on the floor: one motion for closure of debate and one motion for adjournment of debate”. Pause to see if any additional motions.

*[No placards are raised.]*

“There are currently two motions before the Committee: a motion for adjournment of debate and a motion for closure of debate. Adjournment of debate will result in the immediate end of debate on the topic currently under consideration, and the Committee will move on to the

second agenda topic. This requires two speakers for and two against, and a simple majority to pass. Closure of debate, if passed, would mean that the Committee would immediately move into voting bloc. To pass this requires two speakers against and a two-thirds majority vote.”

*[Due to the serious and complex nature of motions of closure or adjournment and closure, the Chair may choose to entertain questions relating to these specific motions.]*

“The Committee will now consider the motion for adjournment of debate. This motion requires two speakers in favour and two speakers in opposition. Will those delegates wishing to speak in favour of this motion please raise your placards? Those delegates wishing to speak against this motion please raise your placards.

*[Speakers allotted fifteen seconds to address the specific procedural motion, not to address the substantive topic]*

The Committee will now move to a vote on the adjournment of debate. This means that this topic and the draft resolutions before the body will be tabled, and the committee would move to discuss the second topic on the agenda. The motion is decided by a simple majority vote. Will those in favour of this motion please raise your placards? All those opposed?

*[Members overwhelmingly oppose the motion for adjournment]* The motion for adjournment of debate fails.”

“There is a motion on the floor for closure of debate. This motion requires two speakers in opposition and is decided by a 2/3 majority vote. Before requesting speakers on this motion, please remember that the passage of this motion will formally end debate on this topic and the Committee will move immediately into voting procedure. Only two draft resolutions have been formally introduced to the Committee; any working papers that have not yet been formally approved by the Chair and introduced to the Committee will not be considered following closure. Are there any questions regarding this motion? Seeing none, will those delegates wishing to speak in opposition to the motion for closure of debate please raise their placards?”

*[The motion for closure of debate allows for only two speakers in opposition. The two delegates selected are allotted fifteen seconds to speak against the specific procedural motion, not the substantive topic.]*

*[The Chair notes a placard being raised]*

**Chair:** “Russia.”

**Russia:** “Honourable Chair, we move for suspension of the meeting for a period of thirty minutes for the purpose of informal debate.”

**Chair:** “Thank you delegate. However, that motion is out of order at this time. In explanation: the moment when the Dais accepts speakers to address the motion, the Committee has begun to vote on that motion. While the Committee is voting, no further motions can be accepted from the floor until the completion of the vote. Additionally, as a reminder, you do not need to state a reason for a suspension. We will move to a vote on the motion for closure of debate. Again, the motion for closure requires a 2/3 majority vote. Will those delegates in favour of the motion for closure please raise your placards? Will those opposed to the motion please raise your placards?”

*[Due to the considerable potential for controversy that surrounds this motion, the Chair and rapporteur record dissenting votes, tally and compare results.]*

By a vote of X in favour and Y opposed the motion for closure of debate passes.”

#### **[The Committee closes debate and moves into voting procedure]**

“Having moved to closure, the Committee is now in formal voting procedure. As a reminder, there is no talking or passing of notes; no one who leaves the room will be able to return to the room until voting procedure is completed. We will now consider the two draft resolutions before this committee.”

*[The chair will identify the draft resolution being considered by code number, in this case, DR/1/1]*

“The Dais has received no requests for amendments to this draft, therefore we will move directly to a vote.”

*Please note that the Chair will only entertain five specific motions once the Committee has moved into voting procedure:*

- A point of order to correct an error in procedure;
- An appeal of the decision of the Chair;
- A motion for division of the question;
- A motion for roll call vote; and
- A motion for adoption by acclamation

*[Chair notices a raised placard]*

**Chair:** “Paraguay”

**Paraguay:** “Honourable Chair, the Paraguay moves to adopt this resolution by acclamation”

**Chair:** “Thank you delegate. That motion is in order. A motion has been made to accept draft resolution DR/1/1 by acclamation. Allow the Dais to provide an explanation of this motion before proceeding to a vote: a motion to pass a resolution by acclamation signifies that the

committee is in consensus as to the contents of the draft. States intending to vote in favour of or abstain on the draft currently under consideration should generally be in favour of a motion for adoption by acclamation. States considering voting in opposition to the draft under consideration should be opposed to this motion. Is there any opposition to the motion to adopt Draft Resolution 1/1 by acclamation?”

*[No placards.]*

“Seeing no opposition, the resolution is adopted by the consensus decision of the Committee and becomes Resolution 1/1.”

*[Move on to consideration of next draft resolution.]*

“We will now move on to consideration of Draft Resolution 1/2. This is the second and final draft resolution before the Committee.”

*[The Dais has received several amendments to the second draft resolution. Please note: all amendments must be submitted to the Chair prior to closure of debate.]*

“The Dais has received three amendments to this draft: two friendly amendments and one unfriendly.

These amendments are as follows:”

*[If necessary, the Rapporteur, who has been diligently keeping track of amendments, will slowly read amendments to the Committee. Friendly amendments are entered into the draft without a vote.]*

“The Committee will now consider the unfriendly amendment. The Chair will recognize two speakers in favour of the amendment and two speakers in opposition. Will those delegates wishing to speak in favour of the unfriendly amendment please raise your placards? Will those wishing to speak in opposition to the amendment please raise your placards?”

*[Speakers are provided fifteen seconds to speak on specific amendment.]*

“Thank you delegate. We will now move to a vote on the proposed amendment. All those in favour of including this amendment within Draft Resolution 1/2 please raise your placards. Those delegates opposed to the inclusion of this amendment please raise your placards. By a vote of X in favour and Y opposed, the amendment passes and will now be entered into the draft resolution.

