



Rules of Procedure

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0



Contents

Section 1: Rules	5
1. Rules of procedure	5
2. Authority of the Rules of Procedure	5
3. Amendments to the Rules of Procedure	5
4. Majorities	5
5. Language	5
Section 2: Agenda	5
6. Agenda of the assembly	5
7. Setting the agenda	6
8. Agenda of the assembly	6
9. Speakers' List	6
I. Primary Speakers' List	6
II. Secondary Speakers' List	6
10. Amending the Speakers' List	6
Section 3: Chair	6
11. Chair's duties	6
12. Recognition by the Chair	7
Section 4: Discretion of the chair	7
13. Competence	7
14. Censure	7
15. Expulsion of members from the assembly	7
16. Point of information directed toward the chair	8
17. Limitation of motions and points	8
18. Foreign policy	8
19. Adopting additional rules of procedure	8
20. Disorderly delegates	8
21. Suspension of a meeting	8
Section 5: Meetings	9
15. Meeting Environment	9

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0



16. Quorum	9
17. Absence of quorum.....	9
18. Roll call.....	9
Section 6: Motions	9
19. Order of motions	9
20. Interruption of speakers.....	10
21. Time limit on speeches.....	10
22. Point of personal privilege	10
23. Point of order	10
24. Right of reply	10
25. Point of Information.....	11
26. Adjournment	11
27. Recess	11
28. Moderated Caucus	11
29. Unmoderated Caucus	11
30. Closure of debate.....	12
31. Rights of non-members.....	12
32. Statements with the permission of the chair	12
Section 7: Resolutions	12
33. Resolutions	12
34. Introducing a Resolution.....	12
35. Informal debate.....	13
36. Question and Answer Period.....	13
37. Shelving	13
38. Reconsideration	13
Section 8: Amendments to Resolutions	13
39. Amendments.....	14
40. Moving amendments.....	14
41. Friendly amendments.....	14
42. Unfriendly amendments.....	14

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0



43. Copies of amendments	14
Section 9: Voting	14
44. Voting rights	14
45. Important questions.....	15
46. Voting procedures	15
47. Roll call voting.....	15
48. Explanation of voting	15
49. Conduct during voting.....	15
50. Clause by Clause vote	16
51. Effect of amendments	16
52. Adoption of resolutions.....	16
Section 10: Specialized Committees	16
53. Specialized Committees at UTMUN.....	16
54. Security Council Membership.....	16
55. Special decisions of the Security Council.....	17
56. Multiple resolutions.....	17
57. Adopting additional rules of procedure.....	17
Section 11: Crisis Committees	17
58. Crisis Committees at UTMUN.....	17
59. Directives.....	17
60. Public Directive.....	17
61. Private Directive	17
62. Speakers List.....	18
63. Adopting additional rules of procedure.....	18



Section 1: Rules

1. Rules of procedure

These rules shall apply to all regular sessions of the University of Toronto Model United Nations (UTMUN), General Assembly, hereafter known as the Assembly.

2. Authority of the Rules of Procedure

The authority of these rules is derived from the University of Toronto Model United Nations secretariat, and shall constitute the prime authority for procedural matters. In cases not covered by these rules, the decision of the Secretary General or his/her representative shall constitute the authority for procedural matters.

3. Amendments to the Rules of Procedure

These rules of procedure may be amended at the discretion of the University of Toronto Model United Nations Secretariat.

4. Majorities

For the purposes of these rules of procedure, and with regard to voting on resolutions and motions, "a simple majority" is defined as fifty percent plus one of all non-abstaining votes. A "two-thirds majority" is defined as two thirds plus one of all non-abstaining votes.

5. Language

English is the working language of the assembly. No translation/interpretation will be provided. Delegates may address the assembly in any other language; however, they must provide translation/interpretation into English for the benefit of the assembly.

Section 2: Agenda

6. Agenda of the assembly

The agendas of all UTMUN assemblies are set by the secretariat, which constitutes a provisional agenda committee prior to the opening ceremonies of the conference. An agenda lists the resolutions that are to be introduced. At any time after the opening ceremonies of the conference, the Secretary General or his/her representative may appoint provisional agenda committees or the resetting of agendas.

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0



7. Setting the agenda

When no resolution is on the floor, a delegate may motion to bring any resolution to the top of the agenda, and therefore to open debate on it. A simple majority carries the motion. The agenda of a special committee must be set to one of its topics by the motion of a delegate. This is not a privileged motion. A simple majority carries the motion.

8. Agenda of the assembly

The agendas of all special committees shall contain the topics prescribed by the secretariat prior to the conference.

9. Speakers' List

After the agenda has been set to a topic, the chair shall declare the speakers' list open. Delegates wishing to speak on the subject must send a page to the chair indicating their desire to be on the speakers' list or raise their placards. Additions to the list will not be accepted until the speakers' list is declared open.

- I. Primary Speakers' List:
General speaking list used to set the topic of discussion
- II. Secondary Speakers' List:
More specific list used once the topic has been set in the Primary Speakers List.

10. Amending the Speakers' List

List a delegate may motion to amend the speaker's list. The chair need not call on speakers for and against such a motion. The chair may also amend the speakers' list at his/her own discretion. A motion to amend the speaker's list may only be made after the first two speakers on the speakers' list have taken the floor.

Section 3: Chair

11. Chair's duties

The chair shall maintain complete impartiality on any matter considered by the assembly. The chair may not vote on any matter being considered by the assembly. The chair, while exercising the duties necessary to the functioning of the assembly, shall remain under the of the constitution of UTMUN. The

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0



appointed chairperson may appoint another person to act as chair, who shall then assume the powers and duties encompassed by this position. If it is impossible for the acting chair to appoint an interim chair, then any other member of the secretariat or conference staff may do so.

12. Recognition by the Chair

To be recognized by the chair, a delegate must rise and respectfully address the chair, eg “mister of madam president”. If recognized, the delegate must state the nature of his/her point or motion, beginning by addressing the chair. After being acknowledged, the delegate may then state his/her point or motion, once again beginning by addressing the chair. Failure to address the chair properly will generally result in the delegate being ruled out of order.

Section 4: Discretion of the chair

13. Competence

A motion, which calls into question the competence of the assembly under the charter to discuss or adopt a resolution that has been submitted, may be made at any time. Debate on such a motion shall be limited to one speaker in favour and one against. If such a motion is carried, the resolution shall be shelved immediately. The chair may speak to the motion regarding competence, based on his/her knowledge of the charter, and ask the submitter to withdraw the motion.

14. Censure

A delegate may move for the censure of another delegate if he/she feels that the delegate, delegation or officer has been consistently and purposely out of order or disorderly. This motion should be used with caution. If censured, a delegate loses the right to speak in committee for the remainder of the day, or for a period of time prescribed by the chair. Censure is considered a privileged motion, as outlined in rule 22.

15. Expulsion of members from the assembly

A delegate may move that another delegate be physically removed if after two censures the party concerned has demonstrated through continued improper conduct that it does not merit membership or the right to further participation. The delegate in question would be expelled for a period no longer than the remainder of the day. This is a very serious motion and should be used only in extreme circumstances.

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0

16. Point of information directed toward the chair

A delegate may direct a point of information towards the chair when uncertain of procedural matters. A delegate may not interrupt a speaker on a point of information directed towards the chair.

17. Limitation of motions and points

The chair reserves the right to limit motions and points as he/she sees fit if he/she determines that delegates are abusing them to delay or confuse the proceedings, or to ensure the success of the assembly. No delegate may address the assembly without having received 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. Each speaker is subject to any time constraints imposed by a simple majority vote in the assembly; such a vote will be conducted at the discretion of the chair.

18. Foreign policy

A delegate may rise on a point of order if he or she feels that a delegation has committed a serious breach of its country's foreign policy; a delegate rising on such a point shall be required to demonstrate to the satisfaction of the chair that the breach is sufficiently serious to warrant the attention of the assembly. If the allegedly offending delegate cannot successfully substantiate their actions, the chair may rule them out of order. As a last resort, a major breach of foreign policy is grounds for censure.

19. Adopting additional rules of procedure

The Security Council, Specialized, or Crisis Committee may work under additional rules of procedure of their choosing, if deemed appropriate by the chair.

20. Disorderly delegates

If a delegate becomes disorderly during a meeting, is deemed out of order an excessive number of times, or has been censured twice, the chair may remove said delegate's speaking rights.

21. Suspension of a meeting

If a majority of the assembly becomes disorderly during a meeting, the chair may suspend the meeting.



Section 5: Meetings

15. Meeting Environment

Meetings of the assembly the meetings of the assembly shall be held in public unless the body concerned decides that exceptional circumstances require that the meeting be held in private. However, adequate precautions shall be taken by the chair and the UTMUN logistics team to ensure the safety and comfort of all participants.

16. Quorum

A simple majority of the assembly, or fifty percent plus one, shall constitute a quorum, unless the specific rules of a committee state otherwise.

17. Absence of quorum

During the absence of a quorum, voting on non-procedural motions shall not be permitted. However, the chair shall determine whether regular assembly proceedings may continue.

18. Roll call

At the beginning of each meeting, the chair shall take the roll call of delegations. He or she may call or take a simple count of the delegates at any later point if the existence of a quorum should seem in doubt.

Section 6: Motions

19. Order of motions

Motions must be called by the chair in order of destructivity. A longer duration, and speaking time also make a motion more destructive. Two motions of identical destructivity will be called in order they were announced. The following motions are ordered most to least destructive:

- I. Point of personal privilege
- II. Point of order
- III. Point of Information
- IV. Adjournment
- V. Recess
- VI. Unmoderated caucus
- VII. Moderated caucus
- VIII. Motion to change speaking time
- ~~IX. Introduction of a draft resolution~~

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0

- X. Introduction of an amendment
- XI. Postponement of debate
- XII. Resumption of debate
- XIII. Closure of debate

20. Interruption of speakers

A delegate may interrupt a speaker who has the floor only on a point of order, on a point of personal privilege, or to request a right of reply. A speaker may not be interrupted by a point of information.

21. Time limit on speeches

In order to move proceedings expediently, the chair reserves the right to limit the amount of time a speaker has to present his/her speech. The chair may also limit the amount of time given to the posing of points of information, to delegates speaking on motions, and to the response to points of information.

22. Point of personal privilege

A delegate may rise on a point of personal privilege in order to bring to the attention of the chair any physical difficulty that is disrupting the proper functioning of the assembly.

23. Point of order

Points of order are used to introduce a motion; a delegate may also rise on a point of order if he or she feels that some irregularity in procedure has occurred. Delegates may not use points of order to address substantive matters (e.g. Content of resolutions or amendments). The chair shall rule on all points of order, or place motions before the consideration of the assembly.

24. Right of reply

A delegate may rise to request a right of reply if he/she feels that his/her person or nation has been insulted, misquoted, slandered or misconstrued by the speaker on the floor. The chair may accord the delegate the right of reply, upon which the delegate will be given thirty seconds to explain his/her position. This address must be directly linked to the offending delegate's speech, and should not introduce new ideas or issues. The offending delegate will then be asked whether he/she is willing to apologize; regardless of what the delegate decides, debate will continue.



25. Point of Information

A delegate may rise immediately after another delegate's speech on a resolution to question the speaker on the substance of his or her speech before the assembly, unless the speaker has ceded his/her time. Points of information are not intended to provide opportunities for a delegate to refute a speaker's points. Points of information cannot be put forward to question the debate on procedural matters. One question is permitted for each point of information. The speaker who has the floor may refuse to answer. If the speaker refuses to answer a point of information, the speaker has forfeited his/her right to accept further points.

26. Adjournment

A motion to adjourn all debate may be made when the body in question no longer has resolutions available on its agenda, or if time available for the session of the assembly has expired. Such a motion ends all debate and cancels the agenda. Before the body to which the motion is made can meet again, a provisional agenda committee must draw up a new agenda. Debate on this motion shall be limited to one speaker in favour of the motion and one against.

27. Recess

A delegate may move for a recess for a break at an appropriate time during an assembly. Otherwise, the assembly will recess at set times, as per the agenda, or at the discretion of the chair. A motion to recess, if carried, shall cause the immediate cessation of all work of the assembly. The proceedings of the assembly will be resumed at the point at which the recess occurred. This motion requires one speaker in favour of the motion and one against.

28. Moderated Caucus

At any point, a delegate can motion for the debate move into a moderated caucus. A moderated caucus is a seated, but more informal debate where delegates are called upon by the chair. To motion for a moderated caucus, delegates must set a topic, duration and speaking time. Delegates may motion for a moderated caucus any time during formal, or informal debate.

29. Unmoderated Caucus

An Unmoderated caucus is a type of caucus where delegates may leave their seats and speak freely. It is used sparingly for the purpose of drafting resolutions and drafting resolutions. A delegate can motion for an Unmoderated Caucus at any time during informal debate. A time must be specified when an unmoderated caucus is proposed.



30. Closure of debate

A delegate may move for closure of debate, as long as three speakers from the speakers' list have been heard already, whether or not any delegations remain on the speakers' list. If closure is declared, debate on the resolution under consideration shall cease and voting will commence. Closure of debate is not applicable to debate on procedural matters (i.e. Debate on recess, adjournment). Closure of debate is considered a privileged motion.

31. Rights of non-members

A United Nations-acknowledged representative of a non-member nation, territory or organization has full speaking rights. A non-member does not have the right to present a motion.

32. Statements with the permission of the chair

A delegate may make a statement on a subject that is not directly related to the matter under immediate discussion. The use of statements is particularly helpful in developing crisis situations, where delegates may have news to impart to the assembly. The chair is likely to refuse a delegate's request to make a statement unless the assembly is in a crisis situation.

Section 7: Resolutions

33. Resolutions

Only draft resolutions expressed in writing and circulated to all delegations may be introduced for debate, unless the chair decides otherwise; any draft resolution should be submitted to the secretariat at a reasonable interval before the opening of the regular session of the assembly. A draft resolution is considered to be introduced once the submitter of the resolution has, at the request of the chair, read the resolution out loud to the assembly.

34. Introducing a Resolution

Through their resolution-writing in informal debate (moderated and unmoderated caucus), the delegates of the committee will have drafted a resolution. Before a resolution can be introduced, it must have a submitter, a seconder, and signatories totaling 1/5 of the members of the special committee plus one. A resolution is considered to be introduced once these requirements are met, and the submitter of the resolution has read the resolution out loud to the assembly.



35. Informal debate

A delegate may motion for informal debate in order to hear a variety of nations make brief statements on a resolution. At the time of submitting such a motion, the delegate must also specify the amount of time to be allotted for each speaker as well as the duration of the proposed session of informal debate. During an informal debate session, delegates must approach the microphones, be acknowledged by the chair, and then deliver their speech. Speakers may not accept points of information during informal debate. Upon the expiration of the informal debate period's time limit, a motion may be made to extend it. One speaker for and one against this motion may be called to discuss the motion's merits.

36. Question and Answer Period

A delegate may motion for a question and answer period on a resolution. This allows other delegates to ask questions on the nature of the resolution, and allow a response from the sponsors. At the time of submitting such a motion, the delegate must also specify the amount of time to be allotted for each speaker as well as the duration of the proposed session of informal debate. The Chair mediates this discussion as they would with any other style of debate.

37. Shelving

A motion to shelve a resolution or topic shall, if carried, cause all consideration of the subject to cease immediately. A shelved resolution or topic shall be moved to the end of the agenda. If there are no other resolutions or topics remaining on the agenda, the resolution or topic in question may not be shelved.

38. Reconsideration

When a resolution has been adopted, rejected, or shelved, it may not be reconsidered during that session of the assembly unless a two-thirds majority decides otherwise; a resolution referred to another body may only be reconsidered if the said resolution has not been introduced in another committee. A motion for reconsideration shall be in order only when it is accompanied by the disclosure of new and important information pertaining to the resolution to be reconsidered.

Section 8: Amendments to Resolutions

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0



39. Amendments

Motions to delete, add to, or revise the operative clauses of a resolution are considered to be amendments. The preamble of a resolution may not be changed once the resolution has been introduced. An amendment is considered to be a non-privileged motion.

40. Moving amendments

Only a delegate speaking on a resolution may move an amendment to that resolution. Debate on such an amendment shall take precedence over debate on the resolution being amended. Before an amendment is submitted for the consideration of the assembly, it must be submitted to both the submitter and seconder of the resolution. In addition, the submitter of the amendment must have a seconder for the amendment.

41. Friendly amendments

If the submitter and seconder of the resolution adopt the amendment immediately, it is considered a friendly amendment and becomes part of the resolution. Amendments changing the fundamental nature of a resolution, for example, striking one of its clauses cannot be considered friendly.

42. Unfriendly amendments

If both the submitter and seconder of the resolution do not adopt an amendment to a resolution, the amendment is considered unfriendly. The submitter of the amendment can only introduce the amendment while speaking on a resolution. The amendment may be adopted by a simple majority vote of the assembly. An amendment may not be considered an important question

43. Copies of amendments

The chair must receive from the submitter of the amendment a clear copy in writing of any amendment before it is introduced. At his or her discretion, the chair may require the amendment in question to be circulated to all delegates. The chair may also decide to change the status of an amendment from friendly to unfriendly.

Section 9: Voting

44. Voting rights

Each member nation of the assembly shall have one vote.

UNIVERSITY OF TORONTO MODEL UNITED NATIONS

214 College Street, P.O. Box 21403, Toronto, ON M5T 3A0

45. Important questions

Important questions may include recommendations with respect to the maintenance of international peace and security, admission of new members to the united nations, and amendments to the charter. A decision of the assembly on an important question requires a two-thirds majority. Only the general assembly or its committees may deem a resolution an important question. All resolutions of the security council are important questions. In some cases, the chairperson will notify the assembly that a resolution is to be considered an important question, without needing a motion to render it one. Additional voting rules may apply to these cases. A motion to make a resolution an important question is a privileged motion, as outlined in rule 22. Debate on such a motion shall be limited to two speakers in favour and two against.

46. Voting procedures

Voting procedures are entered after a motion for the closure of debate on a resolution carries. Delegates shall vote normally by displaying conspicuously the placards of their countries. Only one delegate per delegation, holding one placard, is permitted to vote. Only the states recognized as member nations by the united nations may vote.

47. Roll call voting

A delegate may request that a roll call vote be taken, by making a motion to that effect. If the motion is seconded, the name of each member nation shall be called during the vote, and each delegation shall announce its vote in response. Delegates are reminded that rule

48. Explanation of voting

A delegate may explain his/her vote on a resolution immediately after the result of voting has been announced, provided that he/she inform the chair of their intent to do so before voting commences. Delegations that have already spoken on the resolution are not accorded this privilege. To save time, the chair may rule such requests out of order.

49. Conduct during voting

After the chair has announced the beginning of a vote, no delegate may interrupt except on a point of order directly related to the voting procedure. Delegates are not permitted to leave the assembly or move about during voting, but must remain seated in alphabetical order as per UTMUN protocol. During voting procedures, nobody may enter the assembly.



50. Clause by Clause vote

A delegate may request a clause-by-clause vote on the resolution under discussion after debate has been closed. If the submitter and seconder of the resolution accept the motion, the motion shall automatically be passed. Otherwise, debate on the motion is limited to one speaker in favour and one opposed. A clause-by-clause vote applies only to the operative clauses of a resolution, which are each voted on separately if the motion for a clause by-clause vote passes. If any one operative clause is passed by a vote, the entire preamble is considered adopted. A motion for a clause-by-clause vote is considered privileged, as outlined in rule 22.

51. Effect of amendments

Where the adoption of an amendment implies the rejection of another amendment or operative clause, the affected clause shall not be voted upon with the rest of the resolution.

52. Adoption of resolutions

A resolution, having been introduced by its submitter and seconder, and discussed before the assembly, and having gone through voting procedures, is considered adopted if it receives the required amount of votes in favour. Unless otherwise specified, the number of assenting votes required for the passage of a resolution is a simple majority. If a vote is tied, the resolution or motion in question shall be considered rejected.

Section 10: Specialized Committees

53. Specialized Committees at UTMUN

All non-general assembly committees operating in formal and informal debate are hereby designated as special committees, and are governed by the following provisions.

54. Security Council Membership

The security council shall consist of fifteen (15) members of the United Nations of which five – the People's Republic of China, the Republic of France, the United Kingdom of Great Britain and Northern Ireland, the United States of America and the Russian Federation – are permanent members and possess the power of veto.



55. Special decisions of the Security Council

A quorum of the security council shall be nine members. Resolutions before the security council must be approved by at least nine members in order to pass. A vote against a resolution by any one of the five permanent members of the council constitutes rejection of the resolution.

56. Multiple resolutions

A specialized committee may, if necessary, discuss more than one resolution simultaneously. More than one resolution may be introduced during the course of debate, without previous resolutions being shelved or otherwise set aside.

57. Adopting additional rules of procedure

The Security Council, and any non-un specialized committee, may work under additional rules of procedure of their choosing, if deemed appropriate by the chair.

Section 11: Crisis Committees

58. Crisis Committees at UTMUN

Any committee, which runs only in informal debate, using public and private directives in place of resolutions, are hereby designated Crisis Committees and governed by the following provisions.

59. Directives

All crisis committees shall not put resolutions forward, but operate based off of public and private directives.

60. Public Directive

Public Directives are presented to the committee by the director. Shorter than resolutions, but have the same procedural requirements. There must be 1/5 of the committee as signatories, and two sponsors.

61. Private Directive

Private directives are individually authored by a delegate and sent directly to the crisis manager instead of the chair. These directives are kept secret unless sent to the chair, in which case they will be read aloud.



62. Speakers List

There shall be no speakers list for crisis committees. Crisis committees run in a perpetual moderated caucus of one minute speaking time with no topic, if there are no points or motions on the floor. A crisis committee only runs in informal debate through moderated and unmoderated caucus.

63. Adopting additional rules of procedure

Crisis Committees may work under additional rules of procedure of their choosing, if deemed appropriate by the chair.