

UNA-USA Procedure

Start of Committee:

- Dias (Chairs) begins with roll call
- Delegates may respond “present” or “present and voting”
- Next, the Dias asks to hear any points or motions
- If there are no points or motions on the floor, the Dias will recognize the next speaker on the Speakers’ List from the previous session
- In the first committee session, a delegate must move to open the Speakers’ List
- During the first committee session, the agenda must also be set (choose topic 1 or 2)

Speakers’ List:

- The Speakers’ List is the default format of committee, if there are no points or motions
- A country may only appear on the list once at any given time
- A delegate can be added by raising their placard when the Dias asks or by sending a note to the Dias
- The speaking time will be set by the delegate who moves to open the Speakers’ List, but a delegate may move to change the speaking time
- If the Speakers’ List is exhausted and no other delegates wish to be added, committee moves immediately into voting procedure on any draft resolutions that have been introduced
- If there is still time remaining when a delegate concludes his or her speech, he or she must yield his or her time (to the Dias, to another delegate, or to questions, by saying either “I yield my time to ...”)
- Yielding to Dias ends the speech, yielding to another delegate allocates the remainder of the time to that delegate (the second delegate may not yield to a third delegate), and yielding to questions allows for feedback from other delegates

Moderated Caucus:

- When the Speakers’ List is open, a delegate may introduce a motion for a moderated caucus, which is a less formal debate format to debate a specific subset of the topic
- No set speaking order; each new speaker is chosen after the previous speaker concludes
- A delegate may not yield her or his time; if delegate finishes early, move to next speaker
- Must have a set topic, duration, and speaking time (which will be voted on)

Unmoderated Caucus:

- When the Speakers’ List is open, a delegate may introduce a motion for an unmoderated caucus, the least formal debate format
- Delegates may move around the room and speak freely to one another to draft resolutions
- Delegate may not leave the room without permission from the committee director

Resolutions:

- The first stage of resolutions are “working papers,” or the first draft of a resolution

- Working papers, like draft resolutions, require sponsors and signatories
- Sponsors must submit working papers to the Dias for feedback
- Committee discusses working papers and subsequently moves to creating draft resolutions
- Draft resolutions should be improved and edited versions of working papers
 - Like working papers, they will be assigned numbers based on the order in which they were received by the Dias
- When a working paper is ready to be introduced as a draft resolution, one of its sponsors may move to introduce a new draft resolution
 - This motion is not voted on, but instead is at the discretion of the Dais
 - At that point, the committee will be given time to read the resolutions
 - Then the sponsors will explain it and answer questions in a Q&A session
 - The Dias chooses the allotted time for each activity
- If delegates wish to improve a draft resolution, they may pass an amendment
 - Amendments must first be written down with a sponsor and signatories
 - If all sponsors of the draft resolution agree that the amendment should be added, it is considered a “friendly amendment,” meaning it can be added without debate
 - If at least one sponsor does not agree with the amendment, it is considered an “unfriendly amendment” and needs support from a majority of the committee
- After debate, delegates may move to enter voting procedure
 - When entering voting procedure, four delegates can speak, two in favor and two against
 - If the motion passes, doors are closed and no delegates may enter or exit the room until all voting has been completed
- Amendments are voted on first
 - Each amendment is read, with one or two speakers for and against, and then voted upon
- During voting procedure, delegates may move to ask for each country’s vote individually (“roll-call vote”) or to vote on different parts or clauses of the resolution instead of all at once by dividing the question
 - Delegates may not pass two draft resolutions that have conflicting clauses
 - Once a draft resolution passes, it becomes a Resolution

Points and Motions:

- Points and motions are tools for delegates to ask questions about committee and its proceedings, rather than the content of debate
 - Motions change what the committee is *doing* and generally require a *vote*
 - Points do not require a vote
- Delegates may only introduce motions while the Speakers’ List is open and between speakers
 - When motions require a vote, the vote may be either substantive or procedural
 - Some votes require a two-thirds majority to pass, while other require a simple majority.
- Points may be raised during caucuses, and some points may be used to interrupt a speaker
- There are four common points, as follow:
 - 1) Point of Inquiry - used to ask a question about parliamentary procedure
 - 2) Point of Order - used when a delegate believes the Dias has made a procedural error

- 3) Point of Personal Privilege - used to express concerns about comfort such as the temperature of the room or the ability to hear a speaker
- 4) Point of Information - used to ask a clarifying question about the content of a speech or statement (only during the speakers list)
- Only a point of order and a point of personal privilege may be used to interrupt a speaker

Writing a Resolution:

- Definition: A resolution is one very long sentence that describes how a committee will address the topic they've discussed. Resolutions include two types of clauses, called preambulatory clauses and operative clauses.

Preambulatory Clauses

- Preambulatory clauses set up the *context* of a resolution
 - They do not *do* anything; they serve to justify the actions taken later on in the resolution
 - Not numbered and it ends in a comma rather than a semi-colon
 - The Preambulatory phrase is italicized, and calls for no specific action from countries

Operative Clauses

- Operative clauses are the *main substance* of a resolution
 - These are the clauses that *actually do something* (calls for one specific action)
 - Clause is numbered, operative phrase is underlined, and ends with a semicolon
 - Only the last clause in a resolution should end with a period
 - Sub-clauses are indicated with a lowercase letter, and sub-sub clauses are indicated with lowercase roman numerals
 - There are no underlined words in sub or sub-sub clauses
 - Please note: most UN committees cannot call for binding action (only recommendations)
 - Words like “requires,” “forces,” and “obligates” may not be used in operative clauses except for in committees that may pass binding resolutions, such as the UN Security Council

Sponsors and Signatories

- Draft resolutions and working papers must have a certain amounts of sponsors and signatories
 - Sponsors are delegates who wrote the working paper, or whose ideas are substantially represented in the paper
 - Signatories are delegates who would like to see the working paper debated
 - Signatories need not agree with the content of the resolution they are signing, they must only agree that it is worthy of discussion
 - Sponsors count towards the total number of signatories

Sample Resolution

Committee: Food and Agriculture Organization of the United Nations

Topic: Emergency Preparedness

Sponsors: Angola, Malaysia

Signatories: France, Myanmar, Mongolia, Japan, Russia, Qatar, South Africa, Saudi Arabia, Malawi, Canada, Ukraine, Argentina, Uganda, Brazil, Turkmenistan, Peru, Burundi

Noting that national food stockpiles are at their lowest levels since 2042,
Deeply saddened by the recent famine in Germany that claimed thousands of lives,
Reaffirming our international commitment to food security,

The Food and Agriculture Organization of the United Nations

1. Recommends that all member states stockpile sufficient food to last for one year in the event of a catastrophic crop failure,
 - a. Emphasizing foodstuffs that do not spoil easily, such as:
 - i. Grains,
 - ii. Canned foods, and
 - iii. Other dried foods, and
 - b. Storing these foodstuffs in a physically secure location to reduce the risk of destruction as a result of a natural disaster or an act of war;
2. Encourages the establishment of international emergency food transport routes that can be mobilized to carry food across borders within 48 hours;
3. Proclaims June 14th to be International Food Security Awareness day.