

# **Carolina's Conference Rules of Procedure:**

## **Chapter 1: General Procedures**

### **Article 1: Rule Priorities**

These rules are the only official rules for the Carolina's Conference. All business at the Carolina's Conference shall be conducted in accordance with these rules. All matters not specifically discussed in these rules shall be governed according to the United Nations (UN) Charter. The Carolina's Conference Secretariat reserves the right to implement additional rules to address situations that may arise as they deem necessary.

### **Article 2: Conference Staffing**

A. The Conference Staff will be selected by the Secretariat according to its own procedures.

B. Each committee will be staffed by a Chair and Co-Chair(s). The Chair will be directly responsible for overseeing the operation of the committee and all judging of participants in the committee. The Co-Chair(s) will assist the Chair in these duties and may act as Chair at the discretion of the Chair.

### **Article 3: Official Language**

English will be the only official language of the Carolina's Conference. All official business (questions, speeches, debate, moderated and unmoderated caucusing, etc.) shall be conducted in English.

### **Article 4: Minute of Silent Prayer or Meditation**

Immediately after the opening of the first session and immediately preceding the closing of the final session, the Chair may entertain a motion for the committee to observe one minute of silence dedicated to prayer or meditation.

### **Article 5: Credentials**

The credentials of all delegates/delegations have been accepted upon their registration. Actions relating to the modification of rights, privileges, or credentials of a delegate or delegation may not be initiated without the consent of the Secretary-General. All shall provisionally be seated regardless of any objection to admission pending a decision from the Secretary-General.

### **Article 6: Courtesy**

Delegates will show courtesy and respect to the Conference Staff and to other delegates at all times. The Chair will immediately call to order any delegate who fails to comply with this rule.

### **Article 7: Powers of the Chair**

A. The Chair shall fulfill the duties of the Committee Director as outlined in the UN Charter.

B.

- C. The Chair shall declare the opening and closing of each session. The Chair shall ensure the observance of the Rules of Procedure, direct the discussions, grant the right to speak, raise questions, and announce decisions. Additionally, the Chair will rule on points of order and subject to the Rules of Procedure have complete control of the proceedings.
- D. The Chair may propose limitations on the length of speeches and number of extensions.
- E. The Chair may suggest the closure of the speaker's list, debate, recess, or adjournment.
- F. The Chair will not make motions, but they may call for motions by announcing, "The Chair will entertain a motion to..."
- G. The Chair may conduct informal non-binding straw polls as they see fit.
- H. The Chair shall not vote.

### **Article 8: Appeals of Rulings**

Decisions of the Chair are final and cannot be disputed. Questions regarding this may be brought to the attention of the Secretary General.

## **Chapter 2: General Debate**

### **Article 9: Roll Call and Attendance**

- A. The Chair will maintain records of attendance at all sessions.
- B. Roll calls are always and only conducted when a session begins and returning from a recess (including recesses due to failure of quorum).
- C. The Chair will read the roll in alphabetical order. Delegates who desire to be counted as attending shall answer "Present and Voting" or "Present" when their country name is called. Those delegates who are counted as Present and Voting may only answer for or against when voting on substantive matters. The delegates who are counted as Present may answer for, against, or abstain when voting on substantive matters. Both the delegates counted as Present and Voting and those counted as Present must answer for or against on procedural matters. Observer nations that may not vote on substantive matters shall answer, "Present" during the roll call.
- D. Delegates not counted during roll call must submit a note to the Chair with their country name and state in the note that they are "Present and Voting" or "Present." If this is not done the delegate will not be given full voting rights.

### **Article 10: Quorums**

- A. A quorum will consist of a majority of the members of the committee.

B. The Chair may declare a meeting open and permit debate to proceed when at least one third of the delegates are in attendance. For any decision to be made there must be a majority of the delegates present in the committee room.

C. A delegate may motion for a “Quorum Check” if he/she believes a quorum is not present. Delegates may interrupt a speaker to motion for a quorum check. If a quorum is present the committee shall resume business from the point at which it was interrupted.

D. The failure of quorum: If a quorum is not present regular business will be suspended. The only motions in order are points of personal privilege, order, inquiry, and motions to recess. Once quorum is obtained, business will resume from where it was suspended with the conducting of a roll call.

E. The Secretary-General may revise the number needed for a quorum after reasonable attempts to locate chronically absent delegates have failed. Should such delegates reappear later they will be allowed to resume their work without question. The quorum number, upon the return of such a delegate, will be restored.

#### **Article 11: Setting the Agenda**

Immediately after the opening roll call or after a previous agenda topic has been dispensed with; the Chair will entertain a motion to set the Agenda. These motions are debatable to the point of two speakers for and two speakers against and require a majority voting in favor to pass. Only after the group has passed a resolution on a topic or has agreed to table the topic will the Chair entertain motions for the next agenda topic.

#### **Article 12: Opening the Speaker’s List**

The Speaker’s List is automatically open upon the completion of roll call. This Speaker’s List is open for speeches on any matter, but more specifically setting the agenda. When setting the agenda has been motioned for and an agenda has been set the original Speaker’s List is eliminated and a new Speaker’s List to speak on agenda item one must be motioned for. From this point on a new Speaker’s List is created only when there are objections to an amendment, the committee has closed debate and completed voting procedures hence moving onto the next topic, or when suggested/requested by the Chair.

#### **Article 13: Time Limit on Speeches**

The Chair will set the time limit on speeches (the speaker’s time). Delegates may motion to have the time limit decreased or increased. Such a motion is debatable to the point of two speakers for and two speakers against and requires a majority vote to pass.

#### **Article 14: Closing the Speaker’s List**

A motion to close the Speaker’s List can only be made when the floor is open (i.e. between speakers). The motion is debatable to the point of one speaker for and one speaker against and requires two-thirds vote to pass.

A. If the motion passes the Chair will no longer accept additions to the Speaker's List. Once those on the list have all spoken the committee will move into voting procedures. If there are no resolutions on the floor the committee will move into debate on the next agenda item.

B. If the motion fails the Speaker's List remains open and business of the committee resumes.

### **Article 15: Yields**

When making a substantive speech during formal debate the delegate may yield the remainder of their time in several different ways:

A. Yield to the Chair: Delegates may yield to the Chair. This means any remainder of time is forfeited and the delegate must retake their seat.

B. Yield to Another Delegate: One may choose to yield their time to a fellow delegate. Upon doing so if the delegate accepts the yield they may use the remainder of the previous delegates speaking time. The only yield that may be used by the delegate accepting time is a yield to the Chair.

C. Yield to Questions: A delegate who yields to questions may have any of their fellow delegates ask them a question. Time is not deducted while the question is being asked however it is deducted when the delegate responds to the question.

### **Article 16: Points**

A. Point of Personal Privilege – Whenever delegates experience personal discomfort (i.e. unable to hear to speaker or see a screen/display at the front of the room), hence being unable to participate in the proceedings, they may raise a Point of Personal Privilege to ask that the problem be corrected.

A1. Raising a Point of Personal Privilege may interrupt a speaker, but the delegates must use this privilege with utmost care and courtesy.

A2. Right of Reply – A delegate whose personal or national integrity has been impugned by another delegate may request a Right of Reply. The Right of Reply is requested by sending a note to the Dias explaining why the delegate feels a Right of Reply is warranted. The Chair will decide whether or not to grant this and the decision may not be appealed.

B. Point of Order – During the discussion of any matter a delegate may raise a Point of Order. These Points are raised if one feels proper parliamentary procedure, as outlined in this document is not being followed. The Point of Order will be immediately decided on by the Chair in accordance with the UN Charter and the Carolina's Conference General Rules of Procedure. In raising a Point of Order a delegate may not speak on the substance of the matter under debate and may not interrupt a speaker unless the Point directly concerns the speech or the speaker.

C. Point of Parliamentary Inquiry – During the discussion of any matter, a delegate may raise a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. Point

of Parliamentary Inquiry may not be used to interrupt the speaker unless the Point directly concerns the speech or the speaker. It may not be used to request help, suggestions, or coaching on playing one's role.

D. Point of Information – Delegates may raise a Point of Information to ask a speaker for clarification on a pertinent fact. This Point is limited to one question and one answer. Points of Information are in order only if the speaker has time remaining, has yielded to questions, or has finished answering a previous question.

### **Article 17: Suspension of the Meeting for a Caucus**

A. A motion to suspend the meeting for a caucus is in order any time the floor is open and prior to the closure of debate. The delegate making the motion must:

A1. Specify whether the caucus will be moderated or unmoderated.

A2. Specify the length of time for the caucus.

A3. If the motion is for a moderated caucus the delegate making the motion must also specify the purpose of the caucus and the length of time that each speaker may use. The Chair will serve as moderator in these caucuses.

A4. The only motions in order during a moderated caucus will be a motion to return to formal debate prior to the end of the allotted time for the caucus, Point of Personal Privilege, Points of Order, and Points of Parliamentary Inquiry. The motion to return to formal debate is non-debatable and requires a majority in favor to pass.

B. The motion to caucus requires a majority in favor to pass.

C. The Chair can rule motions to caucus out of order and such decision may not be appealed.

D. The Chair will call the committee back to order once the time for the caucus has expired unless by unanimous consent the group has chosen to reconvene in formal session before the allotted time.

### **Article 18: Motion for Recess and Motion for Adjournment**

A. Motion to Recess – This is in order whenever the floor is open and is subject to the discretion of the Chair. A recess is a specified period of time in which no formal business is conducted (i.e. motion for recess to go to lunch, until the next morning). The motion to recess is a procedural vote requiring 2/3 of those voting to vote in favor to pass.

B. There are two forms of adjournment; adjournment of debate and adjournment of the meeting.

B1. Adjournment of Debate – This motion is made whenever the floor is open and is subject to the discretion of the Chair. If this motion passes it means the committee would move onto the next agenda item without going into voting procedures on the current topic. This is a procedural

vote which requires two speakers for and two speakers against and 2/3 of those voting; voting in favor to pass.

B2. Adjournment of the Meeting – This motion is made whenever the floor is open and after 3/4ths of the committee’s final session time has expired or at the Chair’s discretion. This motion, if passed, means the committee’s functions are suspended for the remainder of the conference and requires 2/3 voting in favor to pass.

### **Article 19: Closure of Debate**

This motion is in order whenever the floor is open. It requires two speaking against and 2/3 voting in favor to pass. If it fails business continues. If it passes the committee immediately moves into voting procedures. If there are no Draft Resolutions to be voted on then the committee will move onto the next agenda item.

### **Article 20: Motion to Declare an Important Question**

This motion may only be made by delegates in the General Assembly Plenary committee. These motions are made prior to voting procedures on a Draft Resolution(s) believed to deal with admission of a new member to the United Nations, expulsion of members, suspension of rights and privileges of membership, maintenance of international peace and security, or budgetary questions. This requires two speakers for and two speakers against and 2/3 voting in favor to pass.

- A. If it fails the Draft Resolution is not given Important Question status and business continues.
- B. If it passes the Draft Resolution gains Important Question status meaning for it to pass and become a Resolution in voting procedures it will require 2/3 voting in favor to pass and become a Resolution.

### **Article 21: Competence**

Any motion calling for the decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to a vote before a vote is taken on the proposal in question. Such a motion requires no debate and a two-thirds majority to pass. Passage of this motion results in the dismissal of the proposal in question

- A. If this motion challenges the competence to discuss the topic and passes all debate on the topic is adjourned and the committee moves onto the next agenda item.
- B. If this motion challenges the competence to discuss an amendment or a Draft Resolution and it passes the amendment or Draft Resolution challenged is totally withdrawn from the proceedings.
- C. If the motion fails the committee returns to its business from the point at which the proceedings were interrupted.

### **Article 22: Dilatory, Frivolous, and Non-Germane Motions**

The Chair may rule as dilatory, frivolous, or non-germane (a.k.a. out of order) any motion which is thought to be intended to delay or disrupt the normal functioning of the committee. The Chair's ruling in these cases is not subject to appeal.

### **Article 23: Voting on Procedural Questions**

Every delegate present during a vote on a procedural matter must vote. There are no abstentions.

A. A majority during procedural voting will equal more than 50% voting in favor or against. A tie during a procedural vote that requires a majority means the motion has failed.

B. A 2/3 majority during procedural voting will be determined by dividing the total number of those present at the last roll call by 2/3. If that number is met, whether the results are in favor or against, the Chair will move the committee on accordingly.

### **Article 24: Voting on Substantive Questions**

All delegates must register a vote. Delegates representing an observing nation (i.e. Holy Sea or the Palestinian Authority) must not register a vote on Substantive questions.

A. Those delegates eligible to vote who answered Present and Voting at roll call must register a vote in favor or against. They may pass when initially asked to vote, but when they are returned to they must answer in favor or against.

B. Those delegates eligible to vote who answered only Present at roll call may vote in favor, against, or abstain. They may also pass when initially asked to voter, but when they are returned to they must answer in favor, against, or abstain.

## **Chapter 3: Substantive Work**

### **Article 25: Working Papers and Draft Resolutions**

A. The first step in writing a resolution is creating a Working Paper. A Working Paper may be typed or handwritten and in resolution form. When giving speeches on the work being done it must be referred to as a Working Paper until the Chair authorizes it to be considered a Draft Resolution.

B. In order to be considered a Draft Resolution the Working Paper must have a certain number of signatories and sponsors and be reviewed by the Chair. The number of signatories and sponsors will be determined by the Secretary General. These numbers will be told to you at the beginning of your committee session. Upon a positive review by the Chair it will be declared a Draft

Resolution, assigned a document number, and be copied and distributed to each delegate within the committee. From that point the work will be referred to as Draft Resolution A-1 (for example) and must not be referred to as a Resolution unless it receives a passing vote in Voting Procedures.

C. Once approved and distributed a delegate may make a motion to introduce or read the Draft Resolution. This motion is in order at the discretion of the Chair. If the Chair declines the motion the ruling may not be appealed.

D. A motion to withdraw a Draft Resolution may be made at any time prior to voting procedures. Withdrawing a Draft Resolution must be agreed upon by all of its sponsors and signatories.

E. Withdrawing a Draft Resolution will also have the affect of withdrawing all amendments made to it.

### **Article 26: Amendments**

Amendments can only be made prior to entering into Voting Procedures. Amendments to a Draft Resolution can only be considered by the committee after it has been approved by the Chair. For an amendment to be approved it must have the appropriate number of sponsors and signatories and be in proper format.

A. Friendly Amendments – If an amendment has the same sponsors and signatories as the Draft Resolution it is intended to amend, is in proper format, and is approved by the Chair it automatically will be treated as part of the original Draft Resolution.

B. Unfriendly Amendments – If the amendment has the correct number of sponsors and signatories, but they are not the same as those who wrote the Draft Resolution it is considered an Unfriendly Amendment.

C. Once a friendly amendment is approved by the Chair a motion may be made to or the Chair may voluntarily introduce it. This means the amendment will be read aloud and handwritten by each delegate in its appropriate place within the Draft Resolution.

D. Once an unfriendly amendment is approved by the Chair a motion may be made to or the Chair may voluntarily introduce it. This means the unfriendly amendment will be read aloud and handwritten by each delegate within the Draft Resolution it is intended to amend.

D1. Motion to adopt an unfriendly amendment – This motion may be made after it has been introduced. The Chair will ask if there are any objections to the motion. If there are no objections the committee will immediately vote on whether they will adopt the amendment. If there are objections the Chair will open a speaker's list on the amendment. A vote will take place immediately after there are no objections or after the Speaker's List has expired (in the case of there being objections). The amendment will be adopted if a majority of those voting; vote in favor of it.



D2. A motion to withdraw an amendment must be made prior to the vote on its adoption. Withdrawing an amendment must be agreed upon by all its sponsors and signatories.

## **Chapter 4: Voting Procedures**

### **Article 27: General Conduct of Voting Procedures**

Voting Procedures are entered into once the Speaker's List has expired or the motion for Closure of Debate has passed. During voting procedures there is no walking, talking, or passing of notes. No one except for the Secretary-General may pass in or out of the room until the results have officially been announced. Any delegate absent from the room when voting procedures begin will not be allowed to re-enter the room. The only motions in order are those discussed within Chapter 4 of the Official Rules of Procedure for the Carolina's Conference of the Model United Nations and Points of Order, Personal Privilege, and Parliamentary Inquiry.

### **Article 28: Division of a Question**

A delegate may motion that an individual operative clause(s) or a block(s) of operative clauses be voted on separately. Individual subclauses may not be divided out from their parent operative clause. Once this motion is made the following steps will occur:

A. The Chair will entertain two speakers for and two speakers against the division of the question. Once the speeches have been made a procedural vote will be taken. All may vote and it requires a majority vote to pass or fail.

B. If the procedural vote passes it means that the clause or clauses will be considered as its own resolution with the Preamble from the Draft Resolution it was originally a part of. A second vote will then occur. This is a substantive vote which means observer nations (i.e. Cuba and the Palestinian Authority) may not vote. If this vote passes with a majority the divided clause(s) become its own resolution. If this vote fails with a majority the divided clause(s) are totally withdrawn from the proceedings.

C. If the procedural vote fails the clause(s) remain in its original Draft Resolution and voting procedures continue.

### **Article 29: Adopt by Acclamation**

A delegate may motion to adopt a resolution by acclamation. This motion is generally made when there is thought to be unanimous consent for a Draft Resolution. The Chair will call for objections a total of 3 times. Objections by observer nations will not be considered as this is a substantive matter. If there are no objections the Draft Resolution will have passed becoming a Resolution. If there are objections the committee will move onto voting on the Draft Resolution.

### **Article 30: Roll Call Voting**

A delegate may motion for a roll call vote. This motion is automatically in order and the Chair will call each country's name in alphabetical order from the attendance sheet. Once called upon a delegate (having registered as Present at attendance roll call) must vote for, against, abstain, or pass. A delegate (having registered as Present and Voting at attendance roll call) must vote for, against, or pass. Those who said pass when initially asked must vote for, against, abstain in accordance with how they registered at attendance when they are returned to. Since this is a substantive vote observer nations must not vote.

### **Article 31: Non-Roll Call Voting**

Upon no motion for a particular type of vote counting the Chair will use a placard vote. The Chair will proceed to ask "all those in favor," "all those against," and "all those abstaining." The delegates will signal their position by raising their placard and being counted. A delegate shall only vote once and observer nations will not vote at all. In addition, those who registered as Present at the last roll call may vote in favor, against, or abstain and those who registered as Present and Voting must vote in favor or against. Upon finishing the count the Chair will announce that the motion has passed or failed.

### **Article 32: Voting with Rights**

A delegate, when voting on a Draft Resolution may choose to vote "yes with rights" or "no with rights" in addition to the previous voting answers discussed in Article 27 and 28 of these rules. If a delegate chooses to vote with rights it means they would like to make a speech about why they voted for or against a Draft Resolution following the completion of the vote. A delegate who votes with rights should have been in favor of a Draft Resolution prior to voting and then decides to vote against it or vice versa. In order to state that one is voting with rights they must first submit their speech to the Chair prior to any voting on the particular Draft Resolution. The vote will then proceed, the delegate will make their vote with rights, upon completion of the vote the Chair will allow the delegate to speak, if they've approved of the speech and the results will be announced.

### **Article 33: Motion to Reconsider**

This motion is in order immediately after voting on a Draft Resolution if the prevailing side was against the Draft Resolution and if the delegate making the motion was one who voted against it. Following the closure of debate or the expiring of the Speaker's List the committee will again move into voting procedures on the reconsidered Draft Resolution.

A. This motion may only be made if a Draft Resolution fails and the delegate making the motion voted against it.

B. It requires one speaker for and one speaker against.

C. It requires a substantive vote with a majority voting in favor to pass.