

Reference Guide to Rules and Procedures

Motion	Speakers	Vote	Purpose
Adoption of the Agenda	2+/2-	Majority	Sets the order of topics to be discussed
Set Time Limit	None	Majority	Establishes or sets limit on each speech
Move into Moderated Caucus	None	Majority	Moves the committee into a moderated caucus for the stated purpose under the stated time constraints
Suspend the Rules	None	Majority	Moves the committee into an un-moderated caucus for the stated purpose for the given amount of time
Table the Topic	1+/1-	Majority	Ends debate on the current topic without voting on resolutions
Close the Debate	2+/2-	2/3	Ends debate on the topic and moves into voting procedures
Divide the Question	2+/2-	Majority	Splits a resolution in order to vote on parts of it separately
Declare an Important Question	2+/2-	Majority	Requires a substantive issue to need 2/3 majority to pass
Roll Call Vote	None	None	Requires the chair to record a verbal vote of yes, yes with rights, no, no with rights, abstain or pass from all delegations individually
Recess	None	Majority	Suspends committee function until specified time

Point	Purpose
Of Order	Points out a procedural mistake or infraction
Of Parliamentary Inquiry	Clarifies the rules when delegation is unsure of procedure
Of Personal Privilege	Points out something impairing a delegation's ability to participate
Of Clarification	Clarifies errors or word choice in a submission
Right of Reply	Replies to a personal attack on a delegation's member(s)

Submission	Requirements
Working Paper	Requires minimum one sponsor and signatures of 1/5 of the countries present. Requires a simple majority to pass, unless deemed an important question.
Resolution	A working paper that has been formally introduced to the committee.
Friendly Amendment	Must be agreed to by all sponsors of a resolution. Once approved, it becomes automatically incorporated in the paper
Unfriendly Amendment	Not agreed to by all the sponsors of a resolution. Requires signatures of 1/5 of the countries present and 2/3-majority vote upon closure of debate to be included in the resolution.