

# **RULES OF PARLIAMENTARY PROCEDURE**

## **I. SESSIONS**

### **RULE 1: Date and Place of Meeting**

The UConn Model United Nations (UCMUN) 2021 shall meet in regular session commencing on Friday, November 5th and closing on Sunday, November 7th at the University of Connecticut.

## **II. AGENDA**

### **RULE 2: Provisional Agenda**

The provisional agenda for a regular session shall be drawn up by the Secretary-General and communicated to the Members of the United Nations at least thirty (30) days before the opening of the session.

### **RULE 3: Additional Items**

Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty (30) days before the opening of a regular session or during a regular session, may be placed on the agenda at the discretion of the Secretary-General.

### **RULE 4: Approval of the Agenda**

At each session the provisional agenda shall be submitted to the committee for approval as soon as possible after the opening of the session.

### **RULE 5: Ordering the Agenda**

A procedural motion to order the agenda shall be in order immediately following the opening of the session. Debate on the ordering of items in the agenda shall consist of at least two speakers in favor of and two against to be heard by the committee. Debate on the setting of the agenda is then closed and the agenda shall be voted upon immediately. If the motion receives a majority of the members present and voting, the agenda shall be accepted as proposed. If the motion fails to receive a majority of the Members present and voting, the agenda shall be considered adopted in the reverse order.

### **RULE 6: Reordering the Agenda**

After the committee has adopted an agenda, no change can be made in it except by a motion to reconsider with two speakers opposing and a two-thirds vote.

## **III. DELEGATIONS**

### **RULE 7: Composition**

The delegation of a Member nation-state shall consist of not more than one representative in a given committee.

### **RULE 8: Submission of Credentials**

The credentials of representatives and names of members of a delegation shall be submitted to the Secretary-General if possible not less than one week before the date fixed for the opening of the session.

#### **IV. OFFICERS OF THE COMMITTEE**

##### **RULE 9: General Powers of the Chairperson**

In addition to exercising the powers which are conferred upon him or her elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the session, shall direct the discussion in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order, and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairperson may, in the course of the discussion of any item, propose to the General Assembly the limitation of the time to be allowed to speakers, the closure of the list of speakers or the closure of the debate, the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion.

#### **V. SECRETARIAT**

##### **RULE 10: Duties of the Secretary-General**

The Secretary-General shall act in that capacity in all meetings of the General Assembly, its committees and subcommittees. He or she may designate a member of the staff to act in his or her place at these meetings.

##### **RULE 11: Statements by the Secretariat**

The Secretary-General, or a member of the Secretariat designated by him or her as his/her representative, may at any time, make either oral or written statements to anybody of the United Nations concerning any question under consideration by it.

#### **VI. CONDUCT OF BUSINESS**

##### **RULE 12: Official and Working Languages**

English shall be the official language of the UConn Model United Nations conference.

##### **RULE 13: Interpretation from Other Languages**

Any representative may make a speech in a language other than the official language. In this case, he or she shall him/herself provide for interpretation into the official language. The time of both speech and subsequent interpretation shall be deducted from the speaker's time.

##### **RULE 14: Use of Electronic Devices**

Representatives may not use electronic devices during committee session. Laptops are strictly forbidden from use during the conference and cellular phones are only permitted outside of committee sessions. Staff of the UConn Model United Nations Conference reserves the right to request that delegates turn off or put away such devices and will report continued use to faculty advisers.

**RULE 15: Prayer or Meditation**

Staff of the UConn Model United Nations Conference respects the religious beliefs and practices of all Representatives. Representatives may be excused from committee sessions to engage in religious practice.

**RULE 16: Emergency Special Sessions**

Notwithstanding the provisions of any other rule and unless the Secretariat decides otherwise, a committee, in case of an emergency special session, shall convene in plenary session only and proceed directly to consider the item proposed for consideration in the request for the holding of session.

**RULE 17: Quorum**

A majority of the Members of the committee shall constitute a quorum.

**RULE 18: Statements by Representatives**

No representative may address the committee without having previously obtained the permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

**RULE 19: Points of Order**

During the discussion of any matter, a representative may rise to a point of order, and a point of order shall be immediately decided by the Chair in accordance with the rules of procedure. A representative may appeal against the ruling of the Chair on procedural matters. The appeal shall be considered by the chair and only further appealed if presented to the Secretary-General or Director-General and the appeal is ruled valid. A representative rising to a point of order may not speak on the substance of the matter under discussion.

**RULE 20: Point of Parliamentary Inquiry**

During the discussion of any matter, a representative may rise to a point of parliamentary inquiry to seek clarification or explanation of the rules of procedure. A point of parliamentary inquiry may not interrupt a speaker.

**RULE 21: Point of Personal Privilege**

During the discussion of any matter, a representative may rise to a point of personal privilege if he or she finds him or herself unable to fully participate in the proceedings. Subject to the discretion of the Chair, every reasonable effort will be made to accommodate the delegate. If necessary, a point of personal privilege may interrupt a speaker.

**RULE 22: Point of Information**

During the discussion of any matter, a representative may rise to a point of information if they find themselves in need of clarification or inquiry on any question relevant to the business of the committee. A point of information may not interrupt a speaker.

**RULE 23: Appeals**

Subject to the rules of procedure, a representative may appeal any discretionary ruling of the Chairperson. The Chairperson shall maintain the opportunity to explain his or her ruling and the appeal shall not be subject to debate. The decision of the Chair shall remain unless the matter is brought to the Secretary-General or Director-General and the appeal is ruled valid.

**RULE 24: Right of Reply**

If a Member feels his or her personal or national integrity has been impugned by another Member nation, he or she may request a right of reply. All rights of reply must be submitted in writing and shall be granted at the discretion of the Chair. A representative may not interrupt a speaker with a right of reply.

**RULE 25: Time Limit on Speeches**

The committee may limit the time to be allowed to each speaker. Such a limit shall be no fewer than 45 seconds and no more than 2 minutes. When a representative has spoken his or her allotted time, the Chairperson shall call him or her to order without delay. Motions to set the speaker's time shall not be debatable but shall be put to an immediate vote and are subject to the discretion of the Chair.

**RULE 26: Number of Yields**

A Member may yield only once during speaking time granted by the chair while following the speakers list. A Member, who has been yielded to, may not further yield. Member nations may not yield speaking time during other forms of debate.

**RULE 27: Yields to Member Nations**

At any point during his or her remarks, a representative may express his or her desire to yield the remainder of his or her time to a representative of a different Member nation. This yield will be directed through the chair; if the other Member accepts the yield, then the representative will have the remainder of the previous speaker's time. A representative from a Member nation who has been yielded to may not yield his or her time to another Member nation or to questions.

**RULE 28: Accepting Questions from the Floor**

At any point during his or her remarks, a representative may express his or her desire to yield the remainder of his or her time to questions. Questions will be directed through the Chair to the speaker and only the time used by the representative to answer the question will be deducted from the speaker's time.

Comment – Questions addressed to the speaker shall relate directly to the substantive issue under discussion, requesting elucidation or clarification of a point made or a position taken by the speaker. The Member asking a question of the speaker may not engage the speaker in debate, but rather must phrase his or her point in the form of a question. The speaker may at any time decide to conclude his or her remarks and answers, notwithstanding that a question may remain unanswered.

**RULE 29: Yields to the Chair**

If a speaker concludes his or her remarks before his or her time has expired and fails to yield, the remainder of the time is absorbed by the Chair.

**RULE 30: Moderated Caucus**

During debate, should the need arise to focus on a single issue raised in debate, the delegate can motion for a moderated caucus. The motion must include:

- a) The subject for consideration
- b) The duration of the caucus
- c) The designated speaking time

Should the motion be deemed appropriate by the Chair, it will pass on the basis of a simple majority. During this time the Chair, at their discretion, will recognize delegations rather than using the Speaker's List. Delegates may remain seated during the caucus.

**RULE 31: Unmoderated Caucus**

When appropriate, a delegate may motion for an unmoderated caucus. It is up to the Chair's discretion to determine the propriety of this motion. During unmoderated caucuses, the rules of formal debate are suspended, and delegates may discuss and move freely amongst themselves. Motions for unmoderated caucuses must include their duration, which may not exceed twenty minutes.

Comment - The primary goal of such caucuses is to develop ideas that may be used in working papers and resolutions. Though the Chair is not directly supervising the discussion, it is their responsibility to maintain decorum so that other committees are not disturbed.

**RULE 32: Closing a List of Speakers**

During the course of a debate, a representative may move to close the list of speakers. This shall be debatable to the extent of one speaker for and one speaker against closure and shall be put to an immediate vote. If the list of speakers remains closed, immediately following the remarks of the final speaker, debate shall be closed on the subject and all proposals on the floor shall be put to a vote.

**RULE 33: Reopening the List of Speakers**

During the course of a debate, if the list of speakers is closed, a representative may move to reopen the speaker's list at any time before the final speaker begins his or her remarks. The reopening of the list shall be debatable to the extent of one for and one against and shall be put to an immediate vote.

**RULE 34: Adjournment of Debate**

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak against the motion, after which the motion shall be immediately put to a vote with a two-thirds majority needed for the motion to pass. The Chair may limit the time to be allowed to speakers under this rule.

Comment – Adjournment of debate is used to end discussion of a topic area. Adjournment of debate is sometimes referred to as “**tabling**” debate on the topic area. When debate is adjourned,

the resolution(s) and amendment(s) under that topic area are not voted on. A topic area that has been adjourned may only be reconsidered in accordance with Rule 44.

### **RULE 35: Closure of Debate**

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of debate shall be accorded to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If two-thirds of the committee is in favor of the closure, the Chair shall declare the closure of debate. The Chair may limit the time to be allowed to speakers under this rule.

Comment – Closure of debate is used to end discussion of a topic area. This is different from a **motion to exhaust the speaker’s list**. When debate is closed, the committee must move to an immediate vote on the resolution(s) and amendment(s) under the topic area. The speakers’ list will be discarded following passage of a motion to close debate. The speakers’ list will not be carried over for other substantive or procedural debate.

### **RULE 36: Suspension of the Meeting**

During the discussion of any matter, a representative may move the suspension of the meeting. The representative shall explain the length and purpose of the recess, and subject to the discretion of the Chair, the motion shall be immediately put to the vote. The decision of the chair is not subject to appeal.

Comment – Suspension of the meeting is used for caucusing, meal breaks, and the evening break. Normally, a suspension of the meeting for the purpose of caucusing should not exceed twenty minutes. When the motion to suspend the meeting is made, the Chairperson may suggest a different time period for the suspension. A simple majority is required to pass a motion to suspend the meeting. Sometimes referred to as a “motion to recess” or motion for an unmoderated caucus”.

### **RULE 37: Adjournment of the Meeting**

During the discussion of any matter, a representative may move the adjournment of the meeting. This motion shall only be in order during the final session and is subject to the discretion of the Chair. The decision of the Chair is not subject to appeal. The motion to adjourn shall not be subject to debate, but shall be immediately put to the vote.

Comment – This is a procedural motion and requires the approval of the Chairperson.

### **RULE 38: Order of Procedural Motions**

The following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting; (Rule 36)
- (b) To adjourn the meeting; (Rule 37)
- (c) To adjourn the debate on the item under discussion; (Rule 34)
- (d) For the closure of the debate on the item under discussion. (Rule 35)

**RULE 39: Resolution**

Resolutions shall normally be introduced in writing and handed to the Chair, who shall, at his or her discretion circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting unless copies of it have been circulated. No resolution shall be circulated without approval of the Chair.

**RULE 40: Amendments**

Amendments shall be introduced in writing and submitted to the Chair, who shall, at his or her discretion circulate copies to the delegations. Amendments may add, delete or modify any operative clause provided the amended resolution maintains at least one original operative clause intact and provided they do not contradict other operatives within the resolution. No amendment shall modify a perambulatory clause or a sub-clause.

Comment- if the amendment is supported by all sponsors, then it is considered a friendly amendment and does not need to be voted on and will be added to the resolution.

**RULE 41: Sponsorship**

Resolutions and amendments submitted to the Chair for approval shall maintain a list of sponsors in English alphabetical order. Sponsorship of a resolution or amendment indicates support of the ideas contained within the resolution. Members may be added or removed from the list of sponsors at any time. If at any time a resolution or amendment is without sponsorship, it shall be considered withdrawn.

**RULE 42: Signatories**

Prior to the submission to the Chair, resolutions and amendments shall require a list of Members indicating their desire to see the proposal brought before the committee. Such a list shall be no less than one-fifth of the membership for a resolution and one-tenth of the membership of the committee for an amendment.

**RULE 43: Withdrawal of Motions**

A motion or proposal may be withdrawn by its sponsors at any time before voting on it has commenced, provided that the motion or proposal has not been amended. A motion or proposal that has thus been withdrawn may be reintroduced by any Member.

Comment – In order to withdraw a resolution or an amendment, all sponsors must agree to the withdrawal.

**RULE 44: Reconsideration of Proposals**

When a proposal has been adopted or rejected it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the Members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Comment – This rule may be used to reconsider specific resolutions upon which an actual vote has been taken or entire topic areas upon which debate was adjourned. It may not be used to

reconsider entire topic areas upon which debate was closed and a vote was taken on the resolution(s) and amendment(s). As a practical matter, a motion to reconsider a resolution should be made only by a Member who voted with the originally prevailing side.