Rules of Procedure
Table of Contents

Rules of Procedure 1

I. General Rules 4
   1. Scope and Interpretation 4
   2. Language 4
   3. Courtesy 4
   4. Dress-code 4
   5. Participation 4
   6. Plagiarism 4
   7. Use of Electronics 4
   8. Participation of Observers and NGOs 4

II. General rules governing Debate 4
   9. Roll Call, Attendance 4
   10. Setting the Agenda 5
   11. General Speakers’ List 5
   12. Time Limits 5
   13. Yields 5

III. Points 5
   14. General Rules regarding Points 5
   15. Point of Personal Privilege 6
   16. Point of Parliamentary Inquiry 6
   17. Point of Information to the Speaker 6
   18. Point of Order 6
   19. Point of Information to the Chairperson 6

IV. Rules Regarding Motions 6
   20. General Rules Regarding Motions 6
   21. Consideration of Motions 6
   22. Precedence of Motions 6

V. List Motions regarding Debate 7
   23. Motion to set the Agenda 7
   24. Motion to open the General Speakers’ List 7
   25. Unmoderated Caucus 7
   26. Moderated Caucus 7
   27. Consultation of the Whole 7
   28. Closure of Debate 8
   29. Suspension of the Meeting 8
   30. Adjournment of Debate (Tabling) 8
   31. Motion to Extend/Limit speakers’ time 8
32. Motion for a Right of Reply
33. Motion to Withdraw
34. Motion to Introduce
35. Motion to invoke an Act of Censure
36. Motion to Appeal the Decision of the Chairperson

VI. Voting
37. Principle of simple majority
38. Simple majority
39. Supermajority
40. Procedural Votes
41. Substantive Votes
42. Standard procedure of voting
43. Order of Voting

VII. Motions regarding voting
44. General rule regarding motioning in voting procedure
45. Motion to divide the question
46. Motion for a roll call vote
47. Motion to Reorder the Question

VIII. Documents
48. Working Papers
49. Draft Resolution
50. Amendments (of the first degree)
51. Amendments (of the second degree)
52. Friendly Amendment
53. Sponsors
54. Signatories
I. General Rules
1. Scope and Interpretation

This Document states the rules of procedure which govern the weekly sessions of MUN Mannheim e.V. In cases of ambiguity or the lack of a rule the Chairperson shall have the authority to follow the procedure he sees fit, outlining it clearly to all members of the committee.

2. Language

The official and working language of MUN shall be English.

3. Courtesy

Delegates shall at all times show courtesy to other delegates, Chairpersons, members of the Secretariat and other MUN staff as fitting their role as diplomats. This includes addressing the committee before making a statement.

4. Dress-code

There is no strict formal dress-code for weekly sessions. All delegates are however expected to wear appropriate clothing.

5. Participation

Any student currently enrolled at the University of Mannheim as well as any member of MUN Mannheim e.V. may participate in weekly MUN Sessions. Under special circumstances the Board of MUN Mannheim e.V. (henceforth the Board) may allow other interested persons to participate. Any non-member of MUN Mannheim e.V. may be permanently or temporarily excluded from weekly sessions by decision of the Board.

6. Plagiarism

Plagiarism is not allowed at the Sessions and will at the discretion of the Chairperson lead to the exclusion of the Document.

7. Use of Electronics

The use of electronics during weekly sessions is at the discretion of the Chairperson.

8. Participation of Observers and NGOs

Representatives of accredited observers and NGOs shall be given the opportunity to participate in the proceedings of weekly sessions. Observers and NGOs have the same rights as full members and may vote on any procedural matters. They, however, are not allowed to sign Documents or vote on substantive issues.

II. General rules governing Debate
9. Roll Call, Attendance
At the beginning of every session, Chairpersons shall call in alphabetical order on Member States to state their status of attendance. Member States shall reply present or present and voting. Member States present and voting shall not abstain during a substantive voting. Delegates not present during the initial role call or wishing to leave early shall upon assuming attendance or taking leave submit a note to the Chairperson stating their status.

10. Setting the Agenda

After the previous topic has been exhausted, the Chairperson shall consider motions to Set the Agenda. Should multiple motions be brought forward this motion becomes debatable and up to 3 speakers for each topic will be entertained. This procedural motion requires a simple majority to pass.

11. General Speakers’ List

After the decision on the agenda item, a continuous general speakers list shall be opened by a motion to open the general speakers’ list, which shall be immediately entertained. Speakers may speak generally about the item being considered and address any working paper or other document that has been introduced. The list shall be followed for the entirety of general debate on the agenda item. Points are in order at any point during time on the general speakers’ list. After hearing a reasonable number of speakers from the Chairperson shall open the floor to motions. The Chairperson shall periodically ask for members who wish to be added to the general speaker’ list. Wish to be added may also be shown by submitting a note to the Chairperson.

12. Time Limits

The Chairperson shall set an appropriate time limit on speeches from the general speakers’ list. This limit may be altered by a motion.

13. Yields

Delegates in exercise of the right to speak shall upon the conclusion of their speech yield the floor or the remaining time of their speech in one of the three ways:

a. Yield to another delegate: Should the delegate finish the speech before the end of the allotted time limit, he or she may yield the remaining time to another delegate. Consecutive yields are out of order

b. Yield to a point of information: Should the delegate be open to a point of information the Chairperson may at his discretion allow delegates in the committee to ask the delegate speaking one question each. The Chairperson may at his or her discretion call to order any delegate whose questions are rhetorical, offensive or in other ways not constructive.

c. Yield the floor to the Chair: Should the delegate not wish to answer questions or yield the remaining time to another delegate he or she may yield the floor to the Chairperson.

III. Points

14. General Rules regarding Points

Only a single point may be considered at a time. Any point raised must be immediately handled upon. Points take precedence over motions. Unless explicitly stated no point may interrupt a speaker.
15. Point of Personal Privilege

By raising a point of personal privilege delegates may refer to a personal discomfort and request the Chairperson for the discomfort to be corrected. It may interrupt a speaker. However, it should be used with utmost discretion.

16. Point of Parliamentary Inquiry

By raising a point of parliamentary inquiry delegates may ask the Chairperson for a clarification of the Rules of Procedure.

17. Point of Information to the Speaker

The point of information to the speaker gives delegates the opportunity to address in form of a question the statement of the previous speaker. This is only in order when the speaker has opened himself (or yielded) to points of information or questions.

18. Point of Order

By raising a point of order delegates may indicate an instance of an inappropriate application of the Rules of Procedure by other delegates or the Chairperson. The Chairperson shall at his discretion decide on the validity of the Point of Order. Delegates raising a point of order may not speak on the substance of a subject matter but refer solely to the parliamentary procedure. The point of order may only interrupt a speaker if he or she does not follow the parliamentary procedure.

19. Point of Information to the Chairperson

Delegates may raise a point of information to the chairperson to ask a relevant question from the Chairperson, not directly related to parliamentary procedure.

IV. Rules Regarding Motions

20. General Rules Regarding Motions

All motions unless explicitly stated otherwise are subject to a simple majority vote and are procedural in scope.

21. Consideration of Motions

The Chairperson should gather a reasonable amount of Motions for consideration before commencing voting. The Chairperson may request seconds and objections on motions on which the committee is in consensus. Should the Chairperson ask for seconds and less than 2 be heard, the motion will not be considered. Should at least 2 seconds be heard and no objection raised, the committee will proceed directly with the motion. The Chairperson may rule any motion dilatory and out of order.

22. Precedence of Motions

Should multiple motions be submitted, they shall be voted upon in order of disruptiveness. The order of voting shall be:

1. Motion to invoke an Act of Censure
2. Motion to appeal the Decision of the Chairperson
3. Suspension of the Meeting
4. Adjournment of Debate (Tabling)
5. Closure of Debate
6. Consultation of the Whole
7. Unmoderated Caucus
8. Moderated Caucus
9. Motion to Extend/Limit speakers’ time

V. List Motions regarding Debate
23. Motion to set the Agenda

See rule 10.

24. Motion to open the General Speakers’ List

See rule 11.

25. Unmoderated Caucus

During an unmoderated Caucus the Chairpersons temporarily suspend formal debate, allowing the delegates to discuss the topic informally, as well as write resolutions and amendments. Delegates wishing to submit the motion should state its purpose and suggest a reasonable time-limit of not more than 20 minutes in order not to disrupt the proper working of the committee. An unmoderated caucus may be extended once, however the total length of the caucus may not exceed 20 minutes. The extension must be motioned for immediately after the conclusion of the original caucus and will immediately be voted upon.

26. Moderated Caucus

The purpose of a moderated caucus is amongst others to entertain a thematic debate on specific aspects of the agenda item and facilitate an agreement on critical junctures during the discussion. In a moderated caucus, the Chairperson will temporarily depart from the general speakers’ list and call on delegates to hold individual thematic speeches on certain aspects of the agenda item. Delegates wishing to entertain the motion should state its purpose (necessity) and suggest a reasonable time-limit of not more than twenty minutes as well as a time limit for individual speeches during the caucus. A moderated caucus may be extended once, however the total length of the caucus may not exceed 20 minutes. The extension must be motioned for immediately after the conclusion of the original caucus and will immediately be voted upon.

27. Consultation of the Whole

The purpose of a Consultation of the Whole is amongst others to find consensus if the committee is struggling in finding a common ground or delegates do not interact with each other in formal debate. During a Consultation of the Whole the Rules of Procedure are suspended and delegates moderate the debate instead of the Chairpersons. Delegates wishing to enter the motion should state its purpose and suggest a reasonable time-limit of not more than 20 minutes in order not to disrupt the proper working of the committee. A Consultation of the Whole may be extended once, however the total length of the caucus may not exceed
20 minutes. The extension must be motioned for immediately after the conclusion of the original consultation and will immediately be voted upon.

28. Closure of Debate

The motion to close debate when passed will end the debate on the agenda item without exhausting the general speakers’ list. This motion is debatable and up to 3 delegates will be entertained for and against this motion. This motion requires a supermajority to pass.

29. Suspension of the Meeting

Delegates may motion to suspend the meeting and specify a time for reconvening.

30. Adjournment of Debate (Tabling)

This motion is mostly entertained when consensus on the agenda item cannot be reached or due to any other reasons preventing the adoption of a document on the topic. If passed, the motion will reject the particular document from consideration. This motion is debatable with up to 3 Speakers for and against. This motion requires a supermajority to pass.

31. Motion to Extend/Limit speakers’ time

This motion allows delegates to adjust the time-limit of speeches on the general speakers list.

32. Motion for a Right of Reply

Delegates whose national integrity and sovereignty have been offended by a speech of another delegates may request a Right of Reply. This motion must be submitted in writing to the Chairperson, who will decide whether it is in order, as well as the time allotted to the wronged delegate for a speech in reply to the offence.

33. Motion to Withdraw

Delegates may withdraw any procedural motion, amendment, amendment to the amendment or draft resolution that they have introduced or proposed prior to entering the voting procedure on the proposal. The only requirements for a withdrawal are that the proposal must not be amended by any of the delegates in the Committee or already adopted by the Committee. A withdrawn motion may be reintroduced again when the floor is open.

34. Motion to Introduce

The purpose of the Motion to Introduce is to submit to the committee a Document to be distributed to all committee members. Documents subject to this motion are Working Papers, Draft resolutions and Amendments. The motion will be directly entertained by the Chairperson, if he has received the Document and it follows the proper format. When a Motion to introduce a Draft Resolution is passed reasonable time will be allotted to its sponsors to present the Document and answer Points of Information. (See Section VIII)

35. Motion to invoke an Act of Censure

Where a delegate grossly violates the Code of Conduct or other standards of international diplomacy, any delegate may introduce a motion to invoke an act of censure. Where no motion is introduced, the Chairperson is at discretion to censure a delegate. The decision to
enact the censure lies with the Chairperson. A censured delegate shall not be entitled to take
the floor, introduce motions, sponsor or sign resolutions and amendments or participate in
debate to any degree unless the committee is in suspension. Any sponsorship or signature
before the act of censure shall remain valid. A delegate under a censure retains the right to
vote on both procedural and substantive matters. A censure may not be shorter than 5 minutes
and not exceed one hour in length. Both the act of censure as well as the duration of the
censure are at the discretion of the Chairperson. Censured delegates must remain in
committee for the duration of their censure.

36. Motion to Appeal the Decision of the Chairperson

Any decision of the Chairperson shall be subject to a motion to Appeal the Decision of the
Chairperson by any delegate except on matters where it is explicitly stated that a decision is
not open to appeal. The Chairperson has the right to speak in defense of his ruling. This
motion requires a supermajority.

VI. Voting

37. Principle of simple majority

Unless otherwise noted every vote taken requires a simple majority to pass.

38. Simple majority

In case a procedural or substantive matter requires a simple majority, affirmative votes must
outnumber the negative in order to pass. In case of a tie the vote fails. Abstentions are not
counted.

39. Supermajority

In case a procedural or substantive matter requires a supermajority, affirmative votes must be
at least twice more than negative votes to pass. Abstentions are not counted.

40. Procedural Votes

A vote is regarded as procedural when it refers to an Amendment of the 2nd Degree and all
remaining motions and votes not explicitly declared as substantive.
No abstentions are allowed on procedural votes.

41. Substantive Votes

A vote is regarded as substantive when it refers to Amendments, Draft Resolutions or parts
thereof under the motion to Divide the Question. Observers and non-member States have no
voting rights on substantive issues.

42. Standard procedure of voting

Votes on all matters are cast by a show of placards except when there is a motion for a
roll call vote. Delegates absent from the voting procedure are not allowed to confer their vote
to other parties. The voting procedure may not be interrupted under any circumstances except
on a point of personal privilege or a point of order referring solely to the voting procedure.

43. Order of Voting
Unless the order is changed by motion Draft Resolutions and Amendments will be voted on in the order they were introduced and numbered. Before voting on a Draft Resolution all its Amendments will be voted upon. Subsequently the Draft Resolution will be voted upon as revised by Amendments passed.

VII. Motions regarding voting
44. General rule regarding motioning in voting procedure

Motions mentioned in this Chapter can be brought whilst in voting procedure, but before the actual vote takes place.

45. Motion to divide the question

This motion seeks to divide the resolution into parts, voting on different parts separately. This motion is debatable and up to 3 speakers will be entertained for and against. Should this motion pass proposals for different divisions will be gathered and voted upon. Should no proposed division be accepted the resolution will be voted on as a whole. More disruptive divisions should be voted on first. After a vote for a proposed division passes the proposed parts will be voted on from most to least substantive at the discretion of the chairperson. The parts that pass will be recombined into a final draft resolution that will be voted on regularly.

46. Motion for a roll call vote

This motion is immediately entertained. For the upcoming vote the chairperson shall in alphabetical order call out countries present and present and voting to state their vote orally.

   a. During voting procedure subject to a roll call vote, delegates will have the opportunity to pass, when first called upon by the chair. In this case, the chairperson shall move on to the next country present and return to countries passing after others have cast their vote. Countries that passed during the initial round shall have no opportunity to abstain or vote with rights when called upon again.

   b. During voting procedure subject to a roll call vote, delegates during the first round of voting shall have the opportunity to cast an affirmative or a negative vote (but not abstain) with rights. After the conclusion of the voting procedure the Chairperson shall allocate for those delegates reasonable time to explain their vote.

47. Motion to Reorder the Question

This motion allows the delegates to change the order Draft Resolutions will be voted upon during the voting procedure. When motioned for the delegate should state the new order in which the Draft Resolutions should be voted upon. This motion must be brought before the voting for Amendments of a Draft Resolution has commenced.

VIII. Documents
48. Working Papers

Working Papers are informal Documents that present in broad and general Terms the aims of a country or a block. They do not have to follow a specific format and require no sponsors or signatories. Before motioning to introduce the documents needs to be made available to the
chairpersons for checking and swift distribution. A motion to introduce a working paper will be immediately accepted by the chairperson unless it presents a gross violation of courtesy. The chairperson may allocate reading time for the working paper however no official introduction will take place.

49. Draft Resolution

Draft resolutions are official documents that need to follow the resolution format. A draft resolution requires at least one eighth (20%) of Member States present or present and voting to be sponsors or signatories to be introduced. Before motioning to introduce the documents needs to be made available to the chairperson to check compliance and ensure swift distribution. A motion to introduce a draft resolution will be accepted by the Chairperson if the criteria are met. The chairperson shall allocate reading time for the draft resolution as well as a reasonable time for the sponsors to present the resolution and respond to points of information.

50. Amendments (of the first degree)

An amendment is a written proposal that does not more than add to, delete from or revise part of the content of any draft resolution that has been introduced. Amendments require at least one fifth (12.5%) of Member States present or present and voting to be signatories to be introduced. Before motioning to introduce the documents needs to be made available to the chairpersons to compliance and ensure swift distribution. A motion to introduce an amendment will be accepted by the Chairperson if the criteria are met.

51. Amendments (of the second degree)

An amendment to an amendment or an Amendment of the second degree is a written or oral proposal that does not more than add to, delete from or revise part of the content of any amendment that has been introduced for a revision of a draft resolution. Amendments of a higher order than two are out of order. This motion is not debatable and will be immediately voted upon.

52. Friendly Amendment

An amendment that seeks to only revise the format or the language of the draft resolution but not change its substance may be introduced orally as a friendly amendment. To pass it requires support of all the original sponsors of the draft resolution as well as the concurrence of the chairperson that the change is not substantive.

53. Sponsors

Sponsors to a draft resolution should be its primary authors, who are also most capable to present the resolution during its introduction and address in depth questions regarding its content.

54. Signatories

Being a signatory to a draft resolution or an amendment does not indicate support for its content but merely the belief that the Document should be discussed in committee. Being a signatory does not create any obligation of support or speaking in favor.