

UTMUN 2024

Official Rules of Procedures



Table of Contents

Opening the Committee	3
Roll Call	3
Quorum	3
Simple Majority	3
Supermajority	4
Counting Votes – Present or Present and Voting?	4
Late Arrivals	4
Motion to Open Debate	4
During Debate	5
Primary and Secondary Speakers’ Lists	5
Rolling Moderated Caucus	6
Points and Motions	6
Preface: What is Destructiveness?	6
Types of Points	7
Point of Inquiry	7
Point of Personal Privilege	7
Point of Order	8
Types of Motions	8
Ordinary Motions	8
Moderated Caucus	8
Unmoderated Caucus	9
Motion to Introduce Draft Resolutions/Public Directives	10
Motion to Enter Voting Procedure	10
Extraordinary Motions	11
Motions to Extend a Moderated/Unmoderated Caucus	11
Motion for a Round Robin	12
Motion for a Straw Poll	12
Motion to Introduce Amendments to Draft Resolutions/Public Directives	13
Motion for a Question and Answer (Q&A) Period	13
Right of Reply	14
Voting on Draft Resolutions/Public Directives	
Yields	14
Closing Debate	16

Note from USG Academics

Hello UTMUN 2024 delegates! My name is Daphne Berberyan, the USG Academics of UTMUN 2024. It is my role to oversee the academics branch and work with the staff on all UTMUN content! This is the official UTMUN 2024 Rules of Procedure guide, where you will find information on how UTMUN committee sessions will be conducted. If you have any questions, please feel free to email me at academics@utmun.org. Looking forward to meeting you all soon!

Opening the Committee

There is a specific way which UTMUN 2024 prefers to start each committee session – read on below!

Roll Call

Roll call is ‘attendance’ in Model UN. The committee Dais (staff) will have a list of delegates (student names and their assigned countries/characters) and the moderator will conduct roll call in alphabetical order. Roll call will be conducted at the beginning of each committee session.

Roll call will allow the Dais to set the following:

1. Set quorum
2. Set simple majority
3. Set supermajority
4. Know how to count votes

1. Quorum

Quorum is the term used to define the number of delegates required to be present in the committee room to open debate and start the committee session. For UTMUN, this number is set at **$\frac{1}{3}$ of all delegates that are present in the committee room.**

Quorum can be updated as the number of delegates in the committee changes. **Quorum should be announced after the moderator conducts roll call.**

2. Simple Majority

Simple majority is defined as **50% + 1 of all delegates who are present in the committee**. Most motions can be passed with a simple majority, with a few exceptions.

3. Supermajority

Supermajority is defined as **2/3 of all delegates who are present in the committee**. Especially destructive motions, such as the motion to enter voting procedure on draft resolutions/public directives, need to be passed with a supermajority. ([What is destructiveness?](#))

4. Counting Votes – Present or Present and Voting?

There are two responses that delegates can give when responding to roll call. When your country is called, please respond with ONE of the following:

- 1) Present (P) – will vote on all procedural matters, but may abstain from voting on substantial matters (e.g., resolutions/directives).
- 2) Present and Voting (PV) – must vote on all procedural and substantive matters (i.e., cannot abstain from voting on resolutions or directives).

Note that the moderator will take note of which delegates are P versus PV. This information will be taken into consideration during voting procedure - delegates who are PV and abstain from voting will be reminded by the Dais.

Late Arrivals

If a delegate arrives late to a committee session, you should message the moderator to declare themselves “present” or “present and voting”. The moderator should immediately recalculate simple and supermajority upon the arrival of additional delegates and announce these updated values to the committee.

Motion to Open Debate

After roll call is completed, delegates must motion to open debate. A simple majority is required to pass this motion and (officially) begin the committee session.

Initiating Debate

After roll call and the announcing of key values, it is time to open debate!

Speakers' Lists

Note: This section is only relevant to General Assembly, ECOSOC, and Specialized committees. If you are in a Crisis committee, see the [Rolling Moderated Caucus](#) section on how to begin your committee sessions.

After debate is opened, the Primary Speaker's list is officially open.

Primary Speakers' List

The Primary Speakers' List allows the opportunity for delegates to decide which topic to focus on from the background guide. The default speaking time for the Primary Speakers' List is **1 minute**, but delegates can motion to change the speaking time if they desire. A motion to change the speaking time must be passed with a **supermajority**, as it fundamentally changes the rules of procedure.

GAs and ECOSOC committees only have TWO topics this year, meaning that whichever topic the delegates choose to discuss first, the remaining topic will default to be discussed second.

Secondary Speakers' List

Once delegates decide on the topic of discussion, delegates will enter the Secondary Speakers' List. This list is an opportunity for delegates to discuss ideas that are directly relevant to this first topic of discussion. Think of this list as an opening statement - delegates usually take this opportunity to introduce their broad plans to the committee and use this speech as a time to pique attention and gather support.

The Secondary Speakers' List works similarly to the Primary Speakers' List in that the default time and delegate selection are the same. The Secondary Speakers' List has a default speaking time of **1 minute**, but delegates can motion to change the speaking time if they desire. A motion to change the speaking time must be passed with a **supermajority**, as it fundamentally changes the rules of procedure.

Topics are typically closed only when a draft resolution has been passed by the committee. Until that happens, delegates will begin most committee sessions in the Secondary Speakers' List.

Rolling Moderated Caucus

Note: This section is only relevant to Crisis committees. If you are in a General Assembly, ECOSOC, or Specialized (French Revolution) committee, see the [Primary and Secondary Speakers' Lists](#) section on how to begin your committee sessions.

The dynamic nature of a Crisis and most Specialized committees means that the committee will start in a **Rolling Moderated Caucus**. The default speaking time for the rolling moderated caucus is **1 minute**, but delegates can motion to change the speaking time if they desire. A motion to change the speaking time must be passed with a **supermajority**, as it fundamentally changes the rules of procedure.

In the Rolling Moderated Caucus, delegates are free to speak on anything that they feel is pertinent to relevant Crisis updates or background guide topics.

Points and Motions

After a few delegates have gone in either the Secondary Speakers' List or the Rolling Moderated Caucus, the moderator may choose to take proposals for points or motions. Motions will be voted on in the order of most destructive to least.

Preface: What is Destructiveness?

In order to determine which motions to prioritize when voting, the moderator will use a ranking system based on the **destructiveness** of the motion, or its propensity to alter the direction of a committee. Destructiveness is based on 1) the type of motion, 2) the length of the motion, and 3) the number of speakers who will be involved in the motion, in the case of a moderated caucus.

The order of destructiveness by type of ordinary motion, from most to least destructive, is as follows:

1. Motion to enter voting procedure
2. Motion to introduce draft resolutions/public directives
3. Motion for an unmoderated caucus
4. Motion for an extension
5. Motion for a moderated caucus (details on following page!)

For extraordinary motions, there are specific rules for when they may be introduced, but with a few exceptions they generally are more destructive than the motion to enter a moderated or an unmoderated caucus.

Types of Points

Unlike motions, points often do not obey the rules of destructiveness. A delegate is free to raise a point at any time between speeches or when the moderator calls for points or motions.

Point of Inquiry

A **point of inquiry** is raised if a delegate has a question about the academic content of the committee or about committee logistics that either the director or vice-director are suited to answer.

Point of Personal Privilege

A **point of personal privilege** is raised if a delegate is making a request for their own comfort. Points of personal privilege can be raised at any point, even if it interrupts a speech.

Point of Order

A **point of order** is raised if a delegate believes that the moderator or that other delegates have not adhered to the Rules of Procedure.

Types of Motions

There are many different types of motions.

Ordinary motions obey the rules of [destructiveness](#). Extraordinary motions tend to have their own rules when it comes to destructiveness, which will be explained as each extraordinary motion is defined.

All motions are considered procedural matters, meaning that all delegates regardless of roll call status must vote in deciding whether or not they pass or fail. With the exception of the motion to enter voting procedure, most motions, whether ordinary or extraordinary, only need to be passed with a [simple majority](#). The motion to enter voting procedure needs to be passed with a [supermajority](#). Some motions, such as the motion for a right of reply or the motion for a straw poll, do not need to be voted on and follow specific guidelines for whether or not they pass.

Ordinary Motions

Moderated Caucus

A **moderated caucus** is proposed when delegates want to focus their discussion on a specific topic. In order to propose it, delegates must provide the following:

- The total time for the moderated caucus
- The individual speaking time for each delegate
- The topic of the moderated caucus

In situations where there are multiple moderated caucuses that have been proposed, as previously established, destructiveness is determined by the **number of speakers** that the moderated caucus allows. If a moderated caucus allows for **more speakers**, this motion will be **more destructive**. For instance, a 10 minute moderated caucus with a 30 second speaking time (20 speakers) is more destructive than a 10 minute moderated caucus with a 1 minute speaking time (10 speakers) and therefore, the former should be voted on first.

If the motion passes, the delegate who proposed the motion has the option to speak first or last.

Unmoderated Caucus

An **unmoderated caucus** is a period of time when delegates are permitted to freely speak, either as a committee or in smaller groups. Delegates only need to state the total time of the unmoderated caucus in order to propose it.

Unmoderated caucuses need to be passed with a simple majority.

Note: Unmoderated caucuses will be ruled out of order within the first 45 minutes - 1 hour of committee session to facilitate initial debate and discussion.

Motion to Introduce Draft Resolutions/Public Directives

Once delegates have completed a working paper, they must submit it to the director and vice-director for review. The dais will provide comments/feedback on the working paper.

If the director and vice-director approve of the content in the working paper, it becomes a draft resolution/public directive (depending on the committee type) and is ready to be introduced to the entire committee. The director is responsible for announcing to the committee when submitted working papers have been approved and are ready for introduction.

Delegates may propose to introduce draft resolutions/public directives by either

- 1) introducing one draft resolution/public directive and clarifying the title of it
- or
- 2) introducing all approved draft resolutions/public directives.

Note: It is highly recommended to introduce all draft resolutions at once per topic (with Q&A following each presentation) in GA/ECOSOC. Different public directives may be introduced at varying stages depending on the crises at hand (SA/Crisis).

A motion to introduce draft resolutions/public directives needs to be passed with a simple majority. If a motion to introduce draft resolutions/public directives passes, the moderator may invite up to 4 of the sponsors to present their respective draft resolutions/public directives.

Note: the sponsor limit is up to the discretion of the branch directors & dais and should be decided based on the size of the committee as well as the number of working papers on the floor.

Motion to Enter Voting Procedure

Once at least one draft resolution/public directive has been introduced, delegates are allowed to propose the **motion to enter voting procedure** on any or all introduced draft resolutions/public directives.

Within the proposal for a motion to enter voting procedure, delegates can specify particular ways in which they want voting procedure to occur. Here is a list of exhaustive permissible additions to the motion to enter voting procedure:

- Voting by placard:** This is the default mode of voting and it is the method that is most strongly recommended by the dais. The moderator will ask which delegates vote 'For', 'Against', or 'Abstain', count the votes and announce the outcome. Delegates will vote on the working paper or directive as a whole.
- Voting with "one-for and one-against speaking rights":** Before voting on each draft resolution/public directive, one delegate will be chosen to speak in favor of passing it and another delegate will be chosen to speak against passing it. **Note: If a motion to enter voting procedure with one-for and one-against speaking rights is passed, two delegates in total must be**

selected to speak; if no one speaks against a draft resolution/public directive, that draft resolution/public directive will automatically pass, and vice versa. UTMUN will not typically entertain this motion.

- **Voting on each draft resolution/public directive clause-by-clause:** When looking at a draft resolution/public directive, instead of asking the committee to vote on the work as a whole, the committee can decide to only pass certain clauses. If this motion passes, the moderator must allow delegates to vote on each clause until every clause in a draft resolution/public directive has been voted on. **Note: UTMUN will not typically entertain motions to vote subclause-by-subclause, but it is up to you as a moderator to decide if doing so would be productive for any particular draft resolution/public directive.**
- **Voting by “dividing the question” at a certain clause:** This specification only applies to voting procedures that involve only one draft resolution/public directive. When looking at a draft resolution/public directive, instead of asking the committee to vote on the work as a whole, delegates can vote on the work as two “wholes”; everything up to and including the clause specified by the delegate proposing the motion will be considered under one vote, and everything after that clause will be considered under a separate vote. **Note: UTMUN will not entertain motions to vote by roll call. In larger committees especially, voting by roll call and with any other specifications is a very unproductive use of time.**

The motion to enter voting procedure needs to be passed with a **supermajority**. If the motion to enter into voting procedure passes, no one may leave the committee room.

For more information on conducting voting procedure once this motion has been passed, see this section: [Voting on Draft Resolutions/Public Directives](#).

Extraordinary Motions

Motions to Extend a Moderated/Unmoderated Caucus

If a moderated or an unmoderated caucus has just elapsed, delegates have the option to propose an **extension** of the same caucus up to its previous total time. In the case of a moderated caucus, the individual speaking time must remain the same if an extension is proposed.

Extensions are more destructive than moderated caucuses but NOT more destructive than unmoderated caucuses.

Extensions need a simple majority to pass.

Motion for a Round Robin

A **round robin** is a special type of moderated caucus where every delegate in the committee gets to speak on a proposed topic. In order to propose a round robin, a delegate must specify the following:

- The individual speaking time for each delegate
- The topic of the round robin

Round robins are more destructive than moderated caucuses and less destructive than the motion for an unmoderated caucus. A round robin needs a simple majority to pass. Once a round robin passes, the moderator may ask the delegate who proposed it if they would like to speak first or last, and can refer to the roll call attendance to call on delegates to speak.

Motion for a Straw Poll

A **straw poll** can be facilitated by the moderator and typically involves delegates giving their opinion on a yes/no question through voting. Even if delegates are “present” and allowed to abstain from voting in substantive matters, because a straw poll is a procedural matter, **delegates may not abstain from voting in one regardless of their roll call status.**

Straw polls are very quick to conduct, so they are one of the “most destructive” motions in that they do not need to be voted on in order to be conducted. If a delegate proposes a straw poll, the moderator can immediately conduct it.

Motion to Introduce Amendments to Draft Resolutions/Public Directives*

There will be times when delegates who are not sponsors of a draft resolution/public directive want to make material changes to introduced ones. In these cases, they can submit **amendments** to the dais through notes (or comment on a shared document).

The motion to introduce amendments needs to be passed with a simple majority in order to happen. This motion will only be entertained once the dais has announced they have received all the amendments. Normally, this is an informal motion such that the dais will directly present (read) all amendments after the Q&A period of a paper/directive presentation.

* Crisis Committees will not have amendment periods as a motion.

Friendly & Unfriendly Amendments

Friendly: all sponsors agree that this change should be incorporated into the paper/directive

- Amendment can automatically be included into the paper/directive.

Unfriendly: at least ONE sponsor disagrees with the change

- Keep the amendment (either on Google docs, as a note...etc.) and delegates will first vote on this unfriendly amendment during voting procedure, PRIOR to voting on the actual paper/directive.
- If an unfriendly amendment fails, it is discarded.
- If an unfriendly amendment passes by **supermajority**, then it will be included into the paper. Sponsors are no longer obligated to vote in favor of their own paper.

Motion for a Question and Answer (Q&A) Period

After a working paper/public directive has been presented to the committee, delegates have the option to propose a **question and answer (Q&A) period** in order to further discuss that draft resolution/public directive.

In order to propose a motion for a Q&A period, delegates need to state the **total time and the response time for the Q&A period**. The motion for a Q&A period is more destructive than any motion for a moderated or unmoderated caucus, but is less destructive than the motion to introduce any new draft resolutions/working papers that have not been presented to the committee yet. It is recommended to have a Q&A period after EACH paper/directive that has been presented.

The motion for a Q&A period needs to be passed with a **simple majority**. If the motion for a Q&A passes, the moderator will field questions from the committee to be answered, and the total time for the Q&A period will only be counted down when the delegate participating in the Q&A period answers a question from the committee, that is to say, **delegates asking questions should not be factored into the total time for the Q&A period**. Only one sponsor is allowed to answer one question, follow up answers from other sponsors will not be allowed.

Right of Reply

If a delegate feels that they are being singled out in a moderated caucus by a fellow delegate who spoke immediately before, they can immediately motion for a **right of reply** following the latter's speech.

The moderator will decide whether a right of reply will be granted. If granted, the delegate will receive 1 minute to reply to the previous delegate's speech. Once the

delegate has spoken, there is no cross-talk allowed and the moderated caucus must proceed as originally intended.

Voting on Draft Resolutions/Public Directives

In order to vote on passing draft resolutions/public directives and turning them into actual and actionable resolutions and public directives, the committee needs to first pass a motion to enter voting procedure on either one specific draft resolution/public directive or on all introduced draft resolutions/public directives on the table.

In voting procedure, the room will be closed and there will be no notepassing and communication between the delegates.

Once the room has been “barred”, the committee can begin voting procedure. In voting procedure, the moderator will need to ask for delegates to raise their hands for the following statuses:

- ❖ In favour of the draft resolution/public directive
- ❖ Against the draft resolution/public directive
- ❖ Abstaining from voting on the draft resolution/public directive

Remember that delegates whose roll call status is “Present and Voting” may not abstain from voting, and that all delegates must participate in substantive voting matters even if abstention is allowed for some.

Yield

Yield to the floor/Dais/staff/Chair: All commonly used when a delegate has concluded their speech and they would like to give their remaining time back to the Dais to continue the committee proceedings.

Yield to another delegate: If a delegate would like to yield their remaining speech time to another delegate, they must first specify which delegate they would like to yield to and then they must wait for the moderator's recognition. These yields will be ruled out of order if the remaining speaking time is less than 10-15 seconds.

Yield to questions: This yield is used to answer any questions from other delegates in the committee using the remaining time from a delegate's speech. Once again, this yield must be recognized by the moderator who will then open the floor to questions. The moderator will select delegates with questions and the answering delegate will be timed based on their response (not the question asked by other

delegates). This yield will be ruled out of order if the remaining speaking time is less than 10-15 seconds.

Closing Debate

UTMUN recommends that delegates only be dismissed within 5 minutes of the scheduled end time of the committee session. For delegates to be dismissed, a delegate must propose a “motion to recess”. Typically, the dais will need to announce when a motion to recess is in order.