



C'MUN BARCELONA  
CATALONIA MODEL UNITED NATIONS

# RULES OF PROCEDURE

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## **GENERAL ORGANIZATION OF THE SESSIONS**

### **Rule 1. United Nations Charter**

Delegations should, at all times, act in accordance with the articles and principles of the United Nations Charter and the Universal Declaration of Human Rights.

### **Rule 2. General Principles**

2.1. The Board of Chairs is composed by the Chairmans or committee directors

2.2. Every committee will have two chairmans with equal power unless the committee specialities require a deviation from the general organization, which should be explicated in all cases

2.3. During sessions, the Chairman or other officers of the Committee should be entrusted by their Committee, whenever appropriate, with the conduct of informal negotiations aimed at reaching agreement on specific issues.

2.4. Messages must bear clear FROM and TO designations at the top of the paper.

2.5. Messages not fulfilling the above requirements will not be transmitted.

### **Rule 3. Language**

The official language of the C'MUN is English. Therefore, delegates should refrain from using other languages during formal session.

### **Rule 4. Dress code**

4.1. The dress code is formal. Boys should be dressed in a formal suit, shirt and tie or similar alternative, i.e. blazer or jacket with formal trousers. Girls should be dressed equally formally in suits, smart separates (whether trousers or skirts) or dresses.

4.2 Participants should not wear clothing, jewellery or accessories which are distracting, inappropriate, or which may call attention to themselves either individually or as a group. That includes, but is not limited to:

- Team accessories such as scarves, hats, non C'MUN accreditations...
- Sports shoes and denim clothes
- Military attire

### **Rule 5. Decorum**

Representatives should address their fellow delegates in a formal manner. Any speech held during formal session should make use of courtesy formulas such as "Honorable Chair and Fellow delegates" and should be stated as representing the countries views and not the individual opinion of the representative unless stated otherwise by the Chairs or the rules of procedure of the specific committee

### **Rule 6. Diplomatic Courtesy**

6.1. Representatives must accord diplomatic courtesy to all other Representatives and Officers at all times.

6.2. Representatives who persist in obvious attempts to disrupt the session or use insulting or abusive language, shall be subject to be expelled from the Committee by the Chairman.

6.3. Decisions of the Chairman on diplomatic courtesy are not appealable.

#### **Rule 7. Electronic devices**

7.1. Computers and ipads are allowed during formal session, as long as they are used in an appropriate manner.

7.2. Cell phones should not be seen or heard in committee. You may only use your phones at lunch or after the conference is over.

7.3. It is under Chair's discretion to modify this rules for the good development of the session

### **RIGHTS AND DUTIES OF THE COMMITTEE AUTHORITIES**

#### **Rule 8. The Secretariat**

8.1. The Secretary General and Under-Secretary Generals (USG) are collectively referred to as the secretariat. Their task is to ensure the successful organisation and progression of the C'MUN conference.

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

8.3. The Secretary General will have the final word on questions regarding the rules of procedure.

#### **Rule 9. Authority of the Chairman**

9.1. The Chairmen of the Committees should fully implement their authority

9.2. The Secretariat shall appoint the President and a Vice-President of the Security Council and shall select any other positions necessary to help to conduct the sessions of CMUN.

9.3. Absence of Officers

- if the Chairman finds it necessary to be absent during a meeting, he shall ask the Co-chairman to take his place. The Co-chairman shall have the same powers and duties as the Chairman.
- If the Council President should find it necessary to be absent during any part of Council session, he/she will designate an individual, normally the Vice President, to chair the Council session and assume authority.

#### **Rule 10. Functions of the Chairman or the Board of Chairs**

10.1. The Chairman shall:

- declare the opening and closing of each meeting of the Committee,
- direct its discussions,
- ensure observance of these rules,
- accord the right to speak,
- put questions and announce decisions,
- rule on points of order and subject to these rules,
- have complete control of the proceedings at any meeting and over the maintenance of order there at,
- put any motion on the floor. In the course of the discussion of an item

10.2. The Chairman may propose to the Committee,

- the limitation of the time to be allowed to speakers,
- the limitation of the number of times each representative may speak,
- the closure of the list of speakers or the closure of the debate,
- the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

10.3. The Chairman, in the implementation of his/her functions, remains under the authority of the Committee.

### **Rule 11. Functions of the president of the Security Council**

11.1. The President of the Security Council shall be the chairperson at all Council sessions and shall exercise the powers conferred to the Chairperson in this rules .

11.2. In addition to exercising the powers conferred upon him/her elsewhere in these rules, the President shall:

- set the agenda for the Security Council session.
- declare the opening and closing of each meeting.
- decide on the order in which resolutions are debated and direct discussions.
- ensure the observance of the rules, accord the right to speak, put questions to vote and announce decisions.
- rule on points of order and subject to these rules.
- have complete control of the proceedings at any meeting and over the order maintenance at formal meetings.
- propose limitations of debated time, a limitation on number of times each Delegate may speak on any question and on the closure of debate.

- in the interest of debate, or in order to work towards consensus, the President may call upon a particular Delegation to speak, even if they have not requested the floor. The President may also, for the same purposes, restrict the speaking time of an individual Delegate.

11.3. Only the President is empowered to call recesses or adjournments or to suspend the rules. Appeals from the decision of the President are not debatable. Such appeals will be put directly to vote. Nine votes against the President's decision are required for such an appeal to be upheld.

## **PROCEDURAL MATTERS TO BE OBSERVED DURING FORMAL SESSION**

### **VOTING**

#### **Rule 12. Voting rights**

12.1. Each member of the General Assembly and the Security Council shall have one vote. Decisions of the General Assembly shall be made by simple majority of the members present and voting.

12.2. Each member of the Council shall have one vote on both substantive and procedural matters.

12.3. Non-Council Member States and Observers shall not have voting rights.

#### **Rule 13. Meaning of the phrase "members present and voting"**

For the purposes of this rule, the phrase "members present and voting" means members casting an affirmative or negative vote in substantive matters. Members which abstain from voting are considered as not voting.

#### **Rule 14. Types of voting procedures**

Committees will entertain two types of voting procedures: substantive voting and procedural voting

#### **Rule 15. Procedural voting**

15.1. Procedural voting shall be used when voting procedures such as setting an agenda, postponing an item, limiting a speaker's time or introducing documents to a committee.

15.2. Abstentions are not allowed in procedural matters.

#### **Rule 16. substantive voting**

16.1. Substantive voting shall be used regarding formal proposals that introduce a course of action for consideration, such as voting to pass treaties, amendments, resolutions and other documents.

16.2. Those who have marked themselves as present and voting cannot abstain.

16.3. The Chairman may permit members to explain their votes, either before or after the voting except when the vote is taken by secret ballot.

The Chairman may limit the time to be allowed for such explanations.

**Rule 17. Method of Voting.**

- 17.1. The Committee members shall normally vote by raising placards.
- 17.2. A roll-call shall be taken for voting on the final document of the Committee session, following the English alphabetical order of the names of the members.
- 17.3. The name of each member shall be called in the roll-call, and its representative shall reply "yes", "no" or "abstention".

**Rule 18. Conduct During Voting**

- 18.1. After the Chairman has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.
- 18.2. Voting shall begin upon the Chair's declaration "we are in voting procedure," and end when the results of the vote are announced.
- 18.3. The Chairman shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

**Rule 19. Majority Required**

- 19.1. Decisions of the Committees shall be made by a majority of the members present and voting for substantive matters and the majority of members present for procedural matters, with the exceptions stated in these Rules of Procedure
- 19.2. The aforementioned rule does not apply to the security Council, in which decisions on procedural matters require nine affirmative votes for adoption, and decisions on substantive matters (i.e. voting on Draft resolution or amendments) in the Council require affirmative votes from nine Members, including the concurring votes of the five permanent members.

**POINTS**

**Rule 20. Points of Order**

- 20.1. A point of order is raised by a delegate if they feel the rules of procedure are being violated by the chairs or other delegate
- 20.2. Delegates must raise their placard and state 'point or parliamentary inquiry', then rise and state their point after having been recognised by the chairs.
- 20.3. Once a point of order has been recognised, the chairs will ask the delegate to elaborate, and will correct the action if the rules of procedures had indeed been violated.
- 20.4. In case the rules of procedure have not been violated, the point will not be entertained.
- 20.5. If a delegate feels the chairs wrongly decided to grant or not grant a point of order, they may approach the secretariat.

### **Rule 21. Points of Information**

- 21.1. During substantive debate, a Representative may question a speaker by rising to a Point of Information. A Point of Information may be directed to the Chair/President OR to the speaker who has the floor if he has indicated that he is willing to yield to points of information. A point of information must be formulated as a question e.g. "Is the speaker aware that..." or "Does the speaker (not) realize that..." etc. A short introductory statement or reference may precede the question e.g. "The speaker stated in his speech that... Is he not aware...?" A series of questions from the same questioner will not be in order.
- 21.2. Questions must be directed through the Chair/President and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor.
- 21.3. Representatives may not interrupt a speaker on a Point of Information.
- 21.4. Only one Point of Information may be raised after the speaker has concluded his/her intervention.

### **Rule 22. Points of Parliamentary Inquiry**

- 22.1. A Point of Parliamentary Inquiry is raised to the Chair/President if a representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee/Council.
- 22.2. Representatives may not interrupt a speaker on a Point of Information.

### **Rule 23. Points of Personal Privilege**

- 23.1. A delegate may raise a point of personal privilege in order to inform the chairperson/President of a physical discomfort he or she is experiencing, which impairs his/her ability to participate in the proceedings, such as high room temperature, or inability to hear the speaker.
- 23.2. A point of Personal Privilege may interrupt a Speaker, if unavoidably necessary.
- 23.3. Delegates should use this power with the utmost contention.

## **MOTIONS**

### **Rule 24. General Rules for Motions**

- 24.1. A motion is a proposal for debate which will eventually be voted upon.
- 24.2. The President/Chairperson reserves the right to rule any motion out of order at any given time. Motions may not interrupt a speaker.
- 24.3. When several motions are proposed, they will be voted upon following the criteria stated below:



<b>Motion</b>	<b>Vote</b>	<b>Procedural particularities</b>
Motion to set the agenda	Simple majority	None
Motion to appeal the decision of the chair	Simple majority	None
Motion to adjourn debate	Simple majority	Possibility to entertain 2 speakers in favour and 2 against
Motion to close debate (and move into voting procedure)	2/3 majority	Possibility to entertain 2 speakers against
Motion to introduce a draft resolution	2/3 majority	Possibility to entertain a panel of authors or reading out loud the operative clauses of the document
Motion to introduce a written proposal (e.g. working paper)	None	None
Motion to concrete debate duration (extend/break/closure)	Simple majority	For further information see rule 26.
Motion for an unmoderated caucus	Simple majority	Longest caucus are voted before. For further information see rule .
Motion for a moderated caucus	Simple majority	Caucus with the longest general time are voted before, when two are coincident on this criteria, Caucus with the longest time per speaker are voted before. For further information see rules 25 and.
Motion to close the general speakers list	Simple majority	None
Motion to open the general speakers list	Simple majority	None

24.4. This criteria are subject to be modified in a particular situation under Chair's discretion

## **Rule 25. Motion for Moderated Caucus**

- 25.1. A motion for a Moderated Caucus is in order during Formal debate at any time when the floor is open, prior to closure of debate.
- 25.2. A Delegate who moves for Moderated Caucus must specify the purpose for the Moderated Caucus, the total time limit which must not exceed 15 minutes and the time limit allowed for individual speeches.
- 25.3. The time limit is subject to the President's/Chairperson approval.
- 25.4. It needs second approval and in the case of any objections it is necessary to vote on the motion.
- 25.5. If the motion passes, the Council will enter informal debate whereby the President will recognize Delegates who raise their placards to speak about the issue at hand.

## **Rule 26. Motions to concrete debate duration**

### 26.1. Motion to Extend Debate

- During the discussion of any matter, a representative may move for the prolonging of the debate on the item under discussion.
- The time of the extension shall not exceed the timeframe of the former one.
- The Representative proposing the motion must explain its purpose and propose a time limit.
- The motion shall be immediately put to the vote.
- The Chairman may limit the time to be allowed to speakers under this rule.
- It needs second approval and in case of any objections, it is necessary to vote on the motion.

### 26.2. Motion for Caucusing Break

- A motion for a Caucusing Break is in order during Formal debate at any time when the floor is open, prior to closure of debate.
- A Delegate who moves for Caucusing break must briefly explain its purpose and specify a time limit for the caucus, which must not exceed 20 minutes.
- The time limit is subject to the President's/Chairperson's approval.
- It needs second approval and in the case of any objections it is necessary to vote on the motion.

### 26.3. Closure of Debate (Motion to Limit Debate)

- At any time, a representative may move the closure of the debate on the item under discussion, whether or not any other representative has signified his/her wish to speak.
- The motion shall be immediately put to the vote.

- It needs second approval and in the case of any objections, a majority is needed to proceed.
- If the Committee is in favour of the closure, the Chairman shall declare the closure of the debate.
- If the Chairman rules this motion out of order, his/her decision is not appealable.

### **Rule 27. Withdrawal of Motions**

- 27.1. A motion may be withdrawn by its proposer at any time before voting on it has commenced.
- 27.2. A motion thus withdrawn may be reintroduced by any member.

## **CONDUCT OF DEBATE**

### **Rule 28. Quorum**

#### 28.1. In the Committees

- The Chairman may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the Committee are present.
- The presence of a majority of the members shall be required for any decision to be taken.

#### 28.2. In the Security Council

- In the Security Council a quorum is made up of all member delegations. To begin a Council session all members must be present.

### **Rule 29. Roll Call**

29.1. After the opening of the session the President or Chairman will begin with a roll call. During this procedure the President or Chairman will call all nations in alphabetical order to declare their presence. Delegates shall establish their presence in either of the three following manners:

- A Delegate that is declared "Present and voting" shall vote in favour or against on any substantive matter.
- A Delegate that is declared "Present" shall vote in favour, against or abstain on any substantive matter.
- A Delegate that is declared "Present and not voting" shall have debating privileges, but not the right to vote. This is related only to Non –Council Member Nations.

29.3. The Council members shall declare their presence by raising placards

### **Rule 30. Agenda Topic**

30.1. After a roll call, the President or Chairmen will set the Agenda

30.2. In case there are several topics in the agenda, the decision of which issue will be addressed first will be taken through a voting procedure, which shall follow the rules

30.3. The Council or committees will establish the daily order of consideration of Agenda topics at the start of each daily session. Once established, this will become the working Agenda for the duration of that day.

30.4. Only topics set on the Provisional Agenda provided by CMUN shall be considered by a Council or Committee.

### **Rule 31. Opening the List of Speakers**

31.1. After setting the Agenda, the Chairman or President makes a motion to open the List of Speakers and Representatives. Those that wish to be put on the List shall raise their placards.

31.2. Every Representative will have a possibility to be added to the List of Speakers only twice.

31.3. It is not allowed for one speaker to yield the floor two times, one after another.

### **Rule 32. Speeches and Recognition of Speakers**

32.1. Delegations wishing to speak on an item before the Committee or Council will signify by raising their placards.

32.2. No representative may address the Committee or Council without having previously obtained the permission from the Chairman or President.

32.3. The Chairman or President shall call upon speakers in the order in which they show their desire to speak.

32.4. The Chairman or President may call a speaker to order (to obey the rules of the formal meeting) if his remarks are not relevant to the subject under discussion.

### **Rule 33. Time Limit on Speeches**

33.1. Speakers must keep their remarks germane to the subject under discussion.

33.2. The duration of an intervention is limited to 3 minutes per speaker.

33.3. This time limit may be changed at the discretion of the President.

33.4. When a Delegate exceeds his/her allotted time, the President or Chairman shall call him/her to order immediately.

### **Rule 34. Closing of List of Speakers**

34.1. During the course of a debate, the Chairman or President may announce the list of speakers and declare the list closed.

34.2. The Chairman or the Board may accord the right of reply to any member if a speech, delivered after he/she has declared the list closed, makes this desirable.

34.3. The Chairman or President has the right to reopen the List of Speakers, if he/she finds it necessary.

### **Rule 35. Yields**

A Delegate who was granted the right to speak and has finished speaking before his/her time elapsed, may yield the remaining time in one of the following manners:

- 35.1. Yield to Questions: If the Delegate yields his time to questions, the questioners shall raise Points of Information. Only time spent answering the question is counted toward the time limit. The number of questions is limited to two questions posed per speaking delegate. Comments or statements instead of questions are out of order.
- 35.2. Yield to another Delegate: If the Delegate accepts the yield, the Chairman will recognize him/her for the remaining time. That Delegate may not, however, make any further yields. Only one yield to another Delegate is possible within the time limit of one speaker.
- 35.3. Yield to the Chairman or President: The Delegate may yield the time back to the Chair or President. The Chairman or President may recognize only one Delegate to deliver a short comment (30sec). The comment must pertain to the preceding speech. Yields are not in order following a comment. If there are no short comments, the President or Chairman will simply move on to the next Speaker on the List of Speakers.

### **Rule 36. Right of Reply**

- 36.1. The Chairman/President may accord a Right of Reply to any Representative if a speech by another Representative contains language clearly insulting to personal or national dignity.
- 36.2. The Right of Reply is limited to 2 minutes.
- 36.3. The Chairman's/President decision is not subject to appeal.
- 36.4. A response to the Right of Reply shall also be allowed, but shall be the last intervention in the exchange of replicas (no further replies are allowed).

## **CAUCUSING**

### **Rule 37. General considerations**

Caucuses are the main form of debate during the conference and include two variations, moderated and unmoderated caucuses.

- 37.1. Moderated caucuses are a formal type of debate on a specific topic set in advance. Therefore, delegates remain in their places and can only intervene once the chair has recognised them.
- 37.2. Unmoderated caucuses are an informal type of debate in which delegates can leave their seats and discuss openly with the committee. Delegates are free to start writing working papers, form draft resolutions or write amendments in this time, and must mediate, debate and negotiate to develop their stand points as well as gather sponsors on their work.

### **Rule 38. Caucus introduction**

Caucuses should be introduced through motions, respecting the procedure stated in the title “motions during debate” of this Document.

## **RESOLUTIONS**

### **Rule 39. Working papers**

- 39.1. Working papers are intended to aid with the work of the Committee and especially the Draft Resolution, as well as to present the viewpoints of the delegates and the potential solutions to the topic.
- 39.2. Any delegate can introduce Working Paper for the consideration of the Committee, either by sending it to the chair or by presenting a motion. The Working Paper has to be approved by the Chairpersons before its distribution.
- 39.3. Working paper does not require any Signatories or Sponsors. However, it should bear the name of the delegate or delegates who proposed it.
- 39.4. There is no set format for the Working Paper, i.e. the working paper does not have to be introduced in the resolution format. The Working Paper is referred to by its designated number.
- 39.5. Any document of the United Nations or other organizations as well as charts and tables can be introduced as a Working Paper as long as they are relevant to the topic discussed. It is at the discretion of the Secretary-General to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.

### **Rule 40. Draft resolutions**

- 40.1. Draft Resolution means a document drafted in the official format of the resolution.
- 40.2. No Draft Resolution shall be circulated without the previous approval of its required format and number of Sponsors and Signatories by the Chairpersons.
- 40.3. The ones recognized as the writers of the Draft Resolution are called “Sponsors” . Chairpersons will set the required minimal number of Sponsors according to each Committee. In absence of such clarification made by the Chair, the number of sponsors should never be below 10% of the members of the committee.
- 40.4. “Signatories” are the ones supporting the discussion regarding the Draft Resolution on the Floor and bear no further obligation. Chairpersons will set the required minimal number of Signatories according to each Committee. In absence of such clarification made by the Chair, the number of sponsors should never be below 20% of the members of the committee.
- 40.5. A Member State cannot be “Sponsor” and “Signatory” at the same time.

40.6. Once the Draft Resolution has been introduced delegates cannot add themselves to the list of Sponsors anymore. However, they can be removed from the list by passing a request in written form to the Chairs. If the Draft Resolution does not have the number of Sponsors required, the document will be removed from the Floor immediately.

**Rule 41. Validation by the Chairman or President of the Committee**

41.1. Any written document should be reviewed and approved by the Chairman or the President prior to its publication

41.2. Report of the Committee or Council should be as concise as possible and, save in exceptional cases, should not contain a summary of the debates.

41.3. The Chairman of a Committee or President of the Security Council shall, at the appropriate time, call upon the Co-chairman to join him/her for the purpose of proceeding, in consultation with the competent officials of the Secretariat, to examine the draft resolutions from the point of view of style, form and the use of technical terms, and, when appropriate, to suggest to the Committee such changes as they deem necessary.

41.4. The General Assembly shall not, unless it decides otherwise, make a final decision upon any item on the agenda until it has received the report of a Committee on that item.

**Rule 42. Introduction of a draft resolution**

42.1. A Sponsor of the Draft Resolution shall introduce it upon passing of the Motion for a Moderated Caucus with the purpose of the Introduction of the Draft Resolution. The motion needs 2/3 of the votes in the committee to pass.

42.2. Afterwards, the Sponsors or any delegate can ask for the Operative Clauses to be read on the floor.

42.3. Subsequently, the Sponsors or any delegate has the right to ask for a panel of authors, aimed at clarifying the content of the draft resolution. During it, Sponsors should respond to inquiries regarding the clarification of the Draft Resolution. Any substantive statements regarding the Draft are not in order during the Inquiries Session.

42.4. It is at the discretion of the Secretary-General to provide any comments, objections or suggestions for improvement to the Draft Resolution.

**AMENDMENTS**

**Rule 43. Friendly Amendments**

43.1. An amendment will be considered “friendly” if all Sponsors of the Proposal of the Draft Resolution are also Sponsors to the amendment or all Sponsors agree with the proposed

amendment which becomes part of a Proposal of the Draft Resolution upon receipt by the Chairman.

43.2. Friendly amendments cannot be accepted after the vote has been taken on the given amendment.

43.3. No vote is required to add a friendly amendment to the Proposal of the Draft Resolution.

**Rule 44. Unfriendly Amendments**

44.1. An amendment, which is not supported by all the Sponsors of the Proposal of the Draft resolution, is considered “unfriendly”.

44.2. Unfriendly amendments will be put directly into voting procedure.

44.3. Amendments to unfriendly amendments are out of order.

**Rule 45. Voting rules for amendments**

45.1. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Committee shall first vote on the amendment that has been proposed first.

45.2. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.

45.3. A motion is considered an amendment to a proposal if it simply adds to, deletes from or revises part of the proposal.

45.4. Sponsors of the Draft Resolution have a right to mark a certain amendment as a friendly or unfriendly one.