



**Georgia State University Model United Nations  
2008 Rules of Procedure**

**I) Conference Staff**

**1) Secretariat**

The secretariat will consist of the Secretary-General, the Director-General, and optionally an Assistant Secretary-General, a Deputy Director-General and/or Under Secretaries-General appointed by the Secretary-General. The Secretary-General and the Director-General shall have joint responsibility and authority for the proceedings of the conference.

**2) Dais Staff**

The dais staff for each committee will consist of a Director and an Assistant Director. They will be directly responsible for the operation of each committee. In these rules, the term “chair” may be used to refer to the member of the dais staff currently directing operations of the committee.

**3) Staff Discretion**

These rules and the proceedings of the conference may be directed and modified as necessary by the Secretariat. The dais staff may run the committee at their discretion, provided that their decisions do not directly conflict with these rules or decisions of the Secretariat. The dais staff and the Secretariat shall have full power over all committees and proceedings. All decisions of the Secretary-General or Director-General are final and subject to no process for appeal. The interpretation of these rules is at the sole discretion of the Secretariat.

**4) Statements**

At any time, members of the secretariat may make either written or oral statements to the body or any portion thereof. Further, members of the secretariat may take questions from delegates at their discretion. Following such a statement, the normal flow of procedure will resume.

**II) Proper Procedure**

**1) Credentials of Delegates**

The credentials of delegates will be considered to have been checked by the conference staff. No delegate may make any motion to remove a delegate from the committee. Credentials of delegates may be revoked in part or in full by conference staff for delegates who become disruptive to the committee. The Secretary-General shall have the ability to request that delegates leave committee or may suspend voting and/or speaking rights of states.

**2) Size of Delegations**

States should be represented by no more than two (2) delegates in each of the General Assembly Plenary and the General Assembly 3<sup>rd</sup> Committee. In all other committees, states should be represented by no more than one (1) delegate.

**3) Relevance of Discussion**

All discussion during formal session must be relevant to the topic at hand. The director of the committee is to bring to order any delegate speaking on a matter extraneous to the topic.

**4) Decorum**

All delegates are expected to maintain decorum during formal session by showing respect to the staff and the body. Delegates must wear western business attire and may not wear any insignia representative of their state. Delegates must remain quiet during formal session unless recognized by the dais staff. If delegates must communicate during formal session, they may step out of the session or send notes to each other through the page system. Delegates who are able to do so must stand when addressing the dais, secretariat, or committee in any way. Conference staff will be expected to show respect for delegates as well by conforming to the highest standards of conduct and wearing appropriate western business attire with no state insignia.

**5) Interruption of the Speaker**

Delegates must not interrupt the speaker except when their point requires immediate attention, such as being unable to hear the speaker, or the delegate believes the speaker is out of order. If wrongly interrupted, the speaker should be granted an appropriate amount of additional time to complete his or her remarks.

**6) Dilatory**

The chair may rule any motion, except for an appeal of the chair, dilatory or out of order, whenever a motion is inappropriate at the time:

- a The motion appears to be intended to disrupt the committee.
- b The motion follows a similar motion that failed by a substantial margin.
- c The motion is incorrect, or called for at an inappropriate time.
- d The motion calls for a break that is too long or is otherwise inappropriate.

**7) Making Motions**

The chair will frequently call for points and motions. Delegates must wait to be recognized by the chair before speaking. In order to be recognized, the delegate should raise his or her placard when the chair calls for points or motions.

**8) Quorum**

For any substantive vote to be taken, at least one third of the states in the committee must be in the room. This provision does not apply to the final vote of the conference, which will proceed regardless of the number of states present.

**9) Formal Speeches**

Formal speeches made by delegates may be limited in time. This limit may be set at the chair's discretion and reset through the body by a motion to limit the speaker's time. Delegates exceeding this time should be called to order immediately. Delegates may yield to another delegation or to questions. When yielding to questions, the chair will select the delegations to ask questions. After time has been yielded once, the only yield remaining is a yield to the chair. Yields are not permitted for speeches on procedural matters or during moderated caucuses.

**10) Appeals**

All decisions of dais staff may be appealed to the secretariat, after exhausting the appropriate channels within the committee. The word of the secretariat is final and may not be appealed in any manner.

**11) Roll Call**

At the beginning of each session, the chair will call the roll, in English alphabetical order. Each state must answer present or present and voting. States entering the session later must send a note to the dais.

**12) Right of Reply**

If a delegate impunes the integrity or national sovereignty of another state, the delegate representing that state may request, in writing to the director of the committee, a right of reply. The written request must contain the entire text of the reply to be given. If granted, the director will permit the requesting delegate to address the committee. Rights of reply should remain diplomatic in nature.

**III) Resolutions****1) Terms**

The term "working paper" refers to a document in resolution format that has not yet been approved by the dais to be introduced to the floor. Once such approval has been granted, the document becomes a "draft resolution". Only after the document has been accepted by the committee does it become a "resolution".

**2) Approval by the Dais Staff**

All working papers, whether submitted in advance or at the conference, are subject to approval by the dais staff. The dais staff will ensure the working paper conforms to the guidelines and is relevant to the topic.

**3) Pre-submission of Working Papers**

Working papers may be submitted to the conference in advance via electronic upload. The conference website has details on proper naming of working papers and where to submit them. Any working papers not meeting the published guidelines or submitted after the deadline will not be accepted in advance. Pre-published working papers must still receive the necessary sponsors and signatories before they may be considered as draft resolutions. Publication does not guarantee a paper the right to be put to vote.

**4) Definition of Sponsors and Signatories**

A sponsor supports the contents of the resolution and must vote yes unless the document has been substantially modified by amendment or division of the question. A signatory may not have contributed to the resolution, may or may not approve of the entire contents, and is only asking for the resolution to reach the floor.

**5) Submission at the Conference**

In order for working papers to be submitted at the conference, they must be appropriately formatted, have at least three (3) sponsors and fifteen percent (15%) of the committee as combined sponsors and signatories, and be available in typed/digital form in conference services. A printed copy must be submitted to the dais for approval before copies will be distributed to the committee.

**6) Amendments**

Amendments may be submitted at the conference. Friendly amendments are those submitted by all of the sponsors of the resolution, while unfriendly amendments are submitted by other states. Amendments must be typed and submitted to the dais for approval. Unfriendly amendments must ALSO have the sponsor and signatories required for resolution submission.

**IV) Procedural Motions****1) Precedence**

The precedence of procedural motions, from highest to lowest, is as follows: Point of Order, Appeal of the Chair, Suspension of the Meeting, Adjournment of Meeting, Adjournment of Debate, Closure of Debate, Open/Close the Speaker's List, Set the Speaker's Time, and Adoption of the Agenda. Each of these motions is explained in more detail below.

**2) Speakers**

Many motions require speakers for and against. In the event that there are no states wishing to speak against, the Chair may adopt the motion without a vote. If no other states are wishing to speak for a motion, the state that made the motion must speak for. If only one state wishes to speak for, then only one against will be accepted, and vice versa.

**3) Point of Order**

This motion is used to correct a problem in the proceedings. If a motion has not been handled properly, a speaker has been skipped, or some other error has been made, a delegate may raise a point of order to bring it to the attention of the chair. This motion may interrupt a speaker, particularly if the speaker is out of order. If it is determined the speaker was not out of order, the speaker's time shall be restarted. A delegate rising to a point of order may not speak on the substance of the matter under discussion.

**4) Appeal of the Chair**

If the chair refuses a delegate's motion, the delegate may appeal the decision of the chair. If an appeal of the chair is raised, then the chair must immediately take a vote on the matter. Should the motion pass with a 2/3 vote, the decision of the chair must be put to a formal vote by the body. A delegate who uses this motion too often may be found to be disrupting the proceedings. No speakers are required.

**5) Suspension of the Meeting (Caucus)**

This motion permits for either a moderated or unmoderated caucus. A motion for a caucus is sufficient, though the term suspension of the meeting is preferred. When motioning for a moderated caucus, the individual speaker's time as well as the total time of caucus must be specified. A moderated caucus will be moderated by the chair of the committee. No speakers are required.

**6) Adjournment of Meeting**

This motion ends the final session of the conference. It is to be considered out of order at any other time. No speakers are required.

**7) Adjournment of Debate (Tabling)**

Adjournment of the debate ends debate on the topic under consideration and moves to the next topic. No resolutions are voted on. This requires two speakers for and two speakers against and requires a simple majority vote to pass. To reopen debate, a motion for reconsideration of the topic may be made with the same requirements as a motion for adjournment.

**8) Closure of Debate**

Closure of debate ends debate on the topic and moves directly into voting procedure. Any resolutions not accepted by the dais staff at this time will not be voted on. This requires two speakers for and two speakers against and requires a simple majority vote.

**9) Open/Close Speaker's List**

This motion opens or closes the speaker's list. When the speaker's list is closed, no more speakers may be added. The speaker's list is automatically opened when each topic comes to the floor. This motion requires no debate and a simple majority to pass.

**10) Setting Speaker's Time**

This motion limits the speaker's time. It requires two speakers for and against and requires a simple majority to pass.

**11) Set Agenda Order**

This motion is only in order once per committee during the duration of the conference. It will determine the order in which the agenda topics are debated upon. If, after 30 minutes, no such motion is passed, the agenda order will automatically be set to that provided in the background guide. This requires no debate and a simple majority to pass.

**12) Point of Personal Privilege**

Though not technically a motion, a point of personal privilege permits a delegate to indicate that he cannot hear the speaker, the noise level is too loud, or the temperature in the room is inappropriate. A point of personal privilege can only interrupt a speaker when the delegate making the point cannot hear the speaker.

**13) Point of Clarification**

One committee may be designated as a committee for first-time delegates by the secretariat. In this committee, and only in this committee, delegates may rise to a point of clarification in order to ask a question pursuant to the rules of procedure or the status of the committee.

**V) Voting Procedure****1) Methods of Entering Voting Procedure**

Voting procedure may be entered by a closure of debate or by exhausting the speaker's list: that is, voting begins when no more members remain on the speaker's list.

**2) Voting Status**

If a state answered "present and voting" during the most recent roll call, they may not abstain on substantive votes.

**3) Conduct During Voting**

During voting procedure, there is to be no communication among delegations (talking, note passing, or otherwise). No delegate may enter the room. Delegates who leave the room during voting procedure may not re-enter. Only faculty advisors, the dais staff for that committee, and members of the secretariat may enter during voting procedure. The pages should be stationed at the door to ensure that nobody else enters.

**4) Motions During Voting**

The motions that may be made during voting are quite limited. No debate on the substantive content of the resolution is permitted, except on declaration of an important question.

The following motions, from highest to lowest precedence, will be entertained: Point of Order, Appeal of the Chair, Declaration of Important Question, Roll Call Vote, Accept by Acclamation, and Division of the Question.

**5) Declaration of Important Question**

Matters that pertain to international peace and security or the rights and privileges of members of the United Nations may be declared important questions in the General Assembly Plenary only. To do so requires two speakers for and against and a simple majority. A decision of the chair may not be appealed on this motion. A resolution made an important question must receive a two-thirds vote of all states present and voting to pass.

**6) Roll Call Vote**

Rather than voting by a count of placards, the vote will be taken by having the roll called out and each state answering one of “Yes”, “No”, “Pass”, “Yes with Rights”, “No with Rights”, and “Abstain”. Members present and voting may not abstain. Only sponsors that have voted against their own document may vote with rights, which will give them 30 seconds to explain their vote following voting procedure. There is no vote on whether a roll call vote should be taken: once called for, it is accepted. States that vote “pass” will be asked for their votes at the end. At that time, they may not pass again or abstain.

Roll call votes will be taken in English alphabetical order starting with a state chosen at random by the chair. The chair should make every effort to randomize the starting point so that no state or group of states is favored by the order of the roll call.

**7) Accept by Acclamation**

This motion permits a resolution to be adopted without a vote if there is no objection. Following a motion to accept by acclamation, the chair must ask for opposition. If there is opposition, the motion fails. If there is not, the resolution is adopted automatically without a vote.

**8) Division of the Question**

Division of the question permits a state to separate (“divide out”) operative clauses from the remainder of the resolution. It requires two speakers for and against, with speeches on procedural matters only. If it passes, a substantive vote must be taken on the divided section. Division of the question is more thoroughly explained in Appendix B.

**9) Majority**

Only states that voted yes or no will be counted towards a simple majority. The number of yes states must exceed the number of no states for something to pass. A tie does not permit something to pass. All substantive votes are determined as a proportion of those states voting yes or no.

**10) Voting Order**

Proposed resolutions will be considered in the order they were presented. Any unfriendly amendments to a resolution will be voted on immediately before voting on the resolution.

**11) Finality of Decisions**

On a placard count, the chair may ask for delegates to raise their placards as many times as needed to ascertain an accurate count of the votes. On any vote, procedural or substantive, once a decision has been rendered by the chair, that decision is final. No recounts may be moved for or taken. The only point of order that is to be considered in order would be in the case of a vote that requires a 2/3, but was counted as a majority or vice-versa. On any substantive vote, any delegate may approach the dais and ask for a vote count or to view the vote record on a roll call vote. On procedural votes, the chair need not take a specific count when the chair sees that the vote is clearly in one direction or the other.



**VI) Of Special Note****1) Disruptive Behavior**

Disruptive behavior will not be tolerated. Delegates may be asked to leave the committee if their behavior becomes disruptive. Their faculty advisor will also be informed.

**2) Terrorist Simulations**

Terrorist simulations are strictly prohibited: any delegate involved in one will immediately be removed from the conference and their faculty advisor will be informed. The Georgia State police may also be informed at the discretion of the secretariat.

**3) Plagiarism**

Under all circumstances, plagiarism is completely unacceptable. If a delegate, staff member, or faculty advisor suspects plagiarism, they should immediately bring it to the attention of any member of the secretariat. Members of the secretariat will attempt to determine the validity of the claim. If a plagiarized work is found, it will immediately be removed from the agenda. Further, delegates found to have plagiarized will become ineligible for an award. If multiple delegates from the same delegation are found in violation, the entire delegation may become ineligible, as this is intended to be a learning experience for students.

**Appendix A – Security Council**

The Security Council operates as described in the general rules of procedure with the following changes:

**1. Substantive Language**

Only the security council may make resolutions binding on other states. Therefore, some terms are reserved for the use of the Security Council. The term “decides” may only be used by other committees when in reference to UN programs, not in reference to member states. Only the Security Council may authorize the use of international force, UN peacekeepers, or other UN sanctions.

**2. Working Papers**

In the Security Council, working papers require only 2 sponsors.

**3. Speaker’s List and Closure of Debate**

The speaker’s list in the Security Council may not be closed. Debate may not be closed by motion in the Security Council. Voting procedure may only begin once the speaker’s list has been exhausted.

**4. Agenda**

The Security Council will operate with an open agenda. When the Council is not currently discussing an agenda item, any member may make a motion to set the

agenda to a specific topic. If this motion passes, then debate in the Council is limited to that topic until the topic has been voted upon or the debate adjourned.

**5. Seizure of the Matter**

When the Security Council begins debate on a given topic, any other committee considering the same issue must adjourn debate on that topic until the Security Council has declared a conclusion to its debate.

**6. Procedural Votes**

On procedural votes, regardless of the number of states present, there must be nine (9) affirmative votes of the Security Council members in order to pass a procedural motion.

**7. Substantive Votes**

On all substantive matters, the Security Council requires nine (9) affirmative votes for a proposal to be adopted, regardless of the number of states present and voting. A no vote by any of the five (5) permanent members (China, France, the Russian Federation, the United States, and the United Kingdom) results in a veto of the proposal. This is the rule of great power unanimity.

All substantive votes in the Security Council must be taken by roll call, except proposals accepted by acclamation. Thus, a motion for a roll call vote is out of order in the Security Council.

Despite a veto, the votes of all members of the Security Council should be heard.

**8. Crisis Situations**

In the event of a crisis that requires the immediate attention of the Security Council, the Director of the Security Council may suspend debate on the current topic of discussion and introduce the crisis.

**9. Procedural Motions**

Any member of the Security Council may make a motion to set a given previous motion as procedural. If this motion is raised, the previous motion is temporarily considered substantive and a substantive vote is taken on this motion. This allows the Council to determine if any given motion should be treated as procedural or substantive. The dais of the Security Council shall limit the use of this motion when it may be seen to be disruptive to committee proceedings.

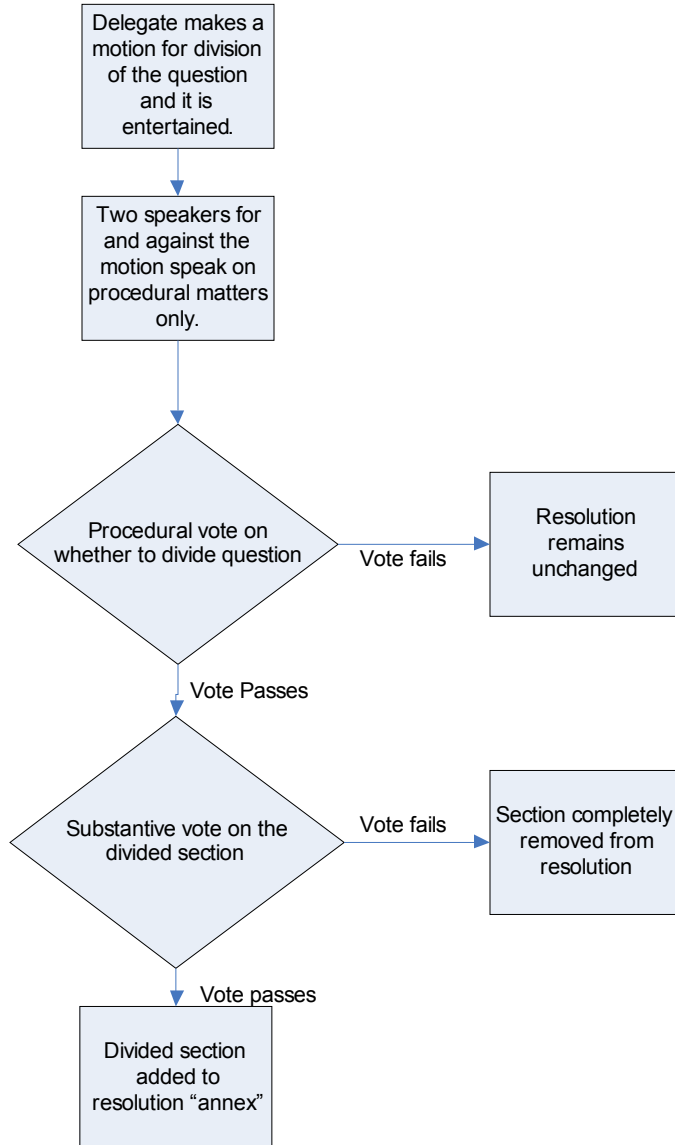
**10. Observer States**

A member of the Security Council may make a written request to the Director of the Security Council to invite a non-member of the Security Council in as an observer on a particular topic. A single delegate from that delegation (in the General Assembly Plenary) will be invited to sit in on the Security Council proceedings. The delegate may or may not choose to join the Security Council and shall not be compelled to do so.

In the Security Council, such a delegate will have speaking rights only: the delegate may not vote on any matter, procedural or substantive, and may not be a sponsor or signatory to any proposal.

**Appendix B – Division of Question**

Division of the question is a complex procedure. The following flow diagram should help with understanding the division of the question proceedings.





## **2008 GSUMUN Rules of Procedure – Short Form**

<b><u>Motion</u></b>	<b><u>Rule #</u></b>	<b><u>Description</u></b>	<b><u>Speakers</u></b>	<b><u>Vote</u></b>	<b><u>Notes</u></b>
Point of Order	IV.2	Corrects an error in procedure	None	Majority	1
Appeal of the Chair	IV.3	Asks the committee to overturn a ruling by the chair	None	2/3	1
Point of Personal Privilege	IV.11	Rise to indicate a problem with the committee environment	None	None	1
Suspension of the Meeting	IV.4	Temporarily suspends the formal session for breaks or caucuses	None	Majority	
Moderated Caucus	IV.4	Suspends the rules for continuous speeches	None	Majority	
Adjournment of the Meeting	IV.5	Ends the meeting for the duration of the annual session	None	Majority	
Adjournment of Debate	IV.6	Temporarily ends debate on the current topic	2pro/2con	Majority	
Closure of Debate	IV.7	Calls for an immediate vote on the current topic	2pro/2con	Majority	
Close/Open Speaker's List	IV.8	Deny/Permit new states to be added to the speaker's list	None	Majority	
Set Speaker's Time	IV.9	Limit the speaker's time for formal speeches	2pro/2con	Majority	
Adopt the Agenda	IV.10	Set the order of discussion on the agenda items	None	Majority	
Roll Call Vote	V.6	Vote in a roll call rather than by a show of placards	None	None	1
Division of the Question	V.8	Split a resolution into multiple substantive groups	2pro/2con	Majority	
Adopt by Acclamation	V.7	Adopt a draft resolution with no vote	None	None	1
Important Question	V.5	Indicate that the current topic should be treated as particularly significant	2pro/2con	Majority	2

### **Notes**

1. These motions must be addressed immediately without deferral to other motions.

2. This motion is only in order in the General Assembly Plenary.

Motions are listed in order of precedence. This document is to be considered a reference and is not meant to replace the full rules of procedure and may not include all applicable motions.