

# Rules of Procedure

**Sustainable Development Goals**

**- from commitments towards results**



**Content Copyright** © 2016, Oldenburg Model United Nations (OLMUN) Association, All Rights reserved.

Rules of Procedure, 12<sup>th</sup> edition

## Editors

2003 edited by:	Rebecca Beerheide, Meike A. Wübbenhorst
2004 edited by:	Rebecca Beerheide, Meike A. Wübbenhorst
2005 edited by:	Merle Frömel, Jantje Kuil, Meike A. Wübbenhorst, Ali A. Gümüşay, Lennart Freitag
2006 edited by:	Friederike C. Förster, Henrike C. Haueisen, Kersten K. Stamm
2007 edited by:	Arja L. Frömel, Mirko Krumm, Thilo Schmit, Vanessa Timmermann
2008 edited by:	Arja L. Frömel, Perke Jacobs, Hendrik Bäuml, Amelie Hartmann
2010 edited by:	Fabian Wiesenäcker, Hannes Felix Grosch
2011 edited by:	Alex Schmidtke, Felix Virmani
2012 edited by:	Sebastian Katzer, Helge Wellmann
2013 edited by:	Helge Wellmann
2015 edited by:	Emma Beelen, Ruben Semmerling
<b>2016 edited by:</b>	<b>Alke Hochwald, Josefine Went, Kai Menneking</b>

**Published** by the Oldenburg Model United Nations e.V. (OLMUN 2016)

Kai Menneking Hoymer Straße 10 26209 Hatten Germany eMail: <a href="mailto:secgen@olmun.org">secgen@olmun.org</a>	Esther Eriksen Zeughausstraße 77 26121 Oldenburg Germany eMail: <a href="mailto:treasurer@olmun.org">treasurer@olmun.org</a>
---	--

[www.olmun.org](http://www.olmun.org)

**Layout and Logo Copyright** © 2013 Helge Wellmann, All Rights reserved.

You are allowed to download these “*Rules of Procedure*” and to copy them for educational uses only, e.g. for your class or your fellow Delegates.

However, you are not authorized to reprint or republish them for other MUNs or to change them without permission from the Secretariat.

All Delegates should be aware that the rules are intended to facilitate debate and to accord to all members their democratic right to voice an opinion. The Presidents and Chairs of the various Assemblies will apply the rules in the Assemblies. They will not tolerate the misuse of the rules for obstructive or restrictive purposes.

# Table of contents

Foreword.....	4
1. Basic Information.....	5
I. Membership Credentials.....	5
II. Committees.....	5
III. Duties of Delegates.....	5
IV. United Nations Charter.....	6
V. Parliamentary Procedure.....	6
2. Modes of Address.....	6
I. Written communication between delegations.....	6
II. Opening Speeches in the General Assembly.....	6
III. Right of Reply to Opening Speeches.....	7
3. Lobbying.....	7
4. Submitting a resolution.....	7
I. Merging resolutions.....	7
II. Approval Panel.....	7
5. Formal Debate.....	8
I. Powers of the Chair in Limiting, Extending or Suspending Debate Time.....	8
II. Voting.....	9
III. Amendments.....	9
IV. Yielding the floor to other delegations.....	10
V. Points and Motions.....	10
i. Points.....	10
ii. Motions.....	11
VI. Withdrawing a Resolution.....	12
6. Student Officers.....	13
I. Secretary General, Deputy Secretary General and Treasurer.....	13
II. President of the General Assembly, Deputy President of the General Assembly, President of the Security Council, the Human Rights Council, the ECOSOC, the Special Conference, Chairs of the Committees.....	13
III. Administrative Staff.....	13
7. Chart of Points and Motions for the General Assembly and the Committees.....	14

**Dear Delegates and MUN-Directors,**

Welcome to the 16<sup>th</sup> International Oldenburg Model United Nations Conference!

This manual will help MUN-Directors preparing their classes, Delegates preparing for and during the actual Conference and the Student Officers during the preparation and the chairing of their Committees.

The rules have been tested, approved and extendedly debated in order to ensure a constant flow of debate. With clear rules, every MUN-Participant has the same opportunities; success in debate is not only dependant on experience, but on preparation, information, and knowledge of the proper procedures and, of course, rhetorical talent.

The OLMUN rules are designed for High-School level MUN-Conferences, thus some of the rules may differ from those employed at other major MUN-Conferences. Please take this as a motivation to study them carefully even if you are an experienced MUN-Participant. The better you know these rules and the more you participate, the more interesting the debate will be!

If you have any questions, feel free to contact your Chairs or us at any time.

We wish you all the best in your preparation and a successful conference!

On behalf of the OLMUN 2016 Secretariat,

Yours sincerely,



**Alke Hochwald**  
President of the  
General Assembly



**Yannick Bargfeldt**  
Deputy President of  
the General Assembly

## 1. Basic Information

### I. Membership Credentials

All OLMUN 2016 Delegates, Staff, MUN-Directors, visitors and further participants will be identified by the official OLMUN badge. If lost, 5€ will be charged for the immediate replacement. There will be no exceptions to this rule. Every misuse of the badge, such as forwarding it to other persons, will be followed by exclusion from the Conference. All badges are personalized and not transferable. A participant of the conference will have access to the Conference venues with the official OLMUN 2016 badge only. If a Delegate's improper behaviour results in his/her exclusion from the Conference the badge will have to be returned to the Secretariat.

### II. Committees

At OLMUN 2016, the following Committees will be simulated:

- General Assembly's 3<sup>rd</sup> Committee: Social, Humanitarian and Cultural Affairs (GA 3<sup>rd</sup>)
- General Assembly's 4<sup>th</sup> Committee: Special Political and Decolonization Issues (GA 4<sup>th</sup>)
- Food and Agriculture Organization (FAO)
- United Nations Environment Programme Governing Council (UNEP GC)
- Special Conference on Reviewing the Millennium Development Goals (SpC)
- Economic and Social Council (ECOSOC)
- Human Rights Council (HRC)
- Historical Security Council (HSC)
- Security Council (SC)

The rules presented here do apply to all Committees, Councils and the GA itself. In case special rules apply, Chairs will announce them in the Committee Guide or during the conference.

The Security Council has its own *Rules of Procedure* which are explained in a separate guide.

### III. Duties of Delegates

Each Delegate has the duty to:

- Be courteous and use appropriate language at all times;
- Respect the decisions of the President or Chair at all times;
- Act in accordance with the policy of the country he or she represents;
- Obtain the floor before speaking;
- Stand while speaking;

→ floor when required to do so by the President or Chair.

# 1 Basic Information

## IV. United Nations Charter

Delegations should, at all times, act in accordance with the articles and principles of the Charter of the United Nations and the Universal Declaration of Human Rights, as well as all other international documents, treaties and conventions the represented country has ratified.

## V. Parliamentary Procedure

Except where otherwise adapted or limited by the following, the standard rules of parliamentary procedure will be used at all times. The Chairs will know the proper procedure, how to apply the rules and whom to recognize. Therefore Delegates may approach them in order to receive help and information. Delegates should not be afraid to ask for clarification or explanation. This can easily be done by raising a Point of Order or a Point of Parliamentary Inquiry. Such points may not interrupt a speaker, however.

Please study the chart of Points and Motions for detailed information on the respectively applying rules.

## 2. Modes of Address

### I. Written communication between delegations

All written communication transmitted through the Administrative Staff must be written on identifiable notepaper with a distinctive heading. Messages must bear clear FROM and TO designations at the top of the paper. The conference language is English; therefore all notepapers have to be written in English as well. Messages not fulfilling the above requirements will not be transmitted. **Delegations are expected to design and bring their own notepaper.** There will be no private note passing at any time. All messages containing explicit terms, insults, aggressions, declarations of war or negative comments about fellow Delegates, Student Officers, Staff Members or any other persons will be transmitted to the Chair or President. Such an offense may be punished by suspension of note passing or exclusion from the conference.

If the written communication disturbs the work of the Committee it may be suspended by the Chair at any given moment of the Committee Session.

### II. Opening Speeches in the General Assembly

After the first country to speak has been drawn, the speaking order will follow alphabetically. Non-governmental organisations (NGOs), Intergovernmental organisations (IGOs) and Official Observers (OOs) though will be the last delegations to obtain the floor in any case. As the official conference language is English, only salutations at the beginning or end of the speeches may be stated in other languages.

## 2 Modes of Address

Opening Speeches given at the Opening Ceremony shall not exceed **45 seconds** and are not to be interrupted, except by the President in case time has elapsed or for Points of Personal Privilege referring to the speaker's audibility.

### III. Right of Reply to Opening Speeches

The number of "Rights of Reply" to five successive opening speeches will be set by the President of the General Assembly. Each Opening Speech may only be referred to once. Such replies may not exceed thirty seconds, are not to be posed as a question and must refer to one of the preceding opening speeches only. There will be no dialogue between the Delegates.

### 3. Lobbying

Lobbying is the first part of the Committee's work. In this informal mode, Delegates may compare and merge their Draft Resolutions or write entirely new ones. They are expected to consult each other and are not restricted to the official seating order.

### 4. Submitting a resolution

#### I. Merging Resolutions

A resolution needs at least 15 (fifteen) of the Committee's or Council's members as Submitters in GA committees. In smaller committees, the chairs will announce the number of submitters required before the start of lobbying. The Main Submitter does count as one of the required Submitters. NGO's, IGO's, and OO's are not allowed to submit resolutions.

The Main Submitter

- May retype the resolution after merging;
- Is responsible for correcting mistakes after the Approval Panel and for informing the Co-Submitters of changes;
- Has to read out the Operative Clauses in front of the Committee and has the first right to obtain the floor.

#### II. Approval Panel

After retyping, each Co-Submitter has the right to be granted access to the entire resolution. A Co-Submitter may only resign from the resolution before it is handed to the Approval Panel.

The merged resolutions are handed to the Chair, who will, after approving, direct them to the Approval Panel. The Approval Panel consists of MUN-Directors who will review the Merged Resolutions on both formal and grammatical matters. The Main Submitter has to stay at the conference venue until the resolution has been approved by the Approval Panel. A small number of Co-Submitters is allowed to accompany him or her. This has to be agreed upon by the Chair however.

## 5. Formal Debate

### I. Powers of the Chair in Limiting, Extending or Suspending Debate Time

There are two types of Debate: Open Debate and Closed Debate.

In Open Debate no difference is made between time in favour and time against the Resolution or Amendment. Whenever the floor has been yielded back to the President, both a speaker in favour and a speaker against have the right to obtain the floor.

In Closed Debate, time in favour and time against the Resolution or Amendment are separated. Usually time in favour goes first, this can however be changed by decision of the Chairs. During time in favour, only speakers in favour have the right to obtain the floor; during time against, only speakers against may do so. During Closed Debates Amendments also can only be proposed during time against.

Usually Resolutions are handled in an Open Debate, while Amendments are handled in Closed Debate. This also can be decided differently upon by the Chairs.

Either way the Chair will set the debate time for each resolution and each amendment before going into actual debate. When debate time has elapsed, it is possible for any Delegate to raise a Motion to Extend Debating Time. Once debating time has finally elapsed, the Chairs will announce the closure of debate and the Resolution will be voted upon.

In any case the Chair will be unlikely to grant a Motion to move the Previous Question if there have not been at least several speeches both in favour and against (or generally several speeches, when in Closed Debate). The Chair may also, in the interest of debate or in order to work towards consensus, call upon a particular delegation to speak, even if they have not requested the floor.

Also, for the same purposes, it is possible that the Chairs restrict the speaking time of a certain Delegate. This may occur if the Delegate is disturbing the committee's work in any way or if the Chairs consider the Delegates' speeches to be too extensive concerning the current topic of debate. The limitation of speaking time will include the time taken for replies to Points of Information, but will not include the time taken for other interruptions.

If a Delegate raises a legitimate Motion to Appeal the decision of the Chair, it will be directly voted upon. A two-thirds vote against the Chair's decision is required for this Motion to be granted.



## II. Voting

Resolutions require a Simple Majority of the present members to pass. Abstentions will count as the abstaining delegation not being present during Voting Procedure, i.e. the Majority is determined only by the delegations voting in favour and against. Only member states of the United Nations can vote on substantial matters such as resolutions or amendments. NGOs, IGOs and OOs are not allowed to vote on such matters. All countries and organisations have to vote on procedural matters such as Motions or Points.

If a Delegate considers the outcome a voting to be unclear, he or she may call for a 'Motion for a Roll Call Vote'. If this Motion passes, all delegations have to rise as the Chairs read out their name and state either 'in favour', 'against' or 'abstention' (if possible).

Delegates may also introduce a "Motion to Split the House", which, should it pass, requires all members to vote either "in favour" or "against", while abstentions are out of order.

In case a delegation feels that some parts of a resolution are acceptable for a large number of nations, while others are not, Delegates may call for a "Motion to Divide the Question". The respective Delegate will have to specify on how the Resolution should be divided. If the motion passes, the House will vote upon both of the suggested divisions separately. See the *Motions Section* for a more detailed explanation.

- 1) **Voting on Amendments:** When an amendment is being debated in Committee, it must be voted upon before the resolution is voted upon. Should there be an amendment to the second degree, this amendment must be voted upon first. If it passes, the whole amendment passes and becomes a part of the original resolution. If the amendment to the second degree fails, the Committee will vote on the original amendment after debating time on this amendment has elapsed. Once a clause is amended, it is not possible to amend it again.
- 2) **Conduct during Voting:** After the Chair has announced the start of voting procedures, no interruptions will be allowed. All points and motions are out of order and note passing is suspended.
- 3) **Abstentions:** The number of delegations actively abstaining (as opposed to simply failing to vote) will be recorded. However, abstentions are out of order during specified voting procedures.

## III. Amendments

Only a Speaker having the floor can submit amendments. The intention of proposed amendments to resolutions should at all times be to improve the resolution with the objective of achieving a wider consensus and thus helping the resolution to pass. The Chairs may refuse to entertain an amendment if they perceive it to be entirely destructive or merely being used for tactical purposes not connected with the substance of the resolution. The objection will then not be put to the vote and the decision of the Chair is final.

# 5 Formal Debate

In closed debate, amendments can only be submitted while being in time against the resolution. However, the intention should still be constructive, not destructive. If the amendment fails, the speaker who proposed it will yield the floor back to the Chairs. The Resolution as a whole will be continued to be debated then.

Amendments have to be submitted in written form; special paper will be provided. A Delegate may submit an amendment to the amendment once (amendment to the second degree), but no further amendments will be in order. Each clause can only be amended once, if an amendment to a specific clause failed, the clause itself will still be amendable. This also counts if an amendment to the second degree fails. The amendment itself can still be amended to the second degree in this case, as long as it has not been voted upon.

An amendment can be considered a friendly amendment if it just corrects e.g. grammatical mistakes. The Delegate submitting the amendment needs to state that it is a friendly amendment. The Chairs will then ask all submitting countries whether they agree with this or not. This may be done via a procedural voting with only the submitting delegations being allowed to vote. If all submitters agree, the friendly amendment passed without any further debate or voting procedure at all. The clause will not count as being amended, therefore will still be able to be amended once more.

During General Assembly, the only possibility for a friendly amendment to be entertained is if the Approval Panel accidentally removed clauses or made other mistakes during the approval process. Otherwise, they may only be handed in during debate in the Committee. There will be no amendments to Preambulatory Clauses at any point of the debate.

Delegates will always be allowed to submit „friendly amendments“ which do not change any of the wording or content of the clause, but only change grammatical or spelling errors. These amendments may be submitted orally since they only change minor mistakes which do not have to be voted upon.

## IV. Yielding the floor to other delegations

The floor may be yielded by one delegation to another. The floor may only be yielded once among countries. After that, it will return to the Chairs automatically. The Chairs of the Committee have the final authority to decide whether yielding is order.

## V. Points and Motions

### *i. Points*

A speech may not be interrupted by any point except a Point of Personal Privilege referring to audibility. All other points will be dealt with only when the speaker has finished his/her speech.

- 1) A **‘Point of Personal Privilege’** must refer to the comfort and well being of the Delegate. It may not refer to the content of any speech and may only interrupt a speaker if the speech is inaudible.

## 5 Formal Debate

- 3) A **'Point of Information'** may be directed to the speaker who has the floor if he has indicated that he is open for points of information. A Point of Information must be phrased 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 is not in order. There will be one question and the answer without further dialogue. However, a Delegate may state a *Request for a Follow-up*. The Chairs will decide upon such requests on a case-to-case basis in the interest of debate. If the request is granted, the speaker will be allowed to make another *Point of Information* which has to be related to the previous one. A second *Request for a Follow-up* will not be granted.
- 4) A **'Point of Parliamentary Inquiry'** is a question directed to the Chair concerning the procedure of the Conference or the *Rules of Procedure*.
- 5) A **'Call for the Order of the Day'** is a call for the return to the main agenda of the Committee, Council or Assembly.

### ii. Motions

A Motion can be raised similar to a Point. If a Delegate proposes a motion, all Delegates supporting this motion may state 'Second' in order to endorse the Motion. If a Motion does not get at least two Seconds, it will be overruled by the Chairs. If a Delegate does not agree with the Motion proposed, he or she may state 'Objection'. If there is at least one Objection to a Motion, a voting procedure will be entertained. Please always bear in mind that there needs to be at least a Simple Majority for every Motion; for some Motions even a 2/3 Majority is required.

- 1) A **'Motion to move the Previous Question'** can be used in order to move directly into Voting Procedure while still being in debate on a Resolution or Amendment. In case the Committee currently is in a Closed Debate in time in favour, passing this motion will move the Committee directly into time against. It requires a 2/3 Majority to pass.
- 2) **'Motion to Extend Debating Time'**: This motion decides whether to extend the debate time set by the chair; it passes with a Simple Majority or by decision of the Chair. The Chair has the authority to overrule such votes to maintain the schedule, however, Chairs are asked to respect the Delegates' wishes.
- 3) **'Motion to Retake Votes'**: This motion decides whether the votes should be retaken, it passes with a Simple Majority or by the decision of the Chair.
- 4) A **'Motion to Split the House'** can be used if a Delegate wants to retake votes while abandoning the possibility of abstaining. If this Motion passes, delegations may only vote in favour or against the Resolution or Amendment currently discussed. It passes with a Simple Majority.

## 5 Formal Debate

- 5) A '**Motion for a Roll Call Vote**' will force each Member of the House to explicitly state its vote in favour, against or an abstention after being called upon by the President. It requires a Simple Majority or a decision of the Chair to pass.
- 6) A '**Motion to Divide the Question**' can be used by Delegates in order to separate the Resolution into two reasonable sections. The specification on how exactly these two parts shall look has to be done by the Delegate proposing the Motion. The Motion only affects the Operative Clauses. After passing the Motion and having a Delegate clarifying the divisions there will be another voting on this separation of the Resolution. Abstentions will be in order during this procedure. In case the Resolution is split into two divisions, these divisions must be voted upon separately in the end of debate, when voting on the Resolution as a whole. Debate however will not be split. The motion passes with a Simple Majority or by decision of the Chair.
- 7) A '**Motion for an unmoderated caucus**' will disrupt Debate and move the Committee into a situation similar to Lobbying procedure. Delegates are not restricted to the official seating order during unmoderated caucus and can consult each other in order to clarify certain questions which have arisen during debate. This may include coming to agreements with each other on Amendments or specific clauses of a Resolution. The Chairs will set the exact time for the unmoderated caucus before entering it. A 2/3 Majority is required for this Motion to pass, however it may be overruled by the Chairs if they do not see the necessity of an unmoderated caucus at the point.
- 8) A '**Motion to Appeal to the Decision of the Chair**' can be employed if Delegates get the impression that the Chairs did not act in accordance with the *Rules of Procedure*. However, if the Chairs can prove that they acted accordingly to the *Rules of Procedure*, this Motion may be overruled. It needs a 2/3 Majority to pass.
- 9) A '**Request for a Follow-up**' can be raised if a Delegate who has previously stated a *Point of Information* does not feel like his or her question has been answered adequately. Whether the Request is granted or not depends on the decision of the Chairs.

### VI. Withdrawing a Resolution

A resolution may be withdrawn by a decision of all submitting countries before the debate on the resolution has started or by a unanimous consensus of the whole Assembly.

## 6. Student Officers

### I. Secretary General, Deputy Secretary General and Treasurer

These members of the Student Officer team have full authority over all venues and participants at the Conference. They are legally responsible for the proceedings at all OLMUN events, thus they shall have the right to make decisions on all issues or questions vital to the harmonious operation of the Conference. The other Student Officers will enforce such decisions. The Secretary General has the final ruling on all questions and may decide on the expulsion of any participant from the Conference.

### II. President of the General Assembly, Deputy President of the General Assembly, President of the Security Council, the Human Rights Council, the ECO SOC, the Special Conference, Chairs of the Committees.

In addition to exercising the powers conferred upon them elsewhere in these rules, the Chairs, including the Presidents, set the agenda for their respective Assemblies, declare the opening and closing of each meeting, decide on the debating order of Resolutions and direct discussions. They shall ensure compliance with the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. They shall rule on points of order and subject to these rules, have complete control of the proceedings of the Assembly and over the maintenance of order at formal meetings. They may propose limitations of debate time, a limitation on the number of times each Delegate may speak on any question and on the closure of debate. They may also propose the adjournment of the meeting or the adjournment of the debate on the item under discussion. Furthermore, they have the authority over the participants in their respective Committee and venue. Decisions made by the Chairs and Presidents may be overruled by any member of the Secretariat, though they are primarily answerable to the President of the General Assembly and his Deputy.

### III. Administrative Staff

Members of the “Admin Staff” are volunteers who wish to get acquainted to MUN Conferences. They assist the Student Officers, carry out the passing of notes and take care of general administrative tasks. Their task is **not** to serve the Delegates food or beverages!

# 7 Chart of Points and Motions

## 7. Chart of Points and Motions for the General Assembly and the Committees

Point or Motion	Second required?	Debate entertained?	Interruption of the Speaker?	Vote or Decision?	Abstentions allowed?
<b>Point of Personal Privilege</b> Referring to audibility	No	No	Interruption	Decision (Chair)	-
<b>Point of Personal Privilege</b> all others	No	No	No	Decision (Chair)	-
<b>Point of Order</b>	No	No	No	Decision (Chair)	-
<b>Point of Information</b>	No	No	No	Decision (Chair)	-
<b>Point of Parliamentary Enquiry</b>	No	No	No	Decision (Chair)	-
<b>Call for the Order of the Day</b>	No	No	No	-	-
<b>Amendment</b>	-	Debate	-	Vote simple maj.	No
<b>Resolution</b>	-	Debate	-	Vote simple maj.	Yes
<b>Motion to move the previous Question</b>	Second	No	No	Vote 2/3 majority	No
<b>Motion to Extend Debating Time</b>	Second	No	No	Chair/Vote simple Maj.	No
<b>Motion to Retake Votes</b>	Second	No	No	Vote simple Maj.	No
<b>Motion to Split the House</b>	Second	No	No	Vote simple maj.	No
<b>Motion for a Roll Call Vote</b>	Second	No	No	Chair/Vote simple maj.	No
<b>Motion to Divide the Question</b>	Second	Debate	No	Chair/Vote simple maj.	No
<b>Motion for an unmoderated caucus</b>	Second	No	No	Vote 2/3 majority	No
<b>Motion to Appeal the Decision of the Chair</b>	Second	No	No	Vote 2/3 majority	No
<b>Request for a Follow-up</b>	No	No	No	Decision (Chair)	-

It will prove to be useful to print this chart and take it with you to your Committee!