



Model United Nations at UCLA

LAMUN XIX

Procedural Guide

Scope

These rules of procedure are offered as an outline and a framework to be used by both delegates and conference staff. They are not formatted like other Rules of Procedure guides. They are not perfect, nor are they absolute. In the event of conflicting information in this guide or of confusion amongst delegates/staff, the dais has the ultimate discretion in deciding the rules of procedure for their committee. Points of Order should be offered sparingly and with due respect to the dais.

Terminology

This guide uses terminology that may be familiar and/or confusing to many people. To alleviate confusion, the following notes are provided by the editors:

1. “Guide,” “Parliamentary Procedure,” and “Rules of Procedure” are used interchangeably in this guide.
2. “Delegates in x committees,” “x committees,” and “x” may be used interchangeably to refer to delegates competing in a certain type of committee. For example, the phrase “crisis may not use over-ripe avocados as a rhetorical prop” refers to “crisis delegates,” or “delegates competing in crisis committees.”
3. “The dais” and “the chair” are used interchangeably to refer to the chair, vice chair, moderator, and any other staff member that oversees debate during committee sessions.
4. “Simple majority” and “ $\frac{1}{2}$ majority” are used interchangeably.
5. “Super majority” and “ $\frac{2}{3}$ majority” are used interchangeably.
6. “General Speakers’ List,” “the speakers’ list,” and “GSL” are used interchangeably.
7. “Personal notes,” “personal crisis notes,” “crisis notes,” and “notes” are used interchangeably when referring to crisis elements.
8. “Working Papers” refer to would-be resolutions that are drafted by delegates and have not yet been accepted by the dais. “Draft Resolutions” refer to would-be resolutions after they have been accepted by the dais. “Resolutions” refer to draft resolutions that have been voted on and approved by the committee. These terms may be used interchangeably in most circumstances.

Electronics

Electronic devices, including laptops, cell phones, and tablets, may not be used in the committee room during formal debate or moderated caucuses. Laptops may be permitted in the committee room during unmoderated caucuses and for out room delegates in a dual delegate committee at the discretion of the dais.

Decorum

Delegates and conference staff must present themselves in a decorous and professional manner throughout the conference. This includes but is not limited to dressing in appropriate business attire, refraining from interrupting recognized speakers, and interacting in a courteous manner with other conference participants. Points and motions may not interrupt speakers unless otherwise specified. Conference staff and Secretariat reserve the right to penalize or dismiss delegates who do not adhere to conference rules.

Working Outside Committee

Delegates in GA and Specialized committees will *not* be permitted to work outside of formal committee sessions due to the demanding nature of the conference itself. Delegates in Crisis committees may *not* work on directives or personal crisis notes outside of committee sessions.

Sponsors and Signatories

Working Papers and Directives must be supported by a minimum number of sponsors and signatories to be specified by the dais of each committee in order to be accepted by the dais and introduced in committee.

Flow of debate

1. Roll Call

- At the beginning of every committee session, the dais will take roll of the delegates
- Delegates may respond with “present” or “present and voting”
- If a delegate indicates that they are “present and voting” they may not later abstain from substantive voting
- At the conclusion of roll call, the dais will calculate whether a quorum is present as well as the $\frac{1}{2}$ and $\frac{2}{3}$ majority standards for the session

2. Debate is opened

- A delegate may motion to open debate once roll call has been taken
- A motion to open debate must pass by a simple majority of committee

3. [GA] The agenda is set

- A delegate may motion to set the agenda to one of the topics listed in the background guide and committee materials for that committee
- If there is only one topic in the background guide and committee materials, the agenda is automatically set to that topic
- A motion to set the agenda automatically triggers for/against speeches. If the delegate who motioned to set the agenda did not specify a number of speakers or a speaking time, the default is 2 speakers for and 2 speakers against, with 30-second speaking time
- Once the for and against speeches have been exhausted, or at the discretion of the dais, a simple majority vote on the motion will take place. If the motion fails, the other topic from the background guide and committee materials will automatically be placed first on the agenda

4. [GA] The General Speakers' List is opened

- A delegate may motion to open the speakers' list once the agenda has been set in GA committees
- A motion to open the GSL must pass by a simple majority of committee
- The delegate who made the motion is offered the opportunity to be placed first on the GSL
- The default speaking time for each speaker on the GSL is 60 seconds, and may be amended via an ad-hoc motion from a delegate or at the discretion of the dais
- A delegate may be added to or removed from the GSL by passing a note to the dais (a country's name may not appear on the GSL more than once at any given time)
- Once recognized for a given amount of time, a delegate may yield the remainder of their time at any point during their allotted time. They may yield their time to
 - i. The dais, who will immediately elapse their speech and move on to the next speaker
 - ii. Points of Information (questions) from other delegates
 - 1. Only the speaker's answers will be counted towards their remaining time
 - 2. Questions will be limited to 20 seconds each
- Comments will not be automatically entertained after each GSL speech. The number of comments entertained as well as the speaking time for each comment may be amended via an ad-hoc motion from a delegate or at the discretion of the dais

5. Moderated Caucus

- A motion to enter a moderated caucus may be made by any delegate whenever motions are entertained, debate is open, and the committee is not in voting bloc
- A motion for a moderated caucus must pass by a simple majority of committee
- The delegate who made the motion is offered the opportunity to be the first or last speaker of the caucus
- The motion to enter a moderated caucus must specify a total time for the caucus, a maximum speaking time for each speaker, and a specific topic for discussion
- The total time for the caucus must be divisible by the specified speaking time
- A motion to extend the moderated caucus may be made once the caucus has elapsed. Motions to extend a moderated caucus must specify a time for the extension not to

exceed $\frac{1}{2}$ of the original time of the caucus, and passes by a simple majority of delegates. Each caucus may only be extended once

6. **Unmoderated Caucus**

- A motion to enter an unmoderated caucus may be made by any delegate whenever motions are entertained, debate is open, and the committee is not in voting bloc
- A motion for an unmoderated caucus must pass by a simple majority of committee
- The motion to enter an unmoderated caucus must contain a total time for the caucus
- A motion to extend the unmoderated caucus may be made once the caucus has elapsed. Motions to extend an unmoderated caucus must specify a time for the extension not to exceed $\frac{1}{2}$ of the original time of the caucus, and passes by a simple majority of delegates. Each caucus may only be extended once

7. **[GA/Spec] Author's Panel**

- A motion to introduce draft resolutions may be made by any delegate once all working papers have been accepted by the dais and motions are being entertained
- A motion to introduce draft resolutions must pass by a simple majority of committee
- Author's Panel will typically consist of an allotted amount of time for sponsors to present their draft resolution to the committee, followed by an allotted amount of time for the committee to ask questions about the draft resolution, to which the sponsors presenting will be permitted to reply
- The duration of the presentations and Q&A sessions will be determined at the sole discretion of the dais
- Delegates wishing to ask questions during the Q&A portion will be recognized by the dais
- The number of representatives from each bloc allowed to present and answer questions will be determined by the dais

8. **Voting Bloc**

- A motion to enter voting bloc may be made by any delegate after draft resolutions or directives have been formally accepted by the dais and motions are being entertained
- A motion to enter voting bloc must pass by a $\frac{2}{3}$ majority of committee
- In Crisis committees and Specialized committees operating similarly to Crisis committees, a motion to introduce directives is often combined with a motion to enter voting bloc. Such a motion should specify the procedure for the combined introduction/voting bloc, such as whether each directive will be voted on immediately after introduction, and whether any speakers for and against the directive will be entertained. Such a motion constitutes a suspension of the rules, and must pass by a $\frac{2}{3}$ majority of committee
- The default voting order for draft resolutions/directives is the same order in which draft resolutions/directives were received by the dais
- [Spec/Crisis] The default speakers for/against each directive is two for, two against, with 30 second speaking time
- [GA/Spec] The default speakers for/against each draft resolution is two for, two against, with 45 second speaking time

- The delegate who makes the motion to enter voting bloc may specify a non-default order or for/against structure in their motion
- No person other than authorized conference staff may pass notes, talk to other people in the room, enter the room, or leave the room during voting bloc, unless directed to do so by a member of the Secretariat
- A delegate may motion to leave voting bloc (which requires a simple majority to pass) or the chair may move out of voting bloc at their discretion after all draft resolutions/directives have been voted on

9. Dividing the Question

- A motion to divide the question may be made at any point during voting bloc before the draft resolution/directive in question has been voted on
- Dividing the question is the process by which one or more clauses of a draft resolution/directive may be voted on separately from the body of the draft resolution/directive
- A motion to divide the question should specify which clause(s) to vote on separately from the rest of the draft resolution/directive
- First, the motion is voted on by committee. This is a vote to determine *if* said clause(s) should be voted on separately from the directive. It is *not* a substantive vote on the clause(s). A motion to divide the question must pass by a $\frac{2}{3}$ majority of committee.
- If the motion passes, the division of the question prompts a substantive vote on the specific clause(s) in question. Once a clause has been voted on during a division of the question, it is immediately removed from the draft resolution/directive. If the vote passes by simple majority, the clause in question is considered passed and enacted. If it fails, it may not be added back into the draft resolution/directive
- Perambulatory clauses may not be altered by division of the question. Sub-operative clauses may be altered by division of the question only at the discretion of the chair.
- Multiple motions on specific divisions may be accepted by the dais, and they will be voted on from most to least severe

10. Amending a draft resolution/directive

- At any point when the floor is open after a draft resolution/directive has been introduced and before it has been voted on, a delegate may make a motion to introduce an amendment to the draft resolution/directive
- Time permitting, the amendment is then read out by the dais
- If the amendment in question has been submitted to and entertained by the dais, a procedural vote on the motion to introduce the amendment takes place
- All amendments must garner the same requisite sponsor threshold as draft resolutions/directives in order to be entertained
- An amendment that garners the support of all the sponsors of the draft resolution/directive in question is considered a “friendly” amendment, and need only be introduced in order to be included in the draft resolution/directive. All other amendments are considered unfriendly
- After an unfriendly amendment has been introduced, a 2 for-2 against speakers list is opened, with a default speaking time of 45 seconds

- When debate on the amendment has lapsed, the committee will move to an immediate substantive vote on whether or not to adopt the amendment. If this vote receives the simple majority required, the amendment will be considered part of the draft resolution/directive. After the vote, debate will resume as normal

11. Suspend Debate

- This motion may only be entertained at the end of a committee session
- Passes by a simple majority of committee

12. Adjourn Debate

- This motion may only be entertained at the end of the conference
- Passes by a simple majority of committee

Crisis Elements:

1. Crisis Committee Structure

- Unlike regular Model UN committees, crisis committees combine both a front-room (comprising the delegates and the dais, and playing host to much debate and collaboration) and a back-room (comprising the Crisis Director and Crisis Staff)
- The Crisis Director and Crisis Staff are responsible for responding to directives and other committee and delegate actions in the form of crisis updates that drive the flow of the debate and elucidate the situation the delegates are in
- The Crisis Director and Crisis Staff are also responsible for responding to personal crisis notes and assisting individual delegates with their crisis arcs

2. Crisis Topics

- The topics of crisis committees are typically broad and detail-rich. They give delegates an immersive world in which to engage in stimulating debate and to respond to dynamic situations with creative solutions. We refer to this “world” in detailing other crisis elements
- Directives and personal notes may influence the world, and thus influence debate. Such changes to the world will be communicated in crisis updates and personal note responses
- Delegates are encouraged to debate substantive approaches to the issues they are then-currently facing in the world, although much prerogative is given to delegates to steer the specific direction of debate

3. Directives

- In crisis committees, delegates work together to pass directives, rather than draft resolutions. Directives are short, to-the-point, and action-packed documents that detail the committee’s collective approach to a given issue facing their world
- Directives may exercise any and all powers delegated to the committee as a whole, as determined by the committee’s Crisis Director. If a given clause of a directive is outside the power of the committee to enact, the dais or Crisis Director will rule it dilatory

- Directives may not contain preambulatory clauses, and must consist solely of clauses that detail actions the committee wishes to take

4. Personal Notes

- Delegates in crisis committees will be afforded the opportunity to write personal notes at the discretion of the committee staff. Notes may be limited in length, format, and frequency at the discretion of the committee staff
- Personal notes must not exceed a length of one page unless otherwise indicated by committee staff
- Personal notes will follow a two-notebook system by default. Delegates will be given two legal notepads at the beginning of the conference. Delegates should write their allocation's name in large print on the first sheet of each notebook. Thereafter, they may submit either notebook to crisis staff when crisis staff is accepting notepads
- Delegates must not submit a notebook to crisis staff during committee session if crisis staff is still responding to a note in the delegate's other notebook
- Crisis notes should be written addressing a fictitious or historical character that the delegate's allocation would logically and realistically be able to contact. For example, Bob Smith, a soy farmer in Indiana, could reasonably contact his cousin Susie, but cannot reasonably contact the President of Bulgaria
- Crisis notes should be written in the first person, in the form of a single letter or communique to the addressee
- Crisis notes should detail actions that the delegate wishes the addressee to take (often on the delegate's behalf) to further the delegate's personal goals in committee

5. Other Crisis Elements

- Other crisis elements, such as trials, war games, and elections may take place in committee at the sole discretion of committee staff
- At such a time when other crisis elements are introduced, the committee staff should provide adequate background information so delegates can participate to the best of their abilities. Should clarification be required, delegates should ask committee staff for more information

Voting:

Procedural Voting

- All votes on motions are procedural unless otherwise stated
- All delegates present must vote on procedural matters. The dais may ask for a re-vote if the total number of yes and no votes do not sum to the number of delegates present
- No abstentions are allowed during procedural voting
- During a procedural vote, the dais will ask all delegates wishing to vote in favor of the matter to raise their placards, followed by all those opposed. At each stage, the dais will count the number of raised placards, and may ask delegates to hold their placards in position as they count

Substantive Voting

- Voting on draft resolutions/directives, specific divisions of the question, and amendments is considered substantive
- All delegates must indicate a yes vote, no vote, or abstention during substantive voting. The dais may ask for a re-vote if the total number of yes votes, no votes, and abstentions do not sum to the number of delegates present.
- Delegates who indicated they were “present and voting” during roll call (at any point prior to the vote, including in prior committee sessions) may not abstain from substantive voting
- During a procedural vote, the dais will ask all delegates wishing to vote in favor of the matter to raise their placards, followed by all those opposed, followed by all abstaining. At each stage, the dais will count the number of raised placards, and may ask delegates to hold their placards in position as they count

Voting by Acclamation

- During a substantive vote for which the rules of procedure call for one or more against speeches (e.g. voting on a draft resolution), the matter on the floor may be eligible to pass by acclamation
- In such a case, the dais must remind the committee that if no delegate speaks against the matter, it will automatically pass by acclamation. The dais must then ask the committee once more if anyone wishes to speak against the matter
- If still no delegate speaks against the matter, then it is automatically passed by acclamation, without need for a tallied vote. Officially, it is considered as though all delegates voted in favor of the matter
- A delegate may also motion to pass any matter that calls for a substantive vote by acclamation. If no delegate rises in opposition to the motion when prompted by the dais, the dais may at their discretion pass the matter by acclamation

Roll Call Voting

- Immediately preceding a substantive vote, a delegate may motion for a roll call vote
- If entertained by the dais, a roll call vote will commence, in which each delegate’s allocation will be called out by the dais, and the delegate will respond with one of the following phrases:
 - Yes
 - No
 - Abstain
 - Pass
 - Yes, with rights
 - No, with rights
- All those who passed during the first roll call will be called again after the first roll call has finished, in the same order in which they passed. No delegate may pass more than once on a given vote, and no delegate may exercise rights or abstain on a given vote after having passed on that same vote
- “With rights” indicates the delegate wishes to explain why they voted the way they did. The dais may afford delegates who vote with rights a brief explanation of their vote after

the vote has been tallied and announced, in the same order in which they originally voted. Voting with rights should only be exercised when a delegate's vote is a significant departure from their stated position on the matter

Motions:

Motion to open debate

- Requires a simple majority and a quorum of $\frac{1}{4}$ of delegates

Motion to set the agenda

- "Motion to set the agenda to Topic A followed by Topic B"
- Requires two speeches in favor and two speeches against
- Requires a simple majority to pass

Motion to open the General Speakers List

- "Motion to open the General Speakers List [with a speaking time of 60 seconds]"
- Requires a simple majority to pass
- The default speaking time for GSL is 90 seconds, with 2 30-second comments.
- Non-default speaking rules may be specified in this motion or in a later ad-hoc motion

Motion to enter an unmoderated caucus

- "Motion to enter an unmoderated caucus for x minutes"
- "Motion for a x minute unmoderated caucus"
- Requires a simple majority to pass

Motion to enter a moderated caucus

- "Motion to enter a moderated caucus for x minutes with y seconds speaking time on the topic of z"
- "Motion for a x/y moderated caucus on z"
- Requires a simple majority to pass
- Must contain a specific topic for discussion
- Total time (x) must be divisible by the speaking time (y)

Motion to extend a caucus

- "Motion to extend the previous un/moderated caucus by x minutes"
- Requires a simple majority to pass
- Must contain a specific time for the extension, not to exceed $\frac{1}{2}$ of the original length of the caucus
- Each caucus may only be extended once

Motion to introduce draft resolutions/directives

- "Motion to introduce draft resolutions/directives on the floor"
- Requires a simple majority to pass
- In GA (and some Specialized) committees, this will prompt a more formal "Author's Panel" style introduction of draft resolutions

- In Crisis committees, this will prompt the dais to read aloud the body of the directive
- The default order of introduction is in the order received by the dais, but the delegate making the motion can specify a non-standard order of introduction

Motion to enter voting bloc

- “Motion to enter voting bloc”
- “Motion to enter voting bloc and vote on directives in reverse order of received, with 1 for, 1 against, 20 second speaking time”
- Requires a simple majority to pass
- May contain non-default voting order and/or non-default for/against specifications

Motion to divide the question

- “Motion to divide the question on draft resolution/directive *x* and vote on clause(s) *y* separately from the rest of the draft resolution/directive”
- Requires a $\frac{2}{3}$ majority to pass
- Indicates the committee’s support to divide certain clauses from the draft resolution/directive. This does *not* substantively enact or kill any clause(s)
- If the motion passes, the division of the question prompts a substantive vote on the specific clause(s) in question (*y*). Once a clause has been voted on during a division of the question, it is immediately removed from the draft resolution/directive
- The dais may allow up to 2 speakers for and 2 speakers against the divided clause(s) at their discretion

Motion to introduce amendments

- “Motion to introduce amendments [with 1 for 1 against, 30 second speaking time]”
- Requires a simple majority to pass
- Prompts the dais to introduce all entertained amendments that have been submitted
- All friendly amendments are automatically added to the draft resolution/directive in question
- All unfriendly amendments are debated (with the default speaking time or with the proposed speaking time) and then delegates take a substantive vote on whether to incorporate the amendment into the draft resolution/directive

Motion to suspend debate

- Requires a simple majority to pass

Motion to adjourn debate

- Requires a simple majority to pass

Points:

Point of Personal Privilege

- This is the only point or motion that can interrupt a recognized speaker
- This point is used in the case of a delegate who is unable to participate fully during the course of committee due to a physical discomfort or constraint

- For example, a delegate may use this point if they need to use the restroom, cannot hear the current speaker, the room is too hot, or they spilled water on themselves.
- The delegate should specify the discomfort/constraint preventing them from participating fully and/or suggest a rectification that could be afforded to them
- “Point of personal privilege, may I step out to use the restroom?”
- “Point of personal privilege, could the dais instruct the current speaker to speak louder?”
- “Point of personal privilege, I can’t hear the speaker”

Point of Order

- This point is used in the case of a delegate who believes that the dais has erred in parliamentary procedure
- The point should specify both the alleged mistake, as well as the alleged correct procedure in a succinct and respectful manner
- “Point of order, I believe the length of a moderated caucus must be divisible by the number of speakers and the length of each speech”
- “Point of order, I believe that a motion to extend a moderated caucus is more disruptive than a motion for a new unmoderated caucus”

Point of Information

- This is not technically a procedural “point,” and may only be entertained by the dais at their discretion
- This is essentially another way to say “I have a question” when the question doesn’t fall into one of the other points or motions in this guide
- Delegates giving GSL speeches may yield to points of information from other delegates
- “Point of information, what time is lunch?”
- “Point of information, I forgot the correct point to make when I have a question about procedure?”

Point of Inquiry

- This is technically a more general form of the standard “Point of Parliamentary Inquiry” that some delegates may be familiar with. A Point of Parliamentary Inquiry is traditionally used for clarification about the current proceedings of the committee
- Point of Inquiry is a catch-all that delegates may use to indicate they have an urgent question for the dais
- “Point of Inquiry, what topic is the committee currently discussing?”
- “Point of Inquiry, is the LAMUN social open to all delegates?”