



# SHEFFIELD INTERNATIONAL MODEL UNITED NATIONS

## RULES OF PROCEDURE - Harvard MUN (HMUN)

### 1. COMMITTEES

The Rules of Procedure described in this document are **NOT** applicable to the following committees: **United Nations Environmental Programme (UNEP)**. Rules of Procedures for the UNEP committee are published in a separate document, published on the website.

### 2. USE OF TECHNOLOGY

Delegates are allowed to use electronic devices in **certain instances** while in committee. This includes: the submission of resolutions, amendments, and working papers through the committee Facebook group. Official notes to the chair must be handwritten following a to and from format. Any other forms of submissions will be rendered unofficial and may not be discussed during committee sessions. Any delegate breaching these rules are subject to official warnings by the Chair or the following secretariat members: Secretary-General, Deputy-Secretary-General, and USG for Delegate Affairs.

### 3. POWERS OF THE SECRETARY-GENERAL

The Secretary-General has the final authority over any and all decisions made during the conference. The Secretary-General, or anyone designated by the Secretary-General, will be responsible for interpreting rules where needed.

### 4. POWERS OF THE CHAIR

The Chair is the leading authority on the interpretation of rules and regulations of the Conference and is responsible for the opening and closure of debate. At their discretion, the Chair has the power to rule any motion that they deem out of order, determine the competence of resolutions, suspend debate and suspend delegates for breach of etiquette. The Chair is under the authority of the Secretary-General.

### 5. LANGUAGE

The official language of the conference is **English**. As such, all delegates are expected to use English during the debate, in notes, and in position papers and resolutions. Delegates are expected to use the third person while referring to themselves or their colleagues.

### 6. ETIQUETTE

All delegates are expected to show courtesy to other delegates, chairs, directors and the Secretariat. This will be reciprocated likewise. The dress code for the conference is business attire. The Chair, at their discretion, has the power to call to order any delegate who fails to show proper etiquette (see Rule 4). The Secretary-General has the power to suspend and/or expel a delegate who fails to show proper etiquette (see Rule 3).

### 7. ATTENDANCE

Delegates are expected to attend ALL committee sessions during the conference. The Chair will take attendance at the beginning of each morning session, and at their discretion, in the



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afternoon sessions. All member nations may answer as “Present” or “Present and Voting”, with the latter implying the delegate will NOT be able to abstain on any substantive vote.

## **8. VOTING**

Each delegate has the right to vote on procedural and substantive votes while in committee. The delegate may vote “in favour”, “against”, or “abstaining” for all substantive votes. All procedural votes will be conducted on a for/against basis, and all delegates are required to vote in these matters.

### **8.1 VOTING PROCEDURE**

Voting procedure refers to the committee conditions when a vote is about to take place. It usually constitutes the following conditions:

- i. No one is allowed to enter or leave the room;
- ii. Amendments are voted upon by order of introduction;
- iii. Each passed amendment is added to the final resolution, and the resolution is then voted on as a whole (including amendments)

### **8.2 MAJORITY RULE**

For any proposal to pass, votes in favour of the proposal must exceed the votes against the proposal. The Chair may ask the committee for any seconds or objections before declaring any proposal as passed or failed.

### **8.3 ROLL CALL VOTE**

In the event that a delegate questions the validity of a vote and requests a roll call vote, the Chair may do so at their discretion.

### **8.4 STRAW POLL**

This is a non-binding poll that can be used for resolutions or amendments to determine the popularity of the issue at hand. This is **not** an official vote.

### **8.5 ORDER OF VOTING**

By default, voting will be conducted in the order resolutions, motions, or amendments were introduced. However, delegates may motion to change the voting order. In order to pass, this motion will rely on Majority Rule (see Rule 8.2).

## **9. APPEALS**

In the event of a delegate disagreeing with the Chair’s ruling, he or she may appeal the decision. In such a case, the committee will elapse into voting procedures (see Rule 8.1), and the committee will have to vote in a 2/3 majority to overturn any decision.

## **10. AGENDA**

Upon the opening of the first session of the day, the Chair will ask delegates to raise motions to set the agenda. Delegates may motion to debate the issues in a specific order. Each motion will require between two and four speakers to speak in favour of and against the motion, followed by voting. If such motion fails, the Chair may set the agenda to debate issues in the opposite order as the motion.



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## 11. SPEAKERS' LIST

Following the setting of the agenda, the Chair will establish a Speakers' List, which will be followed every time the floor is open.

### 11.1 ADDITION TO THE SPEAKERS' LIST

The Chair will periodically ask the committee if they wish to be added to the Speakers' List. The delegates may do so as long as they limit their appearance on the list to one.

### 11.2 TIME

The default time for each delegate on the Speakers' List is **one minute**, but delegates may motion to change this as they please. The Chair also reserves the right to change the default time in the event of time constraints or as they see fit.

## 12. YIELDING

Upon the completion of their speech, the delegate may yield in three ways:

### 12.1 YIELDING TO THE CHAIR

Remaining time is unused, followed by the next delegate once this time has elapsed.

### 12.2 YIELDING TO POINTS OF INFORMATION (POI)

The Chair will call upon the committee to ask the speaker any points of information. The time for POIs is only valid for the time not used to speak by the delegate.

### 12.3 YIELDING TO ANOTHER DELEGATE

Delegates may yield to other delegates, and the country being yielded to must accept the yield in order to speak. There will be **no double-yields** at SheffMUN 2019.

## 13. CAUCUSES

### 13.1 MODERATED CAUCUS

When the Chair opens the floor for motions, delegates may motion for a moderated caucus. They must specify the topic of discussion, the time limit for each speaker, and how much time the caucus will last for (not to exceed 20 minutes). Speakers will be chosen on the basis of raising placards. Extensions to moderated caucuses may be granted as long as the extension time does not exceed the original proposed time, and any motions for extensions will be subject to voting. Majority Rule applies (see Rule 7.2). The entirety of Clause 12 (Yielding) does **not** apply in a moderated caucus.

### 13.2 UNMODERATED CAUCUS

Delegates may motion for an unmoderated caucus. They must specify a general topic of discussion and the total time for the caucus, not to exceed 20 minutes. Extensions may be granted at the Chair's discretion, as long as the Chair feels significant work is done



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in the caucus. Additionally, the extension time must not exceed the original caucus time, and the motion will be subject to voting.

### **14. POINTS**

#### **14.1 POINT OF ORDER**

Raised if delegates believe the Chair has made an error in procedural matters such as order of debate or timekeeping, etc.

- Can be raised at any time by raising placard and calling "Point of Order"
- May not interrupt a speaker
- Should reference something that happened in the immediate time-frame.

#### **14.2 POINT OF PERSONAL PRIVILEGE**

A question raised regarding the delegate's personal needs.

- Can interrupt any and all speeches, especially concerning audibility or a sudden emergency
- Official warnings may be issued at the discretion of the Chair(s) if this point is misused

#### **14.3 POINT OF PARLIAMENTARY INQUIRY**

This point is used to clarify a question pertaining to the Rules of Procedure (ROP), such as clarifying a motion introduced, etc.

- May not interrupt a speaker.

### **15. RIGHT OF REPLY**

If a delegate believes a fellow delegate has questioned the validity of the speaker's claims or their country's sovereignty, the delegate may send a note to the Chair detailing the incident and requesting a right of reply. If granted, the delegates may speak for up to 30 seconds.

The Chair reserves the right to deny this right as they see fit.

### **16. RESOLUTIONS, AMENDMENTS AND WORKING PAPERS**

#### **16.1 WORKING PAPERS**

Working papers are informal documents that contain key points of the issue at hand and may contain potential solutions. They do not require UN formatting standards, and can be used to form the basis of draft resolutions.

#### **16.2 DRAFT RESOLUTIONS**

Draft resolutions are official documents that have the potential to become international law, subject to amendments and voting. They can be introduced by delegates as long as they are approved by the Chair for competency and formatting. In order to meet the competency requirements, a draft resolution will require 18% + 1 of the committee to be signatories to the resolution. Up to three delegates, excluding signatories, can be sponsors of a resolution. During voting, Majority Rule applies (see Rule 8.2).



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## **16.3 AMENDMENTS**

Amendments are proposed changes to clauses in draft resolutions and can be constructive or destructive. They need to be approved by Chairs for competency before they can be introduced to the floor. To meet competency requirements, amendments will need the support of 10% + 1 of the committee. Up to three speakers can speak in favour or against the amendment. During voting, Majority Rule applies (see Rule 8.2).

## **17. TABLING A DEBATE OR RESOLUTION**

Delegates may motion to table a draft resolution or debate on the topic as a whole. Any objection to this motion will result in the Chair entertaining two speakers in favour and 2 against the motion. For tabling resolutions, the committee will vote on that specific resolution. For tabling debate on a topic, the committee will vote on the draft resolution on the floor and then move on to a different topic altogether. In the event of multiple draft resolution being on

the floor, the committee will vote for each draft resolution. The first resolution to pass by Majority Rule (see Rule 8.2) will end the voting procedure altogether. Voting order may be altered by following Rule x.x.

## **18. DIVISION OF THE QUESTION**

Prior to voting, delegates may motion to divide the resolution or amendments into sections (to be specified by the delegate) and vote on them separately. Voting will be conducted on each section separately, and all successful sections will be combined, followed by a vote on the combined resolution or amendment as a whole. Majority Rule applies (see Rule x.x).

## **19. RECONSIDERATION OF PROPOSAL**

If the committee has not passed a resolution on a topic but is still debating the same topic, delegates may motion the committee to reconsider one of the prior resolutions. If passed, this motion will lead to three speakers arguing in favour and against the proposal, followed by a vote on the resolution as a whole.

## **20. PANEL OF AUTHORS**

Upon the introduction of a draft resolution, delegates may motion to host a panel of authors. If successful, the main sponsors of the resolution in question will take the floor and answer questions from the committee regarding clauses in their resolution or question the competency of their resolution. At SheffMUN, a panel shall not last longer than 15 minutes. Delegates may raise their placards if they wish to ask questions.

## **21. ORDER OF PRECEDENCE**

Points take the highest precedence, in the following order:

- a. Point of Personal Privilege
- b. Point of Parliamentary Inquiry
- c. Point of Order

Points are followed by motions in the following order:

- a. Appeals (Rule 8)



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- b. Tabling a Debate of Resolution (Rule 16)
- c. Reconsidering a Proposal (Rule 18)
- d. Introducing Draft Resolutions (Rule 15.2)
- e. Introducing Working Papers (Rule 15.1)
- f. Proposing Amendments (Rule 15.3)
- g. Unmoderated Caucuses (Rule 12.2)
- h. Moderated Caucuses (Rule 12.1)
- i. Changing Speaking Times (Rule 10.2)
- j. Order of Voting (Rule 7.5)
- k. Division of the Question (Rule 17)

### **22. UNITED NATIONS SECURITY COUNCIL**

#### **22.1 COUNTRIES WITH SPECIAL RIGHTS**

The following countries are part of the Permanent Five and have **veto powers**:

- a. People's Republic of China
- b. United States of America
- c. United Kingdom
- d. French Republic (France)
- e. Russian Federation

#### **22.2 VOTING**

Voting in the UN Security Council has additional requirements.

##### **22.2.1 PROCEDURAL VOTING**

Procedural voting will be conducted in accordance with Rule 7.

##### **22.2.2 SUBSTANTIVE VOTING**

Substantive voting will be carried out as a Roll Call vote by default. Delegates, or the Chair, may opt to change it to another format as they see fit. Additionally, the following criteria must be met for a proposal to pass:

- a. 9 members must vote in favour of the resolution or amendment to pass.
- b. In case the Council has less than 15 members, a  $\frac{2}{3}$  minus 1 majority will be required.
- c. All of the Permanent Five must vote in favour of a proposal for it to pass.

### **23. CRISIS**

Crisis at SheffMUN will have slightly different rules.

#### **23.1 USE OF TECHNOLOGY -**

Crisis delegates will be allowed to use their devices to communicate with the Crisis director(s) and Backroom Staff.

#### **23.2 CHAIRS**



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Crisis Chairs will usually have a role to play in committee and will act as the intermediate between the delegates and Backroom/Secretariat. They will still retain the powers as described in Rule 4.

### **23.3 CRISIS SOFTWARE**

SheffMUN will be using *ProBoards* as its crisis software for the 2019 conference. The **USG for Delegate Affairs** will provide an overview of it during the *Delegate Training Workshop* (see schedule on [sheffmun.co.uk](http://sheffmun.co.uk)).

### **23.4 ETIQUETTE**

Crisis will not have moderated and unmoderated caucuses. Delegates will not be required to raise placards to speak and are free to converse amongst themselves as long as the conversation pertains to the crisis at hand. Guidelines established in Rule 6 regarding respect and courtesy still apply.