

SHAWNIGAN LAKE SCHOOL MODEL UNITED NATIONS

# Rules of Procedure

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## General Rules

### Delegate Behavior and Code of Conduct

Delegates will be well-mannered and respectful towards all staff and other delegates. If a delegate feels they have been treated disrespectfully, they are encouraged to speak with any staff or secretariat member.

In order to simulate the atmosphere of the United Nations, we ask that delegates remain professional and conduct themselves appropriately and maturely. Immature and obnoxious behavior will not be tolerated.

The working language of the conference is English. Delegates must refrain from using affected accents during committee.

Roll call will be taken at the beginning of every committee session. If a delegate is aware that they will miss part or all of a committee session, they or their sponsor teacher must inform their Dais staff, verbally or by email.

### Electronic Devices

The use of internet during committees is forbidden, although delegates are permitted to use laptop computers to write working papers and draft resolutions. Delegates are asked to refrain from using their mobile devices during committee sessions. The use of all electronic devices and the internet is permitted outside of committee sessions.

### Dress Code

The dress code of ShawMUN is Western business attire. No jeans, sneakers, or other casual clothes should be worn. Delegates dress should reflect upon the professional aspect of the conference. Staff, Secretariat, and sponsor teachers have the right to ask delegates to change if they feel the delegates in question are in violation of the dress code.

## Rules Governing Debate

### Agenda

The committee commences by setting the agenda. The motion to set the agenda should be in the form of “The delegate of \_\_\_\_\_ moves that topic \_\_\_\_\_ be placed first on the agenda. The delegates of the committee shall vote on this motion, and once passed, the committee will move to the Speakers List.

### Flow of Debate

The Speakers List determines the order of speakers for debate on the topic, except when there is a moderated caucus, moderated caucus, or other interruption approved by the Chair. Between

speakers, delegates may make a point or motion. The Chair will periodically ask if there are any points or motions on the floor. No delegate should interrupt a speaker whilst they are speaking.

### **Moderated Caucus**

A moderated Caucus allows a committee to debate on a specialised aspect of the topic. The delegate who motions for a moderated caucus must specify: 1) The time limit for the caucus, 2) The time limit for individual speeches, and 3) The discussion topic of the caucus. The motion requires a simple majority to pass. Speeches during the moderated caucus must address the discussion topic. If at a time during a moderated caucus there are no delegates wishing to speak, the caucus ends.

### **Unmoderated Caucus**

An unmoderated caucus allows delegates to discuss the topic in a more informal manner and work on draft resolutions. Delegates may leave their seats in order to work and speak with other delegates. The delegate who motions for a moderated caucus must specify: 1) The time limit for the caucus and, 2) The purpose for the caucus. The motion requires a simple majority to pass.

### **Crises**

If there is a simulated crisis, the committee must immediately set aside debate on the topic to address the crisis. After a resolution has been passed addressing the crisis, the committee may return to the prior topic.

### **Postponement and Resumption of Debate**

A delegate may motion for to postpone debate on a draft resolution or amendment. This is also known as “tabling” and requires two speakers for and against and a two-thirds majority to pass. A delegate may motion to resume debate on a tabled draft resolution or amendment. This motion requires a simple majority to pass.

### **Suspension or Adjournment of Debate**

If a delegate motions for suspension of debate, it means that the delegate wishes to postpone debate and all other committee functions until the next committee session.

If a delegate motions for adjournment of debate, it means that the delegate wishes to postpone debate and all other committee functions for the rest of the conference.

A motion for suspension of debate is only in order during the last ten minutes of a committee session. A motion for adjournment of debate is only in order during the last committee session of the conference, in the last ten minutes of the session.

## Rules Governing Speeches

### General Rules pertaining to Speeches

Delegate must wait to be recognized by the chair before addressing the committee. The chair will ensure that all speakers are respectful and adhere to the speaking time, and if not, call the speaker to order.

### Speakers List

There will always be an open speakers list on the topic area being discussed in committee. A delegate may be added to the speakers list at any time. When there are no motions on the floor, the committee goes back to the speakers list.

### Yielding time

#### To the Chair

If delegates have remaining time in their speeches, it is considered polite to yield the remaining time to the chair, if they do not wish to yield it elsewhere.

#### To another delegate

Speakers may yield speaking time to another delegate, who can accept or decline the yield.

#### To questions

A speaker may give up the remainder of their speaking time for other delegates to ask questions. Rhetorical questions and follow up questions are not permitted. The Chair will call upon delegates wishing to ask questions, unless they give that right to the speaker.

Note that delegates should not yield in moderated caucuses.

#### To comments

Speakers may give up the remainder of their speaking time to commenters. Commenters will be selected by their Chair, and their comments must be no longer than thirty seconds of length and they must address the previous speech.

### Right of Reply

A delegate whose feels that they have, or their nation has, been criticized by another delegate may ask for a Right of Reply. Right of Reply is granted at the Chair's discretion and may not last longer than two minutes.

## Rules Governing Points

### **Point of Personal Privilege**

If a delegate is experiencing personal discomfort (the room is too hot/cold, they cannot hear a speaker) they can make a Point of Personal Privilege and the Chair address their discomfort.

### **Point of Order**

A delegate can make a Point of Order if they believe there has been an instance of improper procedure. The Chair may address the Point of Order in whichever way they feel appropriate.

### **Point of Parliamentary Inquiry**

A delegate can make a Point of Parliamentary Inquiry if they are unsure of the Rules of Procedure and want the Chair to clarify a point.

## **Rules Governing Resolutions**

### **Draft Resolutions**

A draft resolution requires sponsors and signatories. Signatories don't have to support the resolution, but wish to see it further discussed in committee, but sponsors must support the resolution. Draft resolutions may be presented to the Chair for approval. More than one draft resolution may be on the floor at one point.

Once the draft resolution has been approved by the Chair, a delegate can motion to introduce it to the committee. If this motion passes, the sponsors of the draft resolution will be invited to read it to the committee and hold a short question and answer period.

After draft resolutions have been introduced, a delegate may motion to move into voting procedure to vote on all draft resolutions. Only one resolution may be adopted per Topic area.

### **Amendments**

No draft resolution is set in stone; delegates may amend all draft resolutions that have been introduced. Amendments, however, may not be amended. Delegates can amend a draft resolution by adding to, deleting from, or revising parts of it. There are two types of amendments:

#### **Friendly amendments**

Friendly amendments have the approval of all the draft resolution sponsors. Once submitted, they are automatically included in the draft resolution.

#### **Unfriendly amendments**

Unfriendly amendments do not have the approval of all the draft resolution sponsors and must be voted on by the committee. A vote to pass the unfriendly amendments requires a two-thirds majority to pass.

## **Precedence of Motions**

When there is more than one motion on the floor, the first motion that the committee passes will take effect. Motions will generally be presented in order from most disruptive to least disruptive.