



# Rules of Procedure

## English Committees

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## a. How to do Research

Before coming to the conference, each delegate must do research on the country he or she is to represent. To this end, a delegate may consult websites similar to "CIA World Factbook" which provide reliable, accurate information on the historical context, economics, government, and geography of his or her country. It may also be useful to refer to the website of the governing body of the country to be represented. It is essential to know the latest and the most useful information about the country that the delegate represents. Here are some questions to guide your research:

### Geography of the country:

- *Capital?*
- *Population?*
- *Location?*
- *Proximity to a maritime area? If so, which?*
- *What are the neighbouring countries? Are they stable?*

### History and politics of the country:

- *For how long has the country been independent?*
- *What is the type of political system of the country?*
- *Is the current regime stable?*
- *If applicable, when are the next elections?*
- *Who is the Head of State or leader of the government?*
- *Important events of the last five years?*

### Culture of the country:

- *Predominant languages?*
- *Religious beliefs?*
- *Different populations or ethnic groups? How are society, politics, the economy, etc. impacted by minority groups and their perception within the country?*

### Economics:

- *Development level?*
- *To which economic or business organizations does the country belong, if any? What are its dependencies and its debts?*
- *What are the natural resources of the country?*
- *Which sector dominates the economy of the country?*

### Place in the international scene:

- *Military independence?*
- *Arsenal?*
- *Alliances?*
- *What are the treaties it has signed?*
- *Is it represented in the Security Council? Was it previously?*

*How do the interests of my country correspond to my specific topics, as well as the overall theme?*



## b. Doing Research According to Your Committee

In order to expand your knowledge of your delegation, it is necessary to be informed of the topics to be addressed in committee. For this, the most reliable source remains the UN website. In the same way as research on the country, you can ask yourself some key questions about the topics. Some of these questions:

- *What are the keywords of the topics? What are their definitions? Are there any resolutions already passed by the United Nations on the subject? Did your country sign them?*
- *When was the last international conference to take place on the subject?*
- *Which commissions / councils / organizations are currently working on the issue?*
- *What are, if any, the previous resolutions that have failed on this topic?*
- *Which countries are most concerned by / have the most vested interest in the subject?*
- *Is my delegation actively trying to find a solution to the issue?*

## II. Debating

At a Model UN conference, there is formal debate as well as informal debate, called **caucusing**.

### a. Formal Debate

During formal debate, delegates have an opportunity to share their views with the entire committee. Delegates make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work. By not knowing the rules of procedure, delegates slow down the debate and hold back their committee's progress.

### b. Moderated Caucus

During a caucus, which is a temporary recess, the rules of procedure are suspended. To go to a moderated caucus, a delegate makes a motion to suspend debate and the committee votes. Caucusing helps to facilitate discussion, especially when there is a long speakers list. A moderated caucus is a mixture of both formal and informal debate. Anyone may speak if they raise their placard and are called on by the .



### c. Unmoderated Caucus

In an unmoderated caucus, delegates meet informally with one another and the committee staff to discuss and negotiate draft resolutions, amendments and other issues.



### III. Points

#### a. Rising to Points

Delegates must first be recognized by the Chair to be able to express their point (Example: There has been a point of information to the Chair. Could the delegate please rise and state his point?). No points require a “second” to be recognized by the Chair and none of the following points can interrupt a speaker, except for a Point of Personal Privilege due to Inaudibility.

#### b. Point of Personal Privilege

A Point of Personal Privilege refers to a delegate’s discomfort that actively prevents him or her from focusing on the debate. It can only interrupt a speaker if it is due to audibility and cannot pertain to the content of the speech or the debate in general.

#### c. Point of Order

A Point of Order refers to an immediate violation of procedural matters. The Chair is responsible for keeping the order of the debate. Should he or she make an error in maintaining order or in abiding by parliamentary procedures, delegates may rise to a Point of Order. This point must be raised immediately after the violation in order took place. It cannot refer to a violation which occurred earlier in the debate. However, Points of Order cannot interrupt a speaker.

#### d. Point of Information to the Speaker

A Point of Information is a question directed to a speaker who has taken the floor and opened himself or herself to points after his or her speech. Points of Information must be put in the form of a question. Delegates cannot make a long statement. There can be no direct dialogue between delegates.

#### e. Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry is a question directed to the Chair asking for brief clarification of rules of procedures.

#### f. Point of Information to the Chair

A Point of Information to the Chair is a question to the Chair that does not refer to a Point of Parliamentary Enquiry, Point of Order, or Point of Personal Privilege. It typically refers to facts and the agenda item being presently discussed (Example: Could the chair please clarify whether Israel signed the NPT or not?).



#### IV. Motions

##### a. Motion to Extend Debate Time

A Motion to Extend the Debate Time can be entertained at the Chair's discretion. The Chair accepts or overrules this motion in compliance with the remaining debate time on the amendment or resolution. It requires a "second" if proposed by a delegate in the house.

##### b. Motion to Move the Previous Question

A Motion to Move the Previous Question asks for the discontinuation of the debate on a resolution/amendment in order to proceed with the voting procedures. It may also be proposed or overruled by a Chair and requires a "second" by the house. If there are objections, the motion should be swiftly voted upon. However, delegates should keep in mind that when discussing an amendment, the Motion to Move the Previous Question would correspond to "moving into time against" the amendment. In this particular case of amendments (when the delegate wishes to move into voting procedures during the "for time of an amendment") delegates should use "Motion to Move Directly into Voting Procedure."

##### c. Motion to Adjourn the Debate

A Motion to Adjourn the Debate asks for the temporary suspension of a resolution, and the postponement of its discussion until after all other submitted resolutions have been debated. The submitter of this motion should make a short speech on why s/he proposed that this item should be tabled. The Chair will then entertain one speaker in favour and one speaker against this motion. It is important to note that motions cannot interrupt a speaker.



## V. Writing a Resolution

### a. Preambulatory Clauses

A preambulatory clause contextualizes the topic (historically and factually) and introduces the elements which make it problematic. It ties the topic to the committee concerned, referring to previous resolutions adopted regarding the topic or any similar topics, whether those resolutions were adopted by the committee or not. These clauses also describe the current situation of the issue at stake and highlight national or international efforts to solve it. Each clause starts with one of the following verbs or similar ones (the verb is to be italicized and each clause must end with a comma):

|                        |                          |                        |
|------------------------|--------------------------|------------------------|
| <i>Acknowledging</i>   | <i>Fully...</i>          | <i>Noting with...</i>  |
| <i>Affirming</i>       | <i>alarmed</i>           | <i>deep concern</i>    |
| <i>Alarmed by</i>      | <i>aware</i>             | <i>regret</i>          |
| <i>Approving</i>       | <i>believing</i>         | <i>satisfaction</i>    |
| <i>Aware of</i>        | <i>Deploring</i>         | <i>Welcoming</i>       |
| <i>Believing</i>       | <i>Guided by</i>         | <i>Pointing out</i>    |
| <i>Bearing in mind</i> | <i>Having ...</i>        | <i>Reaffirming</i>     |
| <i>Confident of</i>    | <i>adopted</i>           | <i>Recalling</i>       |
| <i>Congratulating</i>  | <i>considered</i>        | <i>Recognizing</i>     |
| <i>Convinced of</i>    | <i>devoted attention</i> | <i>Referring</i>       |
| <i>Deeply...</i>       | <i>examined</i>          | <i>Reminding</i>       |
| <i>concerned</i>       | <i>heard</i>             | <i>Seeking</i>         |
| <i>conscious</i>       | <i>studied</i>           | <i>Taking into ...</i> |
| <i>disturbed</i>       |                          | <i>account</i>         |
| <i>regretting</i>      |                          | <i>consideration</i>   |
|                        |                          | <i>Observing</i>       |

### b. Operative Clauses

Operative clauses constitute the body of the resolution. They are the actions that the committee takes or urges its members or others to take. Each clause presents one solution (or one point of a solution) to the topic at hand. These clauses are numbered and usually contain subclauses, and sub- subclauses, so that we could have “Operative Clause 1.b.i... etc...”. They always end with a semicolon, except for the last one, which ends with a full stop. Each operative clause starts with an active verb (always underlined) similar to the ones found in the following list:



|                             |                            |                             |
|-----------------------------|----------------------------|-----------------------------|
| <i>Accepts</i>              | <i>Designates</i>          | <i>Transmits</i>            |
| <i>(Solemnly) affirms</i>   | <i>Draws the attention</i> | <i>Trusts</i>               |
| <i>Approves</i>             | <i>Emphasizes</i>          | <i>Proclaims</i>            |
| <i>Authorizes</i>           | <i>Encourages</i>          | <i>Reaffirms</i>            |
| <i>Calls upon</i>           | <i>Endorses</i>            | <i>(Further) recommends</i> |
| <i>(Strongly) condemns</i>  | <i>Expresses its ...</i>   | <i>Regrets</i>              |
| <i>Confirms</i>             | <i>appreciation</i>        | <i>(Further) reminds</i>    |
| <i>Congratulates</i>        | <i>hope</i>                | <i>Requests</i>             |
| <i>Considers</i>            | <i>(Further) invites</i>   | <i>Supports</i>             |
| <i>Declares accordingly</i> | <i>Notes</i>               |                             |
| <i>Deplores</i>             | <i>Takes note of</i>       |                             |

## VI. Amendments

Amendments must be submitted on the official Amendment Sheet provided by the admins during the committee sessions. They shall only be entertained if the submitter moves the amendment while obtaining the floor. Delegations may make short speeches before moving the amendment. Closed debate will be the debate mode for amendments. If an amendment fails, the submitter of the amendment retains the floor to finish the speech he or she began before moving the amendment. Delegates may vote for, against, or abstain on an amendment.

An amendment of the second degree (an amendment to the amendment) requires the same procedures as regular amendments, and requires a closed debate. If an amendment of the second degree passes or fails, the Chair resumes debate on the amendment of the first degree.

## VII. Voting

During voting procedures, doors must be secured and the admin staff must take their voting positions. Delegates cannot have any private conversation amongst themselves. All motions and points are out of order during voting. Delegates may vote for, against, or abstain at all times except for procedural votes in which they may not abstain.



| <b>Main Motions</b>                       | <b>Explanation</b>                               |
|---|--|
| <b>Point of Personal Privilege</b>        | Inform the Chair about discomfort                |
| <b>Point of Order</b>                     | Inform the Chair of a procedural error           |
| <b>Point of Parliamentary</b>             | Ask the Chair about parliamentary procedure      |
| <b>Inquiry Adjournment of the Meeting</b> | Close the current session until the next session |
| <b>Suspension of the Meeting</b>          | Suspend committee for a certain time             |
| <b>Moderated Caucus</b>                   | Create a formal caucus                           |
| <b>Unmoderated Caucus</b>                 | Create an informal caucus                        |
| <b>Motion to Change Speaking Time</b>     | Change the speaking time in Moderated Caucus     |
| <b>Introduction of a Draft Resolution</b> | Begin debate on a drafted resolution             |
| <b>Introduction of an Amendment</b>       | Begin debate on a drafted amendment              |
| <b>Suspension of Debate</b>               | Stop debate about a specific topic               |
| <b>Resumption of Debate</b>               | Restart debate about a specific topic            |
| <b>Closure of Debate</b>                  | Usually precedes move to voting procedure        |