

Rules of Procedure

I. General Rules

RULE 1 : SCOPE

These rules for each conference of NTU National Model United Nations are self-sufficient, except for the modification provided by the Secretariat and advices by the professors on each meeting. No other rules of procedure are applicable.

RULE 2 : LANGUAGE

English will serve the official language of each conference. Both English and Chinese may be used as the working language.

RULE 3 : DELEGATION

Each member nation will be represented by one to three delegates and one vote on each committee.

RULE 4 : PARTICIPATION OF NON-MEMBERS

The right to speech is limited except on the discretions of the Director.

RULE 5 : STATEMENT BY THE SECRETARIAT

The Secretary-General or the Deputy designated by him/her may at any time make either written or oral statements to the committee.

RULE 6 : GENERAL POWERS OF THE CONFERENCE STAFF

The chair will declare the opening and opening of each meeting. The chair, subject to these rules, will have complete control of the proceedings at any meeting. The chair will also direct discussions, rule on points, and ensure and enforce the observance of these rules. Conference staff members may also advise participants on the possible course of the discussion.

RULE 7 : COURTESY

All participants will show courtesy and respect to the Conference staff and other participants. The chair will call to order to any delegate who fails to order this rule.

II. Rules Governing Debate

RULE 8:AGENDA

The first order of business for the Committee will be the Consideration of the Agenda. The Committee should decide the topic it wishes to discuss.

- . A motion should be made to put a topic area first on the agenda. This motion requires a second.
- . A Speakers List will be established for and against the motion.
- . A motion to close debate will be in order after the Committee has hear two speakers for the motion and two against, or all the speakers on one side and at least two on the opposite side.

- . The Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda.
- . When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed on the agenda.
- . Caucus is not allowed during the Consideration of the Agenda. Also, delegates will not be allowed to yield their time.

RULE 9: DEBATE

After the Agenda has been determined, one continuously open Speakers' List will be established for the purpose of general debate. This Speakers' List will be followed unless procedural motions, amendments, or the introduction of a resolution is made.

Speaker's may speak generally on the Topic Area, or address any resolution currently on the floor.

RULE 10: CAUCUS

Caucuses may be used for informal discussion or negotiations with other representatives. It is a chance to communicate ideas with representatives and to form alliance.

A motion to caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must:

- 1) briefly explain its purpose
- 2) and specify a time limit for the caucus, not to exceed twenty minutes. The Director may suggest an alternative time limit as he/she sees fit. The motion will immediately be put to a vote. A majority of members present and voting is required for passage. The Director may rule the motion out of order and his/her decision is not subject to appeal.

RULE 11: MODERATED CAUCUS

During the general debate, points may arise when national interests are greatly varied. To focus the general debate on a more specific aspect, delegates may motion for a moderated caucus on a certain point. The purpose of the moderated caucus is to have a facilitated debate at critical junctures in the discussion.

In a moderated caucus, the Director will temporarily depart from the Speakers' List and call on delegates to speak at his or her discretion. A motion for caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must:

- 1) briefly explain its purpose
- 2) specify a time limit for the caucus, not to exceed twenty minutes
- 3) and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a majority of members present and voting required for passage. The Director may rule the motion out of order and his decision is not subject to appeal.

RULE 12: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Director may, subject to appeal, deny such a motion. When closure of debate is moved, the Director may recognized up to two speakers against the motion. No speaker in favor of the motion will be recognized.

Closure of debate requires the support of two-thirds of the delegations present. If the Committee is in favor of closure, the Moderator will declare the closure of the debate, and all resolutions and amendments on the floor will be brought to an immediate vote.

RULE 13: SUSPENSION OR ADJOURNMENT OF THE MEETING

When delegates feel the time has come to suspend the meeting for the day, delegates may move for the suspension of the meeting. Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all Committee functions until the next morning, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. When in order, such motions will not be debatable but will be immediately put to the vote and will require a majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.

III. Rules Governing Speeches

RULE 14: SPEAKERS

The Committee will have an open Speakers' List for the Topic area being discussed. Separate Speakers' Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to the Speakers' List by submitting a request in writing to the Chair, provided that the country is not already on the Speakers' List. The names of the next several countries to speak will always be posted for the convenience of the Committee. The Speakers' List for the second topic area will not be open until the Committee has proceeded to that topic. The General Speakers' List of a Topic Area may never be closed.

RULE 15: SPEECHES

No delegate may address a session without having previously obtained the permission of the Director. Permission is obtained in the form of a request in writing. The Director may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to the committee members of staff.

RULE 16: TIME LIMIT ON SPEECHES

The Director may limit the time allotted to each speaker. When a delegate exceeds the allotted time, the Director may call the speaker to order.

RULE 17: YIELDS

After a delegate's speech, there may be time left, a delegate may yield the remaining time to another delegate (from another country), to questions, or to the Chair. When yielding to questions, questioners will be selected by the Director and limited to one question each. Only the speaker's answers to questions will be deducted from the speaker's remaining time. There are no yields on yielded time. No yields are allowed if the delegate's time has expired, or is speaking on a procedural matter.

RULE 18: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may request Right of Reply. A delegate cannot appeal to the Director's decision once it is decided whether or not to grant the Right of Reply. Unless approved by the Director, a delegate granted a Right of Reply may not address the committee. A Right of Reply to a Right of Reply is out of order.

IV. Points

RULE 19: POINTS OF PERSONAL PRIVILEGE

A delegate experiencing personal discomfort to the point of impairing his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege at any time. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

RULE 20: POINTS OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. A point of Order may only interrupt a speaker if the speech itself is not following proper parliamentary procedure.

RULE 21: POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Director a question regarding the rules of procedure. A point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff during caucus.

V. Rules Governing Substantive Issues

RULE 22: WORKING PAPERS

Delegates wishing to write down outlines for resolutions may propose working papers. Working papers are to aid the Committee in discussion and formulation of resolutions. There are no format requirements. Working papers are not official documents, but do require the signature of the Director to be copied and distributed.

RULE 23: RESOLUTIONS

After working papers are discussed, at some point delegates may feel ready to compile a draft resolution from the ideas proposed in working papers. A draft resolution needs to be signed by one-fifth of the number of delegations present and voting at the beginning of the committee session. Then it must be given to the Director. If it receives the approval of the Director the draft resolution will be introduced. Signing a draft resolution does not mean support of the draft resolution. The signer has no other obligations.

RULE 24: INTRODUCING RESOLUTIONS

After the draft resolution has been approved and has been copied and distributed, a delegate may rise to introduce the draft resolution. The delegate may only introduce the draft resolution by reading the operatives of the draft resolution. Only one draft resolution may be passed per Topic Area to become the resolution. A draft resolution will remain on the floor until debate on that specific resolution is postponed, closed, or a resolution on that Topic Area has been passed.

RULE 25: AMENDMENTS

Delegates may amend any draft resolution which has been introduced, as he/she sees fit. To introduce an amendment, it must be signed by one-eighth of the number of delegations present and voting at the beginning of the committee session. It then must be given to the Director to receive approval.

Amendments may not be made to amendments. However, once the draft resolution has been amended, the resolution may be further amended. Pre-ambulatory phrases may not be amended. The final vote on the amendment is procedural-all members present have to vote. (Other than the final vote on the resolution, all other votes are procedural-all delegations are required to vote.)

. An approved amendment may be introduced when the floor is open. General debate will stop and a Speaker's List will be established for and against the amendment.

. Delegates may motion to close the debate after the Committee has heard two speakers for the amendment and two against, or, all the speakers on one side and at least two on the other side. The Director will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure.

. When debate is closed on the amendment, the Committee will move to an immediate vote. After the vote, debate will resume according to the general Speaker's List.

RULE 26: ROLL-CALL VOTING

Any delegate may request a roll call vote after a debate is closed on any resolution or amendment. The motion may be made from the floor, seconded by 10 delegations. A motion for a roll call vote is in order only for the passing of resolutions.

. In a roll call vote, the Director will call countries in alphabetical order starting with a randomly selected member.

. In the first sequence, delegations may vote "Yes," "No," "Abstain," or "Pass." A delegate who does not pass may request the right to explain hi/her vote (to their allies).

. A delegate who passes during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.

. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set by the Director. The Director will then announce the outcome of the vote.

RULE 27: DRAFT RESOLUTION TABLING

A motion to table a resolution will only be in order immediately after entering voting procedure, and before voting has stated on any resolutions. The motion of table a resolution will go immediately to vote while accepted by chair and need a three-fourths majority to pass, and the number of resolutions tabling has no limit.

*Adapted from the Rules of Procedure from the 2003 Harvard World Model United Nations Conference in Heidelberg.