

# JAMIA MILLIA ISLAMIA

## MODEL UNITED NATIONS

DICERN | DISCUSS | DEBATE



# *Rules of Procedure*



This document will serve as the primary rulebook of procedure for the **Jamia Millia Islamia Model United Nations Conference**.

Any contention in the Rules of Procedure between Executive Board members and delegates, between two delegates or between two members of the Executive Board, will be resolved by the Secretariat in reference to this document.



# *Description of Flow of Debate*

## Attendance and Quorum

1. The Secretary General draws up the agenda(s) and its related information which is conveyed to delegates at least two months before the conference.
2. Delegates gather in the pre-decided location of the conference. The Rapporteur announces the start of meeting, five minutes before time.
3. After the committee comes to order, the chairperson announces the start of the roll call. The Rapporteur announces the name of each country/delegation and the delegates respond with either “present” or “present and voting”.
  - i. **The Quorum** is defined by the presence of **one-third (1/3<sup>rd</sup> or 33.34%)** of all the members of the committee, in the case of the United Nations General Assembly.
  - ii. **The Quorum**, in the case of the United Nations Security Council, is defined by the presence of 9 members that must necessarily include the permanent members of the Security Council as stated by the Charter of the United Nations.
  - iii. If, after the roll call has ended, a quorum is established, the Rapporteur will announce that “Seeing more than one-third attendance, this committee has established a Quorum”.
  - iv. **If a committee has not established Quorum, the introduction of business cannot take place.**

## Introduction of Business

4. After the committee has established Quorum, the Chairperson may enquire if any delegates wish to raise motions by saying “Are there any motions on the floor at this time?”
5. A delegate may rise to a **Motion to Set the Agenda** or a **Motion to Set the Order of the Agendas** to introduce business in the council upon the request of the Executive



Board, and only upon one of these motions passing with **simple majority**, the agenda for the council will be decided.

- i. If the business of the meeting contains multiple agendas, and a Motion to Set the Order of the Agendas is not raised, the default order of the agendas as decided by discretion of the Executive Board, will be followed.
6. Delegates may raise their **placards**, such that their country names are visible to the Chairperson, in order to be recognized.

**Note: We now assume that the agenda has been set.**

7. At this time the committee may enter a caucus, or begin formal debate by opening the general speaker's list.

### The Formal Debate – General Speaker's List

8. The Chairperson will initially take in delegates who wish to be added to the General Speaker's List (GSL), by a show of placards. After this, delegates can send chits to the Executive Board to be added to the GSL.
9. One by one, speakers on the GSL will be recognized and will address the committee. By default, each speaker has 90 seconds to speak but this time can be extended or shortened by a motion to do so.
10. If there is any time left after a speaker has spoken, they may yield it to **the Chair, to other delegates or to points of Information.**

### Informal Debate – Caucuses

11. During debate, any delegate may raise a motion, when the Chairperson enquires about motions of , *"to suspend formal debate and enter into a moderated/unmoderated caucus, of a total time [eg: 20 minutes], (and in the case of a moderated caucus) each speaker's time [eg: 60 seconds]"*

### Motions – Suspension of Meeting

12. The meeting may be suspended for a limited amount of time upon request by a delegate or the Chairperson. Such matters will not be debated but will immediately be put to a vote. A suspended meeting is resumed on the same day. This motion is used to break for informal consultations, caucuses both moderated and unmoderated, and for lunch and tea breaks.



## Motions – Adjournment of Meeting

13. During the discussion of any matter, a delegate may motion for the adjournment of the meeting. Such motions will not be debated but immediately put to a vote. Any continued consideration of an item on the agenda will take place at another meeting on another day. This motion can be used at the end of the day.

## Motions – Adjournment of Debate

14. During the discussion of any matter, a delegate may propose the motion to adjourn the debate on the item under discussion. In addition to the proposer of the motion, two delegates may speak for the motion and two delegates may speak against, after which the proposal will be put to a vote. Adjournment of debate ends parts or all of the agenda item being discussed during the conference. This can be used to block action on specific draft resolution and is known as a 'no-action motion'.

## Motions – Closure of Debate

15. A delegate may at any time motion for the closure of debate on the item under discussion, whether or not the delegate has signified their wish to speak. A delegate can motion for this after they feel that sufficient progress has been made on draft resolutions, and they are ready to be adopted by consensus, or to be forced to a vote. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to vote. If the meeting votes in favor of this motion, the Chairperson shall declare the closure of the debate.



# Rules of Procedure

## Article 1 – The Agenda

### Section 1

The provisional agenda for the conference shall be drawn up by the Secretary General and communicated to all delegations at least two months before the start of the conference. Additional items of important and urgent nature may be placed on the agenda during any regular session by the Secretary General, who may do so at his/her discretion.

The provisional agenda of the conference shall/may include

- a) Reports on the themes selected for each conference;
- b) All items, information, documents etc. which the Secretary General deems necessary to put before the delegations;
- c) The order in which issues will be considered in the meeting.

## Article 2 – Speaking in the Committee

### Section 1: Right to be Heard

All delegates, after being recognized by the Chairperson have a right to be heard by the committee and the committee has a duty to hear a delegate who has been recognized by the Chairperson. The Executive Board reserves the right to warn, reprimand or debar delegates who fail to respect and acknowledge a speaking delegate's right to be heard.

### Section 2

No delegate may address the meeting without having previously obtained permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak after adding them to the Speaker's List. The Chairperson may call out a speaker if his or her remarks are not relevant to the subject under discussion.

### Section 3

The committee shall have a default time limit of ninety (90) seconds for each delegate to speak. The default time may be extended to a maximum of 180 seconds or reduced to a minimum of 45 seconds by way of a motion to increase/decrease the time limit. The speaker's time limit for moderated caucuses can be specified in the motion of the caucus itself. Also, each speaker may speak any number of times but not consecutively. **The committee may limit the number of times a speaker is allowed to speak by way of a motion or by discretion of the executive board.**

### Section 4

If, after a delegate has spoken, there remains any time in the time allotted to them, the delegate must yield said time to one of the given three options:

1. Yield to the Chairperson
2. Yield to Points of Information (if any)
3. Yield to another delegate

If a delegate yields to Points of Information, the Chairperson shall decide and announce the number of such Points that will be entertained, according to the amount of time yielded.



## Article 3 – ‘Points’ in the Committee

### Section 1

All delegates are hereby accorded the right to raise the following “Points” during the proceedings of the committee.

#### *Section 1-A: Point of Order (to the Chair)*

##### Clause 1

During the discussion of any matter, a delegate may raise a ‘Point of Order’ if the delegate believes that the Chairperson is not following the Rules of Procedure or not being sufficiently active in ensuring that other delegates do so. The point of order shall be **immediately ruled on** by the Chairperson in accordance with these **Rules of Procedure**. If a delegate feels that the ruling of the Chairperson is incorrect, they may appeal against the ruling and the appeal is voted upon. The decision of the Chairperson can be overruled by a **special majority of the members present and voting**.

If a delegate is still dissatisfied, or the committee hasn’t voted in their favor or they do not wish to request a vote on the matter, they may take the matter to the Secretary General, via a written complaint, who will be summoned to the committee to give a final verdict after due consultation with the Executive Board. **The Secretary General may however decide to uphold the decision of the Executive Board even without considering the matter.**

##### Clause 2

**The Executive Board must, in all cases, consider a Point of Order to the Chair**, irrespective of what stage of debate the committee is in.

#### *Section 1-B: Point of Order (to another delegate)*

##### Clause 1

Any delegate may raise a Point of Order to another delegate when that delegate has made a grave factual inaccuracy in their speech. It may only be used for grave errors, not for those that do not affect the information imparted to the committee. For example, the statement “Pakistan is a great ally of the US because they share borders” deserves a Point of Order (Pakistan and the US do not share borders), but “The world population is 7.01 billion” when it is actually 7.02 billion (numbers made up) does not entertain a Point of Order.

##### Clause 2

Points of Order to other delegates/delegates will be considered during the formal speeches and moderated caucuses (only). However, a delegate must wait until the other delegate has finished speaking to raise a Point of Order.

##### Clause 3

Notwithstanding the points in this section, the Chairperson may, by discretion of the Executive Board, choose to not entertain Points of Order to other delegates, at any time, if they feel that the Points are causing excessive disruption.



### ***Section 1-C: Point of Parliamentary Enquiry***

If delegates feel unsure of an aspect of procedure, or are unsure as to whether or not they can raise a motion for something or the other, they raise may this point and clarify it with the Chairperson.

### ***Section 1-D: Point of Information***

#### **Clause 1**

Any delegate may raise a Point of Information when they wish to seek information from another delegate regarding their speech (only). However such a Point can only be raised when the speaker yields their time to such points or when the Chairperson, by discretion of the Executive Board, allows delegates to raise such points.

#### **Clause 2**

Delegates/delegates may not raise a point of information if the Chairperson has not recognized them and allowed them to do so.

#### **Clause 3**

It is the responsibility of the delegates/delegates to ensure that they don't raise Points of Information on trivial matters and do not misuse this right accorded to them. Only matters pertaining to speeches may be referenced in a Point of Information.

### ***Section 1-E: Point of Personal Privilege***

#### **Clause 1**

Any delegate may raise a Point of Personal Privilege when the delegate experiences personal discomfort, for example they are feeling cold or the speaker is not audible. Delegates should verify the correct way to exit the committee by raising a Point of Parliamentary Inquiry as this is subjective to every Chairperson.

#### **Clause 2**

The Chairperson may suspend the right of delegates to exit the committee by way of Personal Privilege during times that require delegates to be present, for example, during roll calls and during substantive voting.

## **Section 2**

During the course of the debate, the Chairperson may announce the list of speakers and, with the permission of the delegates present (by simple majority), declare the list closed. The Chairperson may however, accord the **Right of Reply** to any member if a speech delivered after the closing of the list makes this desirable.





## **Article 4 – Powers of the Executive Board**

### **Section 1**

The Executive Board consists of the Chairperson, Director, Assistant Director (in some committees) and Rapporteur. In some committees, there will be a President in place of Chairperson and there will be a Vice President in place of a Director.

#### **Section 1-A**

Committee session will be announced open and closed by the Chair who may also propose the adoption of any procedural motion to which there is no significant objection.

#### **Section 1-B**

The Chair, subject to these rules, will have complete control of the proceedings at any meeting and will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points, and ensure and enforce the adherence to these rules.

#### **Section 1-C**

If necessary and given no objections, the Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. All procedural matters in committee are subject to the discretion of the Executive Board.

#### **Section 1-D**

The Chair can also choose to temporarily transfer his or her duties to another member of the Executive Board. Executive Board members may also advise delegations on the possible course of debate.

### **Section 2**

The Executive Board members are delegates of the Secretary General in a committee. In the exercise of these functions, the Executive Board will be, at all times, responsible to, and under the jurisdiction of the Secretary General.

## **Article 5 – Right of Reply**

If a delegate feels that their personal or their country's dignity has been impugned, sullied, offended or otherwise commented upon by another delegate in their speech, they may request the Chairperson to accord them the Right of Reply, by virtue of which the said delegate will be given a limited amount of time (decided by the Chairperson), to reply to such an act of contempt.



## Article 6 – Motions

### **Section 1: Suspension of Meeting**

The meeting may be suspended for a limited amount of time upon request by a delegate or the Chairperson. Such matters will not be debated but will immediately be put to a vote. A suspended meeting is resumed on the same day. This motion is used to break for informal consultations, caucuses both moderated and unmoderated, and for lunch and tea breaks.

### **Section 2: Adjournment of Meeting**

During the discussion of any matter, a delegate may motion for the adjournment of the meeting. Such motions will not be debated but immediately put to a vote. Any continued consideration of an item on the agenda will take place at another meeting on another day. This motion can be used at the end of the day.

### **Section 3: Adjournment of Debate**

During the discussion of any matter, a delegate may propose the motion to adjourn the debate on the item under discussion. In addition to the proposer of the motion, two delegates may speak for the motion and two delegates may speak against, after which the proposal will be put to a vote. Adjournment of debate ends parts or all of the agenda item being discussed during the conference. This can be used to block action on specific draft resolution and is known as a ‘no-action motion’.

### **Section 4: Closure of Debate**

A delegate may at any time motion for the closure of debate on the item under discussion, whether or not the delegate has signified their wish to speak. A delegate can motion for this after they feel that sufficient progress has been made on draft resolutions, and they are ready to be adopted by consensus, or to be forced to a vote. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to vote. If the meeting votes in favor of this motion, the Chairperson shall declare the closure of the debate.

### **Section 5: Order of Procedural Motions**

All motions which are raised together will be voted upon according to their order of disruption, specified in Schedule 1 of this document, whereby the most disruptive motion will be voted upon first. If a motion is adopted, all other motions will be discarded.

## **Schedule 1 – Motions in the Committee According to their Order of Disruption**

Rank	Motion
1	Motion to Closure Debate and Move to Voting on Draft Resolutions
2	Motion for Closure of Debate
3	Motion for Adjournment of Debate
4	Motion for Adjournment of Meeting
5	Motion to Suspend Formal Debate for a definite period of time larger than 20 minutes
6	Motion to Suspend Formal Debate for an Unmoderated Caucus
7	Motion to Suspend Formal Debate for a Moderated Caucus



## Article 7 – Draft Resolutions

### Section 1

Any member state may submit a draft resolution to the Executive Board for which a minimum percentage of support is required which will be decided by the Chairperson on the basis of the **special majority**. However since resolutions are aimed to be adopted by consensus, it is advised that delegates build multilateral support before tabling i.e. submitting, draft resolutions. After submitting a Draft Resolution, the Executive Board will label it with a number.

### Section 2

Amendments on a tabled draft resolution will either be formally submitted in writing to Executive Board, issued as “Amendment to Draft Resolution 1/2/3...” or proposed orally from the floor, if no member objects.

### Section 3

If a draft resolution has three or more amendments submitted for it, the Draft Resolution is rejected.

### Section 4

Voting on a draft resolution is done by calling out each member state’s name and the members answering ‘yes’, ‘no’, or ‘abstain’ (provided they were not marked ‘present and voting’, in which case the delegates will not have the option of abstention). The amendments to a draft resolution (if any), are voted upon first and then the resolution itself.

## Article 8 – Voting in Committee

### Section 1

Each member state of the meeting shall have one vote.

### Section 2

Voting on procedural matters will be done by a ‘show of hands/placards’ and will be accepted by **simple majority**, which will be **50% plus one** of the total members present. Voting on substantive matters/draft resolutions will be done by a roll-call vote and will be accepted by **special majority**, which will be **two thirds** of the total members present. At the beginning of the meeting, the Rapporteur will announce the exact numbers that the simple and special majorities are set at.

### Section 3

After the Chairperson has announced the beginning of voting, no delegate shall interrupt the voting unless on a point of order in connection with the actual voting procedure.

### Section 4

If a vote is equally divided on any matter, the Chairperson shall decide if a second vote shall be taken. If the second vote also results in an equally divided situation, the proposal **shall be rejected**.

