

## Committee Dynamics:

### *Formal Debate:*

The default format of discussion is formal debate, which is governed by the LIMUN Rules of Procedure. During formal debate, delegates may deliver speeches, ask and answer questions, make motions, and raise points before the entire committee. In order to minimize misunderstandings and delays during this phase of debate, it is exceptionally important for delegates to review the rules and understand their use before entering committee sessions. In large committees, the Speakers List can become very long. Yields, comments from the floor, and caucuses can be used to keep the debate current, but a close familiarity with the LIMUN Rules of Procedure is needed to make effective use of these mechanisms.

### *Moderated Caucus:*

A motion for a moderated caucus must specify a topic, speaking time, and duration. If such a motion passes, the moderator will call upon delegates to individually address the committee on a topic specified by the purpose, for a length of time not to exceed the designated speaking time, until the duration of the caucus has expired. During a moderated caucus, no yields or motions will be entertained. This method of debate thus allows the committee to hear a great diversity of opinions in a short period of time, allowing for a more rapid-fire presentation of viewpoints than is normally feasible in formal debate.

### *Unmoderated Caucus:*

A motion for an unmoderated caucus must specify a duration. If such a motion passes, formal debate will be temporarily suspended and delegates will be allowed to meet informally with one another and the committee staff. This method of debate allows delegates with similar ideas to work together on working papers and resolutions without disrupting formal debate.

### *Resolution Writing:*

The resolution writing process consists of four stages: the introduction of working papers, revision, and the introduction of draft resolutions, the introduction of amendments, and, finally, voting procedure.

The introduction of working papers: After the members of the committee have had ample time to discuss and debate their initial views on the topic, ideas will begin to be committed to paper. Often, these working papers will take the form of a brief proposal on one more aspects of the topic under discussion. Like all documents that come before the committee, working papers require the approval of the Chair in order to be distributed to the committee.

Revision and the introduction of resolutions: As in the actual United Nations, the main vehicle of action at HMUN is the resolution, a formal document in which a committee specifies the actions to be taken in order to address a particular topic. After a committee has had ample time to discuss and debate working papers, those papers are revised, combined, and/or reformatted as draft resolutions. In order for a draft resolution to receive approval of the committee Chair, the following criteria must be met:

- A draft resolution must be well-written, concise, and substantive;

- A draft resolution must have the minimum number of signatories as stipulated in the LIMUN Rules of Procedure;
- A draft resolution must be differentiated from any others that have been previously approved.

The introduction of amendments: When a draft resolution is introduced, it is rarely ready for an immediate vote. The amendment process can be used both to strengthen or clarify the operative clauses of a resolution and to change the substance of the resolutions solutions. However, the process of introducing, voting on, and debating amendments is also procedurally technical. In order to ensure that the process is a furtherance of – and not a hindrance to – the committee’s work, delegates should make sure to review the LIMUN Rules of Procedure before voting to introduce an amendment.

Voting Procedure: The final stage in the discussion of a topic area is voting on the draft resolutions and their associated amendments. By adopting a resolution, the committee indicates that its provisions are the best, more feasible solutions to the problems at hand. Discussion of the topic area ends when one comprehensive resolution has been passed. Time permitting, the process then begins again with a new topic area.

# Rules of Procedure:

## General Rules:

1. Scope: These rules apply to all committees, except for modifications provided by the Secretariat, and will be considered adopted in advance of the session.
2. Language: English will be the official and working language of the conference.
3. Delegations: Each member state will be represented by one delegate and shall have one vote on each committee. Representatives of accredited observers will have the same rights as those of full member states, except that they may not sign or vote on resolutions or amendments. The Secretary-General will provide a list of member states and accredited observers for each committee.
4. Participation of Non-Members: A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Chair.
5. Credentials: The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.
6. States by the Secretariat: The Secretary-General or a member of the Secretariat whom he or she designates may at any time make either written or oral statements to the committee.
7. General Powers of the Committee Staff: The Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the chair will have complete control of the proceedings at any meeting. The Chair will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his duties to another member of the committee staff or designates of the Chair. Committee staff members may also advise the delegations on the course of debate. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.
8. Appeal: Any decisions of the Chair, with the exception of those matters for which the LIMUN Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a two-thirds majority. The Chair has ultimate discretion of any ruling, whether it is appealed successfully or not.
9. Quorum: The Chair may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

10. **Courtesy:** Delegates will show courtesy and respect to the committee staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.
11. **Electronic Devices:** No laptops, tablets, cell phones, or other electronic devices may be used in the committee during formal or moderated caucus. Computers may be used in the committee room at the discretion of the Chair.

### **Rules Governing Debate:**

1. **Agenda:** The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. If the committee has only one topic area, the agenda is automatically adopted. To set the agenda:
  - a. A motion should be made to set the agenda to one of the committee's topic areas as stated by the Chair in the committee background guide.
  - b. A speakers list will be established to debate the agenda. No motions for moderated or unmoderated caucuses are permitted during this time.
  - c. A motion to close debate will be in order after the committee has heard at least two speakers, or when the speakers list is exhausted. In accordance with the normal procedure described in Rule 5, a two-thirds majority is required for closure of debate on the agenda.
  - d. When debate is closed, the committee will proceed 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 before the committee.
  - e. When voting procedure on draft resolutions is complete on the first topic area, the second topic area is automatically placed before the committee.
  - f. In the event of an international crisis or emergency, the Secretary-General or his or her representatives may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate on the tabled topic. Until a resolution has been passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or his or her representative.
2. **Debate:** After the agenda has been determined, one continuously open speakers list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussions of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.
3. **Unmoderated Caucus:** An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple

majority is required for passage. The Chair may rule the motion dilatory and his or her decision is not subject to appeal. The Chair may prematurely end an unmoderated caucus if the Chair feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

4. **Moderated Caucus:** The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes for the caucus. Once raised, the motion will be voted on immediately with a simple majority required for passage. The Chair may rule the motion dilatory and his or her decision is not subject to appeal. If the motion passes, the Chair will call on delegates to speak at his or her discretion for the stipulated time. Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The Chair may also decide, subject to appeal, to suspend the caucus early.
5. **Closure of Debate:** When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favor of closure, the Chair will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote. If the speakers list is exhausted and no delegations wish to add their name to the list, debate on the topic at hand is immediately closed.
6. **Suspension or Adjournment 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 meeting, or for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Chair may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.
7. **Postponement and Resumption of Debate:** Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debated by two speakers in favor and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favor and two opposed. Resumption of debate will cancel the effects of postponement of debate.

## Rules Governing Speeches:

1. **Speakers List:** The committee will have an open speakers list for the topic area being discussed. Separate speakers list will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers list by submitting a request in writing to the dais or by “wiggling” their placard, provided that delegation is not already on the speakers list, and may similarly remove their name from the list by a similar request in writing. At his or her discretion (usually only when a new speakers list is opened) the Chair may solicit nations to be added to the speakers list by raising their placard. The speakers list for the second topic area will not be open until the committee has proceeded to that topic.
2. **Speeches:** Not delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time and debate will continue.
3. **Speaking Time:** When any speakers list is opened, the speaking time is automatically set to one minute. Delegates may also make a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.
4. **Yields:** A delegate granted the right to speak from a speakers list may, after speaking, yield in one of three ways to another delegate, to questions, or the dais.
  - a. **Yield to another delegate:** Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate.
  - b. **Yield to questions:** Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker’s answers to questions will be deducted from the speaker’s remaining time.
  - c. **Yield to the Chair:** Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish his or her speech to be subject to comments. The Chair will then move to the next speaker. A yield to the chair is in order, but not automatic, when a speaker’s time has elapsed.
  - d. **Yields are in order only on substantive speeches and not during moderated caucus.**
  - e. **If a delegate has remaining time, but does not yield, the Chair may recognize two 30-second comments from the floor.**
5. **Comments:** If a substantive speech is followed by not yields, the Chair may recognize two delegations, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commenters may not yield. No comments will be in order during debate on procedural motions, moderated caucus, or debate on amendments.
6. **Right or Reply:** A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take

the form of a thirty-second speech. The Chair's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

**Points:**

1. Point of Personal Privilege: Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should only use this power with the utmost discretion.
2. Point of Order: During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chair in accordance with these Rules of Procedure. The Chair may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a point of order may not speak on the substance of the matter under discussion. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.
3. Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chair 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 at an appropriate time.

**Rules Governing Substantive Matters:**

1. Working Papers: Delegates may propose working paper for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Chair to be distributed. Working papers do not have signatories.
2. Resolutions: A resolution may be introduced when it receives the approval of the Chair and is signed by fifteen members in General Assembly committees and eight members in other councils. Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. Resolutions in General Assembly committees require 5 sponsors, while resolutions in other councils require 3. The Chair's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in specific committee rules. More than one resolution may be on the floor at any one time.
3. Introducing Resolutions: Once a resolution has been approved as stipulated above and has been distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorization by the Chair and does not require a substantive vote. The dais staff, time permitting, may choose to read the operative clauses of the

resolution. Immediately after a draft resolution has been introduced and distributed, the Chair may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or closed.

4. Amendments: Delegates may amend any resolution that has been introduced. An amendment must have the approval of the Chair and the signatures of 8 members in the General Assembly and 4 members in other councils. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon.
  - a. An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers list will be established, one for and one against the amendment. Debate will alternate between each list.
  - b. A motion to close debate will be in order after the committee has heard two speakers for the motion and two against the motion or when one of the speakers list is exhausted. In accordance with the normal procedure, the Chair will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
  - c. When debate is closed on the amendment, the committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers list.

### **Rules Governing Voting:**

1. Division of the Question: After debate on a topic area or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the questions means that a specified set of operative clauses may be voted on separately from the rest. Preambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against. This motion requires a simple majority to pass.
  - a. If the motion passes, the Chair will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Chair will arrange them from most severe to least, and each will be voted on, in that order. If no division passes, the resolution or amendment remains intact.
  - b. If any proposal passes, all other proposals are discarded and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each part. After all divided parts have been voted on, those that were voted to be included are recombined into the final draft resolution, which must then be voted upon under regular Rules of Procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

2. **Reordering Resolutions:** The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has close, a delegate may motion to change the order in which resolutions to the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Chair will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded and resolutions will be voted on in that order.
3. **Voting:** Once committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in successions. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” All matters will be voted upon by placards, excepted in the case of a roll call vote. After the Chair has announced the beginning of voting, not delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority vote requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either “Yes” or “No” to the question.
4. **Roll Call Voting:** After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Chair’s decision whether to accept the motion for a roll call vote may not be appealed. Such a motion may be made from the floor and must be seconded by 16 members in General Assembly committees and 8 members in other councils. All substantive votes are roll call votes in the Security Council. Voting will be at the discretion of the Chair in all other committees.
  - a. In a roll call vote, the Chair will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.
  - b. In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights.”
  - c. A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.
  - d. A delegate may only vote with rights if he or she votes “Yes” or “No” in the first round of voting, and if his or her vote appears to constitute a divergence from his or her country’s policy. After all delegates have voted, delegates who had requested the right of explanation will be granted 30 seconds each to explain their votes.
  - e. The Chair will then announce the outcome of the vote.

## **Precedence of Motions**

1. Precedence: Motions will be considered in the following order of preference. If a point or motion is on the floor, points or motions lower on this list are out of order.

1. Parliamentary Points

a. Points that may interrupt a speaker:

i. Points of Personal Privilege

ii. Points of Order

b. Points in order only when the floor is open, i.e. Points of Parliamentary Inquiry

2. Procedural motions that are not debatable:

a. Adjournment of the Meeting

b. Suspension of the Meeting

c. Unmoderated Caucus

d. Moderated Caucus

e. Motions to change the speaking time

f. Introduction of a draft resolution

g. Introduction of an amendment

3. Procedural motions that are not applicable to a resolution or amendment under consideration:

a. Closure of debate

b. Postponement of Debate

c. Reordering Resolutions

d. Division of the Question

4. Substantive motions:

a. Amendments

b. Resolution

5. Other procedural motions, e.g. Resumption of Debate