



Adopted from

**ALUMNI MODEL UNITED NATIONS
CONFERENCE (AMUNC)
RULES OF PROCEDURE**



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This document should be used alongside *NMUN Delegate Preparation Guide*, which provides further details regarding the rules of procedure utilized at NMUN conferences and further contains the full text of the long form rules of procedure.

Note: The volunteer National Model United Nations (NMUN) Secretariat updates this guide annually. The current Secretariat is grateful for the work of predecessors on which we try to improve, and hope these materials continue to evolve to the benefit of delegate preparation and the NMUN Conference experience. © 2014 NMUN/NCCA

The NMUN Rules of Procedure Overview

This guide provides insight into the **NMUN Rules of Procedure** in two ways. The guide explains the rules in simple prose, and the explanation roughly follows the course of an NMUN Conference. In general they follow a standard format. Exceptions include the Security Council (including veto power of the five permanent members); variations on if a body adopts resolutions or reports, and differences in if the documents are adopted by simple majority or some other means (such as consensus).

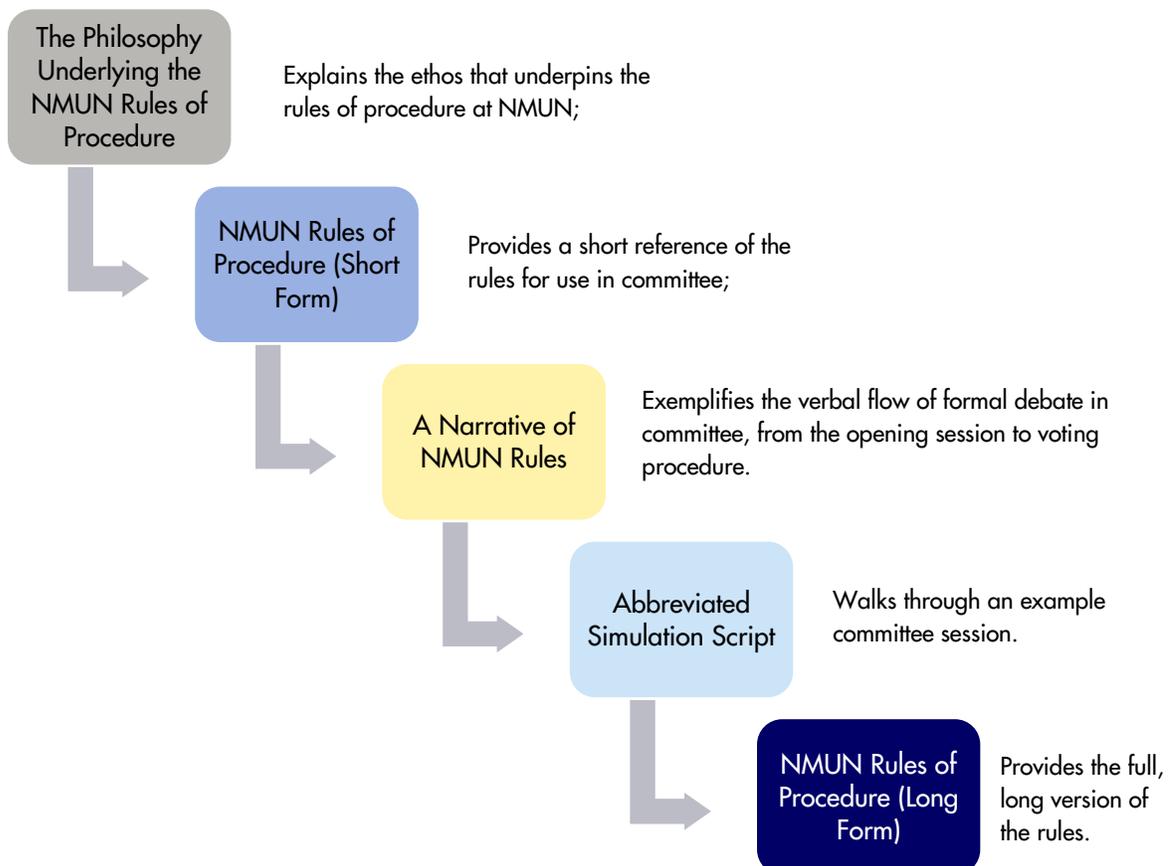
This manual provides a generalized approach to the rules, and you must become aware of the differences that are relevant for your specific committee. For example, some committees do not set an agenda, and some consensus bodies vote once at the end of the week on one final document. It is extremely important to develop a thorough working knowledge of the rules, including when they should be introduced, and in what capacity. The rules of procedure are intended to facilitate the efficient workings of the committee, not to hinder them.

The members of the NMUN Secretariat on the Dais in Committee (Director, Assistant Director and Chair (with the approval of the Director)) reserve the right to rule motions out of order which may be considered dilatory or disruptive to the committee proceedings. In this respect, one of the quickest ways for a delegate to alienate him/herself within a committee is to be labeled as someone who attempts to disrupt committee proceedings with the introduction of redundant, inappropriate, or time-consuming motions.



The rules of procedure are intended to facilitate the efficient workings of the committee, not to hinder them. Therefore, the Director, Assistant Director and Chair (with the approval of the Director) reserve the right to rule motions out of order which may be considered dilatory or disruptive to the committee proceedings

This document is broken down in to the following sections:



The Philosophy Underlying the NMUN Rules of Procedure

The NCCA Board of Directors and the NMUN Secretariat believe that the best way for students to learn about the UN requires both a detailed study of the issues currently before the organization and an understanding of the procedural and administrative framework within which debate on those issues occurs. A realistic simulation of the topics discussed using the actual rules that govern various UN bodies conveys a clear understanding of the advantages and disadvantages of debating topics according to these rules. Delegates also experience the difficulty inherent in reaching agreement on any particular issue at the UN.

NMUN adopts, where possible, the verbatim rules of procedure from the governing documents of each simulated committee, sometimes using wording such as “present and voting” in a different context and/or with a different meaning than generally used in the MUN. Admittedly, a minimal number of changes are necessary; the actual UN need not complete its work in a few days. In cases where the NMUN Secretariat was unable to obtain the rules of procedure from certain organizations, the Deputy Secretaries-General adapted the rules that were felt to offer the most realistic simulation possible. Interpretation of these rules is left to the discretion of the DSGs or their designate.

The rules of procedure at the UN and in other international organizations emphasize the sovereign equality of Member States. Each member, regardless of wealth or political power, receives the same treatment as any other member of the organization. International organizations exercise care to ensure that each Member State’s voice is heard and that every state can participate in the proceedings. The rules of procedure are designed to guarantee those rights.

Quick Reference

The long form of the Rules of Procedure (p. 18) can provide both staff and delegates a great deal of information regarding the use and implementation of the rules. Below is a quick reference for which rules address which topic.

Agenda	Rule 4, 5, 6	Closure of debate	Rule 25
Interpretation	Rule 13	Order of precedence	Rule 26
Quorum	Rule 14	Working Papers	Rule 27, 28, 39
Procedural Votes	Rule 17	Amendments	Rule 27, 28, 38, 39
Point of Order	Rule 18	Reconsideration	Rule 29
Speeches	Rule 19	Moment of silence	Rule 30
Speakers List	Rule 20	Voting	Rule 31, 32, 33, 34, 36
Appeal the Chair	Rule 18	Method of voting	Rule 34
Right of Reply	Rule 21	Explanations of vote	Rule 35
Suspension of the meeting	Rule 22	Majority vote required¹	Rule 33
Adjournment of the meeting, debate	Rule 23, 24	Division of the question	Rule 37

Security Council

Agenda	Rules 6, 7, 8, 9, 10	Closure of debate	Rule 25, 43
Interpretation	Rule 57	Order of precedence	Rule 27
Quorum	Rule 33	Working Papers	Rule 54
Procedural Votes	Rule 46	Amendments	Rule 51, 52, 53,
Point of Order	Rule 35	Reconsideration	Rule 45
Speeches	Rules 21, 37	Moment of silence	Not in Rules
Speakers List	Rule 38	Voting	Rule 50,
Appeal the Chair	Rule 24	Method of voting	Rule 48
Right of Reply	Rule 39	Explanations of vote	Rule 49
Suspension of the meeting	Rule 40	Majority vote required	Rule 46
Adjournment of the meeting, debate	Rule 41, 42	Division of the question	Rule 51

¹ With the exception of committees that require consensus; please see the Cover Letter in your Committee Background Guide for details.

NMUN Rules of Procedure (Short Form)

(In order of precedence)

Motion ²	Purpose	Debate	Vote	Explanation
**Point of Order	Correct an error in procedure	None	None	Refers to a specific rule
**Appeal of the Chair	Challenge a decision of the Chair	None	Majority	Question the Chair's ruling
Suspension of the Meeting	Recess meeting for a defined period	None	Majority	Used to go into informal debate or break for a given time
Adjournment of the Meeting	End meeting	None	Majority	Used only on final day; ends committee for the year
Adjournment of Debate	End debate without a substantive vote	2 pro/ 2 con	Majority	Tables the topic; requires a roll call
Closure of Debate	Vote on all draft resolutions / report segments; move to an immediate vote	2 con	2/3 Majority	Ends all discussion on current topic
**Division of the Question (Used in voting only)	Consider clause(s) separately from rest of draft resolution / report segment			Voted on in order of most to least radical change
	Part I: Procedural vote on if this motion should be considered	2 pro / 2 con	Majority	If passes: Clause(s) removed and voted on separately If fails: No change to clause(s) Clause(s) separated out and voted on as an annex to the original draft resolution
	Part II: Substantive vote to accept / reject separate clauses	None	Majority	If passes: Annex passes If fails: Clause(s) discarded and no longer part of any draft resolution
**Roll Call Vote (Used in voting only)	Vote by roll call, rather than show of Placards	None	None	Automatically granted once requested
**Adopt by Acclamation (Used in voting only)	Adopt a draft resolution / report segment as a body by consensus	None	None	Once motioned Chair must ask if there are any dissensions
Reconsideration	Re-open debate on an issue (Motion must be made by a member who voted for "Adjournment of Debate")	2 con	2/3 Majority	Untables topic that was tabled by "Adjournment of Debate"
*Set the Speakers' Time	Set or change the time allotted to each speaker	2 pro/ 2 con	Majority	It is very rarely used at the UN and may be ruled out of order by the Chair
Close the Speaker's List (also applies to re-opening the list)	No additional speakers can be added to the speakers' list	None	Majority	
Adoption of the Agenda	Approval of agenda order	None	Majority	

² * No motions to set the speakers' time will be accepted during the first committee session; these motions will be accepted in subsequent sessions upon prior approval of the dais.

** Only these Motions are accepted during voting procedure.

A Narrative of NMUN Rules

This narrative is based on the rules of the General Assembly. Although the rules of procedure in many other committees are similar, substantial differences may exist in the procedures of particular committees. Please read this explanation in conjunction with the long form rules of procedure, and any particular variations noted in the Cover Letter in your Committee Background Guide. Ask your Director, Under-Secretary-General, or the Deputy Secretary-General any questions regarding the rules. Also remember that this section of the document is not intended to replace the rules of procedure; it merely explains their application.



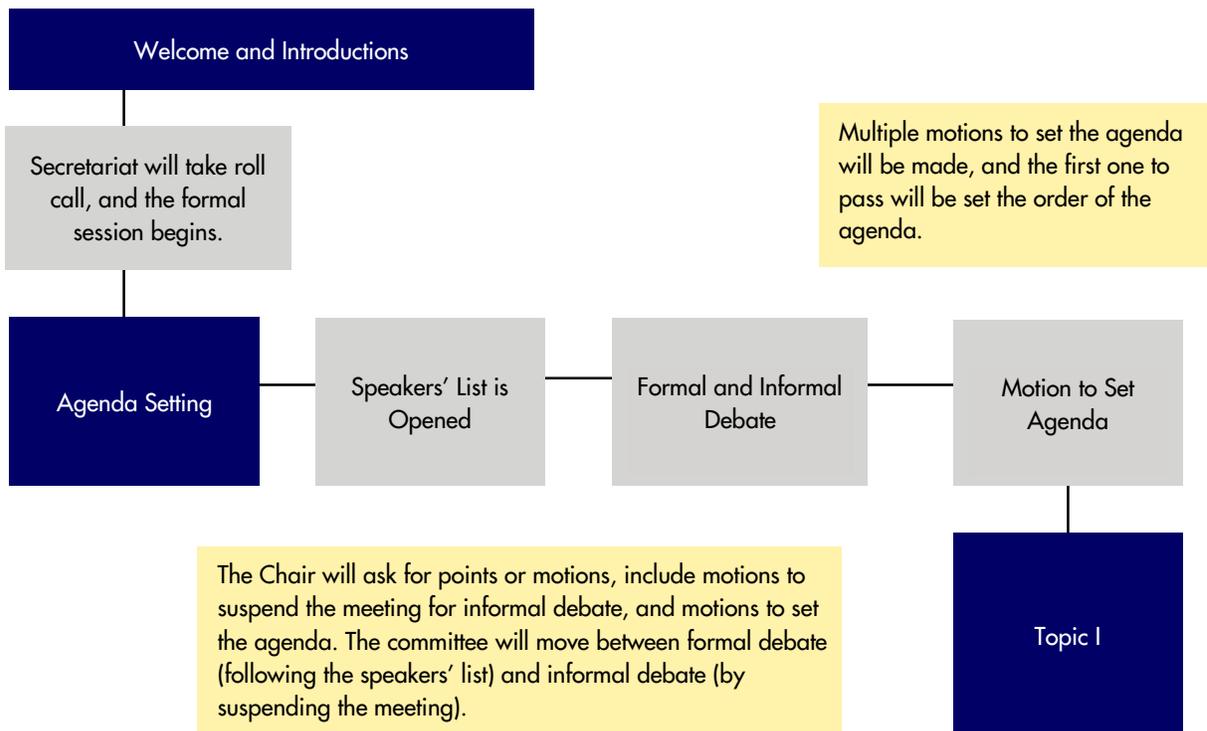
At the NMUN, all motions must relate to a specific rule in a committee's rules of procedure. Unlike *Robert's Rules of Order*, or the rules of procedure at other MUN conferences, point of personal privilege, point of inquiry and point of information do not exist at NMUN.



Why? These procedural motions are common to parliaments or elected congresses but are not used at the United Nations itself. NMUN tries to reflect UN procedure, not train in *Robert's Rules of Order*. Other MUN conferences effectively use points of inquiry to generate additional interaction one might see from domestic politicians. NMUN does not in order to parallel the UN, and to also respect that delegates are speaking as Member States, not as individuals. To ask a pointed question of the speaker could be considered attacking the position of a country, which is not diplomatic protocol. Instead, an alternative perspective can be offered by a different speech and country position.

Flow of the First Committee Session

Below is a flow chart graphically illustrating the flow of the first committee session.



Determining the Agenda

Setting the agenda is the first order of business for most committees. The NMUN Secretariat, in most cases, drafts a provisional agenda of three topics. The committee decides the order in which the topics will be discussed, and debate proceeds in the order determined. The order of the entire agenda, all three topics, is determined with one vote; the committee cannot decide to discuss Topic I and to postpone the decision on the other two topics until debate on Topic I is complete. The committee can alter the originally decided order by amending the agenda, but this is a difficult procedure, requiring a two third majority in favor, which can only be undertaken when none of the topics is currently on the floor.

The Director opens the speakers' list, and delegates on the list address the committee, stating their positions on the topics and preference for an agenda order. The committee typically debates informally on the question of the agenda, and once a majority seems apparent, a delegate will then move to vote on their preferred order. Motions for setting the agenda will be taken one at a time by the Director and voted on in the order received. The first motion to receive the support of a simple majority will be adopted, and the agenda will be set according to the terms of that motion. (Example: "The delegation from France moves to set the agenda in the following order – Topic III, Topic I, Topic II." If this motion receives the support of the majority of the committee, the agenda will be discussed in that order).

Please note several issues that arise in setting the agenda. Some countries may prefer not to discuss a particular issue for political reasons; countries are always free to express a preference about their choice for the agenda order. However, setting the agenda is a relatively minor procedural point in the work of the committee and should not hamper the substantive work of the body. If the committee fails to reach a decision about the agenda by the end of the first night, the Director and the Assistant Director will set the agenda according to its order in the background guide.



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Debate on the Agenda Topics and Motions

Once the agenda has been set, the committee automatically discusses the first topic and a new speakers' list is opened. No motions are necessary for this to occur. The subject matter of the debate is the topic itself and delegates are not limited to discussing resolutions as they appear on the floor. Substantive debate is designed for countries to express their views on the topic area or on any proposals or resolutions that have appeared or may appear in the future.

Delegates will find every valid motion in the rules. This limitation facilitates efficient debate and prevents the dilatory interruption of speakers or other committee procedures. Complaints about room temperature or requests for water, as well as general questions, should be sent to the dais in writing or raised during suspension directly with the dais.

Points of order are strictly limited at NMUN. These must be related to the maintenance of procedure and order in the committee (e.g., to correct an error in procedure). Motions may occur any time when the Chair has not recognized a delegate on the speakers' list. Motions should come at the very beginning or end of sessions, between speakers, or at any other time the dais asks if there are motions from the floor. Points of order are not to interrupt a delegate making a speech during formal debate.

Closure/Adjournment of Debate

A motion to close debate may be made at any time but requires the support of two-thirds of the committee to pass. Following closure, no further speakers will be heard on the topic, no further resolutions or amendments will be accepted, and the committee will immediately move into voting procedure. Please note that, as indicated above, closure of debate also occurs automatically when the speakers' list is exhausted.

If the committee believes that no decision will be reached on a topic and further debate is futile, a simple majority can adjourn debate on (table) the topic. If debate is adjourned, no further discussion of the topic will occur, and no working papers will be accepted on the topic. The committee is precluded from returning to the topic for the rest of the Conference unless there is a successful motion to reconsider the issue. Once debate is adjourned, the committee moves on to begin discussing the next item on the agenda.

Voting Procedure

Following the closure of debate or upon exhaustion of the speakers' list, the committee moves immediately into voting procedure. Absolute decorum is to be maintained in the committee room at all times, it is essential that there is no talking, note passing or moving about the room during voting procedure. While the committee is in voting procedure, only Faculty Advisors/Head Delegates and the NMUN Secretariat will be allowed to enter the committee room. Delegates leaving the room during voting procedure will not be allowed to re-enter. This structure is necessary to ensure efficient explanation of confusing procedural processes and an accurate tally of votes.

Observer delegations and NGOs in a committee are limited in the types of votes that they may cast. Only full members of a committee may cast substantive votes, which are votes on resolutions, amendments, or divided clauses. All other votes in the committee are procedural votes, and all members are required to vote on procedural questions (like motions). Observers and NGOs in a committee may not vote on any substantive matter.

Please be aware that voting procedure is typically a long process, and in a large committee can last for several hours, depending on the number of draft resolutions, amendments and roll call votes. Under no circumstance are breaks allowed during voting procedure, as the procedure must be completed in its entirety before the room is opened. If delegates decide to leave the room during voting procedure, they will not be allowed back in before the end of voting procedure. Voting on resolutions occurs in the order in which they were submitted to the committee. However, before the final vote on a resolution, two significant procedural questions may arise. First, the resolution may be the subject of unfriendly amendments; second, the resolution may be the subject of motions to divide the question in order to highlight particularly important clauses in an Annex.

It is important to note that upwards of 80% of all resolutions adopted in the United Nations are adopted by consensus. Even if Member States don't agree with every clause in a resolution, if they agree with *most* of it, than they will often adopt by acclamation.

Amendments

Before voting on a resolution, the committee considers all unfriendly amendments to that resolution. In the event there is more than one unfriendly amendment to a resolution, the amendments are voted on in order of furthest removed from the substance of the resolution to the least removed. This allows the committee to decide, vote by vote, how much damage they wish to inflict upon the original resolution. It is at the Director's sole discretion to order amendments for a vote. Determinations by the Director concerning the substance of the resolution and relation of amendments to the substance of the resolution are not subject to challenge by the committee. In addition, the Chair will entertain two speakers in favor and two speakers against each unfriendly amendment. Once the committee has voted on all unfriendly amendments to a resolution, the committee debates and votes upon the draft resolution in its entirety, including any unfriendly amendments accepted by the committee.

Division of the Question

Division of the question is one of the more complex rules of procedure at NMUN. Please carefully note the uses of division of the question and the procedure used to divide. Member States use divisions to vote on an entire operative clause or group of clauses (preambular clauses cannot be divided) separately from the rest of a resolution. Please keep in mind that this motion is typically used at the United Nations in order to create an annex. Sometimes, a

particular clause or group of clauses is so significant that Member States believe it must be recognized separately from the rest of the resolution to draw attention to its importance. Good examples are declarations, or treaty texts, where resolutions have only one operative clause (“decides to adopt the following declaration”), and the text of the actual declaration is contained in an annex.

Motions to divide apply only to complete operative clauses or a group of clauses; words or phrases in clauses must be amended (see the above discussion). Immediately before a draft resolution comes to a vote, a Member State may move to divide the question and indicate which clause(s) it would like to consider separately (e.g. “I move to divide out clauses 1 and 2.”). If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the Director.

First vote: The first vote on a division of the question is a procedural vote. In other words, the committee votes on whether or not to consider the clause(s) separately: this requires a simple majority. The Director will accept two speakers in favor of the motion and two speakers against. However, these speakers are required to limit their comments to procedural issues and cannot speak on the substance of any clause(s) in question. If the procedural motion passes, the clause(s) are separated from the resolution and put to a separate substantive vote. No motions except points of order will be taken in between these two votes. If the procedural vote fails, the resolution remains intact, clauses are not divided out, and the committee moves on.

Second vote: The second substantive vote is to decide whether or not to include and highlight the clause(s) separated by the procedural motion. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). In the event that the original resolution (from which the clauses were separated) fails, the annex is still considered accepted by the committee and assumes the code number of the original resolution. If the substantive vote fails, the separated clauses are permanently discarded. Note that if *all* operative clauses are divided out and discarded, the resolution fails. After the committee votes on all divisions, it votes on what is left of the original resolution.

Delegates are reminded that the purpose of the motion is to highlight operative clauses, not to have them deleted from a draft resolution. While this a legitimate interest as such, the correct way to do it, would be by proposing a respective amendment.

MOTION TO DIVIDE THE QUESTION
and consider clause(s) separately from the rest of the resolution.

PROCEDURAL VOTE
to decide whether to proceed with the consideration. Requires 2 pro / 2 con speakers.

PASS
The clause(s) are approved by the committee, and become an annex to the original resolution.

FAIL
The motion to divide the question fails. The clause(s) are not separated and the committee moves on to the next motion.

SUBSTANTIVE VOTE
To decide to annex or discard the clause(s). Requires a simple majority.

PASS
The clause(s) are divided from the resolution, and the committee will proceed to a substantive vote to annex, or discard, the separated clause(s).

FAIL
The clause(s) are discarded, and are no longer any part of the resolution.

Types of Votes: Procedural and Substantive

For a **procedural** vote, the only options are yes or no votes; abstentions are not allowed. In addition, all states must vote on procedural matters. On **substantive** matters (resolutions, amendments, and the second vote on divisions of the question), states may vote yes, no, or abstain. Abstentions are essentially non-votes and are not included in the tally when determining the passage of a resolution; a resolution will pass with a vote of 10 in favor, five opposed, and 170 abstentions. Likewise, in consensus bodies, abstentions do not affect the passage of the final document.

Methods of Voting

Placard and **roll call** are the two permissible types of voting. All **procedural** votes must be taken by placard as there is no roll call option. The NMUN Secretariat will count placards of Member States when they vote on particular issues and announce the result of the vote. A roll call vote may only occur on **substantive** votes, and only if a Member State requests a roll call vote. It is the right of any country to request a roll call vote, and there is no vote on the motion as the motion is automatically honored. The Chair reads the roll and each Member State casts its vote aloud when called upon; countries may pass once, but then must vote in the affirmative or negative when asked again (they may not abstain). Roll call votes typically take quite a long time, particularly in large committees; at the NMUN, these are usually reserved for politically important resolutions or for resolutions on which a very close vote is expected.



For Draft Resolutions / Draft Report Segments, the most common method of adoption is adoption by acclamation, followed by placard vote. The least common method is roll call vote.

Explanations of Voting

A Member State may **explain its vote** on a substantive vote in one particular case: if they were a sponsor and due to an unfriendly amendment substantially changing the draft resolution, they had to vote against the resolution. Delegates may not address the substance of the resolution in question, speaking only to the reasons for their vote. Requests for an explanation of the vote must be submitted in writing **before** debate is closed (except in the case that the unfriendly amendment was unknown to the sponsors). (Please refer to the rules of procedure section in your background guide). After voting on all resolutions, the committee leaves voting procedure and moves on to the next agenda topic.

Abbreviated Simulation Script

Represented Member States:

Brazil	Costa Rica	Cuba	France
Germany	India	Iraq	Kuwait
Lebanon	Libya	Mexico	Myanmar
Norway	Pakistan	Republic of Korea	Russian Federation
South Africa	United States		

[Session Opens]

Chair: “We will now begin formal session. If all delegates will please take their seats, the rapporteur will begin roll call.”

[Roll call]

Rapporteur: “Before we begin roll call, allow me to clarify between the two possible and appropriate responses when your state is called: ‘present’ and ‘present and voting.’ Delegates who identify their status as ‘present and voting’ are not permitted to abstain on any substantive vote while in this session of the committee. Instead, these delegates must vote strictly in favor of or in opposition to any motion before the committee.”

[Proceed with roll call]

“Please be aware that, by definition, an abstention is a non-vote or, on a more objective level, the decision of the delegate to refrain from voting either in favor or in opposition to a particular substantive question. Therefore, it is inconsistent and inappropriate to respond to roll call as ‘present and voting’ if the possibility exists that your state may wish to abstain on a substantive matter. Please also note that all delegates must vote on procedural motions; the dais will not recognize abstentions on any procedural vote.”

[After completing roll call.]

“For those delegates who may have arrived while the roll call was being taken, and whose attendance has not yet been recorded, please send a note forward to the dais to let us know of your arrival and voting status. Please be certain your state’s attendance has been recorded.”

[Setting the Agenda]

Chair: “We will open the speakers’ list to begin deliberations upon setting the agenda. All those who would like to be placed on the speakers’ list, please raise your placards until your state has been recognized.”

[Chair recognizes states while Rapporteur records their order.]

“If any additional members of the committee wish to be placed upon the speakers’ list, please send a note forward to the dais with an explanation in this regard.”

[In large committees, the dais might only recognize the first 10 or so placards raised due to time constraints. Also, please be aware that no state can be placed twice upon the speakers’ list twice; once a delegate has completed allotted speaking time and has been removed from the current list, the delegate may then immediately submit a request to the dais to again be placed upon the list.]

“We will begin debate on the adoption of the agenda. *[First speaker on the list is the delegate from Libya]* “The Chair recognizes the delegate from Libya. You have two minutes to speak on this matter.”

[Libya speaks. The United States of America raises placard to make a motion for suspension of meeting.]

Chair: “The United States is recognized.”

United States: “Yes honorable Chair, the United States of America would like to move to suspend the meeting for a period of 10 minutes for the purpose of informal debate to informally discuss the adoption of the agenda.”

Chair: “Thank you delegate, this motion is in order, however let me remind you it is not necessary to state a purpose for a suspension. A motion has been made to suspend the meeting for a period of 10 minutes. This motion is decided by a simple majority of the committee, and no debate is required. All delegates in favor of the motion to suspend the meeting for a period of 10 minutes, please raise your placards... *[Chair and rapporteur record affirmative votes]* All delegates opposed to this motion, please raise your placards... *[Chair and rapporteur record dissenting votes, tally and compare results]* The motion to suspend the meeting passes. The committee will reconvene in 10 minutes.”

[Suspension of the meeting to discuss setting the agenda; upon reconvening, there are several motions to set the agenda, followed by another motion to suspend the meeting]

Chair: “If all delegates will find their seats, we will bring the committee back to order”. Pause to see if any placards are raised. *[Placards are raised, the Chair chooses India.]* “India, to what point do you rise?”

India: “Honorable Chair, India moves to set the agenda in the following order: Topic I as the first topic to be addressed by the committee, Topic II as the second topic before the committee and Topic III as the final topic to be discussed.”

Chair: “Thank you delegate. A motion has been made to set the committee agenda order as follows: Topic I as the first agenda topic; Topic II as the second topic; and, Topic III as the third topic.” Pause to see if any placards are raised. *[More placards are raised, the Chair selects Germany.]* “The Chair recognizes the delegate from Germany.”

Germany rises and says: “Honorable Chair, Germany would like to make a motion to set the agenda order as follows: Topic II as the first topic for our deliberation; Topic I as the second topic; and Topic III as the third topic.”

Chair: “Thank you, delegate. A second motion has been made to set the committee agenda order as follows: Topic II as the first topic; Topic I as the second topic; and Topic III as the third topic.” Pause to see if any placards are raised. *[Placards continue to appear, Chair recognizes the delegate from Costa Rica.]* “The Chair recognizes the delegate from Costa Rica.”

Costa Rica: “Honorable Chair, the delegation from Costa Rica moves for suspension of the meeting for a period of five minutes to seek additional clarification on these proposals.”

Chair: “Thank you, delegate. That motion is in order at this time. There is a motion on the floor to suspend the meeting for an additional five minutes for the purpose of informal debate”. Pause to see if any placards are raised. *[More placards, Chair recognizes the Brazil.]* “The Chair recognizes Brazil.”

Brazil: “Honorable Chair, point of order: wasn’t there already a motion on the floor to set the agenda?”

Chair: “Yes, thank you delegate. Although I will recognize your point of order, allow me to remind you of the order of precedence, as established within the NMUN Rules of Procedure, which dictates a motion for suspension of the meeting has priority over a motion to adopt the agenda. There is a motion on the floor to suspend the meeting for a period of five minutes for the purpose of informal debate. All delegates in favor of the motion to suspend the meeting for a period of five minutes, please raise your placards... *[Chair and rapporteur record affirmative votes.]*

All delegates opposed to this motion, please raise your placards... *[Chair and rapporteur record dissenting votes, tally and compare results.]* The motion to suspend the meeting passes. The committee will reconvene in five minutes.”

[A Short Form of the NMUN Rules of Procedure is included within this manual (pg. 4). The Short Form lists the most common motions in order of precedence. Motions with a higher level of precedence are listed prior to suspension of the meeting: either an appeal of the decision of the Chair or a point of order to correct a procedural error].

[Delegates break for informal debate.]

Chair: *[After bringing committee back to order]* “There are two motions on the floor at this time for the adoption of the agenda order.” Pause to see if any other placards. *[No placards]* “The committee will consider the first motion for the adoption of the agenda order. That order is as follows: Topic I as the first topic; Topic II as the second topic; and, Topic III as the final topic to be addressed by the committee. This motion is decided by a simple majority vote and there is no debate required. All those in favor of this motion, please raise your placards... *[Chair and rapporteur record vote]* All those opposed, please raise your placards... *[Chair and rapporteur record, tally and compare totals]* By a vote of X in favor and Y opposed, this motion passes and the agenda order has been adopted. *[Restate agenda order]* The committee is now moving into substantive session to address Topic I; will those delegates who wish to be placed upon the speakers’ list for this topic, please raise their placards.”

[Chair will repeat the same process used to establish the speakers’ list on setting the agenda.]

Please note: once a motion to set the agenda has passed, all other motions to set the agenda become dilatory, and no vote is taken. Had the first motion failed, the second motion would have been considered. In the event the second motion had also failed, the committee would have returned to the speakers’ list and continued the process. In addition, whenever the committee finishes voting on the adoption of the agenda or voting procedure on an agenda topic, the speakers’ list is considered exhausted and a new one must be opened.]

[Once agenda is set, the committee begins discussion on Topic I]

[The Chair will open a new speakers’ list on Topic I, add speakers to the list and then proceed with taking points or motions and move between formal and informal session].

[After several days of work, the body has two draft resolutions on the floor and is nearing the end of their session. Members begin to make motions to end debate and move into voting bloc on the two draft resolutions.]

Chair: Pauses to see if any motions. *[Cuba raises placard]* “Cuba.”

Cuba: “Honorable Chair, the Cuban delegation moves for closure of debate.”

Chair: “Thank you delegate. That was a motion by Cuba for closure of debate that motion is in order at this time.” Pause to see if any additional motions. *[Numerous placards are raised]* “The Chair recognizes the delegate from France.”

France: “Honorable Chair, France moves for adjournment of debate.”

Chair: “That was a motion by France for adjournment of debate. Thank you delegate. That motion is also in order at this time. There are now two motions on the floor: one motion for closure of debate and one motion for adjournment of debate”. Pause to see if any additional motions. *[No placards are raised.]*

“There are currently two motions before the committee: a motion for adjournment of debate and a motion for closure of debate. As a reminder, adjournment of debate will result in the immediate end of debate on the topic

currently under consideration the committee will move on to the second agenda topic. This requires speakers for and against and a two-thirds majority to pass. Closure of debate, passed, would mean that the committee would immediately move into voting bloc. To pass this requires two speakers against and a two-thirds majority vote.”

[Due to the serious and complex nature of the final stages prior to voting procedure, in particular, adjournment and closure, the Chair may choose to entertain questions relating to these specific motions.]

“The committee will now consider the motion for adjournment of debate. This motion requires two speakers in favor and two speakers in opposition. Will those delegates wishing to speak in favor of this motion please raise your placards? Those delegates wishing to speak against this motion please raise your placards. *[Speakers allotted fifteen seconds to address the specific procedural motion, not to address the substantive topic]* The committee will now move to a vote on the adjournment of debate. The motion is decided by a simple majority vote. Will those in favor of this motion please raise your placards? All those opposed? *[Members overwhelmingly oppose the motion for adjournment]* The motion for adjournment of debate fails.”

“There is a motion on the floor for closure of debate. This motion requires two speakers in opposition and is decided by a 2/3 majority vote. Before requesting speakers on this motion, please remember that the passage of this motion will formally end debate on this topic and the committee will move immediately into voting procedure. Only two draft resolutions have been formally introduced to the committee; any working papers that have not yet been formally approved by the Director and introduced to the committee will not be considered following closure. Are there any questions regarding this motion? Seeing none, will those delegates wishing to speak in opposition to the motion for closure of debate please raise their placards?”

[The motion for closure of debate allows for only two speakers in opposition. The two delegates selected are allotted fifteen seconds to speak against the specific procedural motion, not the substantive topic.]

[The Chair notes a placard being raised]

Chair: “Brazil.”

Brazil: “Honorable Chair, we move for suspension of the meeting for a period of twenty minutes for the purpose of informal debate.”

Chair: “Thank you delegate. However, that motion is out of order at this time. In explanation: the moment when the dais accepts speakers to address the motion, the committee moves into formal voting procedure on that motion. While the committee is in voting procedure, no further motions can be accepted from the floor until the completion of the vote. We will move to a vote on the motion for closure of debate. Additionally, as a reminder, you do not need to state a reason for a suspension. Again, the motion for closure requires a 2/3 majority vote. Will those delegates in favor of the motion for closure please raise your placards? Will those opposed to the motion please raise your placards? *[Due to the considerable potential for controversy that surrounds this motion Chair and rapporteur record dissenting votes, tally and compare results.]* By a vote of X in favor and Y opposed, the motion for closure of debate passes.”

[The committee closes debate and moves into voting procedure]

“Having moved to closure, the committee is now in formal voting procedure. We will now consider the two draft resolutions before the committee. *[The Chair will identify the draft resolution being considered by code number, in this case, GA/DR/1/1]* The dais has received no requests for amendments to this draft, therefore we will move directly to a vote. Allow me to remind delegates that you must remain seated at all times and there is to be absolutely no further discussion or note passing during these procedures.”

Please note that the Chair will only entertain five specific motions once the committee has moved into voting procedure:

- *A point of order to correct an error in procedure;*
- *An appeal of the decision of the Chair;*
- *A motion for division;*
- *A motion for roll call vote; and*
- *A motion for adoption by acclamation.*

[The Chair notes a raised placard.]

Chair: “Pakistan.”

Pakistan: “Honorable Chair, the Pakistan moves to adopt this resolution by acclamation.”

Chair: “Thank you delegate. That motion is in order. A motion has been made to accept draft resolution GA/DR/1/1 by acclamation. Allow the dais to provide an explanation of this motion before proceeding to a vote: a motion to pass a resolution by acclamation signifies that the committee is in consensus as to the contents of the draft. States intending to vote in favor of or abstain on the draft currently under consideration should generally be in favor of a motion for adoption by acclamation. States considering voting in opposition to the draft under consideration should be opposed to this motion. Is there any opposition to the motion to adopt Draft Resolution 1/1 by acclamation?”

[No placards.]

“Seeing no opposition, the resolution is adopted by the consensus decision of the committee and becomes General Assembly Resolution 1/1.”

[Move on to consideration of next draft resolution.]

“We will now move on to consideration of Draft Resolution 1/2. This is the second and final draft resolution before the committee.”

[Several amendments to the second draft resolution have been received by the dais. Please note: all amendments must be submitted to the Director prior to closure of debate.]

“The dais has received three amendments to this draft: two friendly amendments and one unfriendly. These amendments have been copied and posted. Is there anyone in the committee unaware of these amendments who needs the dais to read them at this time?”

[If necessary, the Rapporteur, who has been diligently keeping track of amendments, will slowly read amendments to the committee. Friendly amendments are entered into the draft without a vote.]

“The committee will now consider the unfriendly amendment. The Chair will recognize two speakers in favor of the amendment and two speakers in opposition. Will those delegates wishing to speak in favor of the unfriendly amendment please raise your placards? Will those wishing to speak in opposition to the amendment please raise your placards?”

[Speakers are provide fifteen seconds to speak on specific amendment.]

“Thank you delegate. We will now move to a vote on the proposed amendment. All those in favor of including this amendment within draft resolution Draft Resolution 1/2 please raise your placards. Those delegates opposed to the inclusion of this amendment please raise your placards. By a vote of X in favor and Y opposed, the amendment passes and will now be entered into the draft resolution as operative clause Z.”

“Before moving to a vote on this draft, are there any motions on the floor?” The Chair may simply pause to see if there are any additional motions; it is not necessary to continually ask for additional points or motions.

“Seeing none, we will now move to a vote on the draft resolution. Will all those delegates in favor of GA/DR/1/2 please raise your placards? Will those delegates opposed to this draft resolution please raise your placards? Will those delegates abstaining from this vote please raise your placards? By a vote of X in favor, Y opposed and Z abstentions, GA/DR/1/2 is adopted by the committee and is now GA/RES/1/2.”

“With the passage of the final resolution, this committee has completed debate upon its first topic. We will now move into the second topic. We will now open the speakers’ list for this topic.”

[The Chair follows the same steps to open a new speakers’ list as before. Committee work begins on the second topic.]

NMUN Rules of Procedure (Long Form)

Introduction

1. These rules shall be the only rules which apply to NMUN Committees, with the exception of the Security Council, and shall be considered adopted by the Committee prior to its first meeting.
2. For purposes of these rules, the Director, the Assistant Director(s), the Under-Secretaries-General, and the Assistant Secretaries-General, are designates and agents of the Secretary-General and Deputy Secretary-General, and are collectively referred to as the “Secretariat.”
3. Interpretation of the rules shall be reserved exclusively to the Deputy Secretary-General or her/his designate. Such interpretation shall be in accordance with the philosophy and principles of the National Model United Nations (NMUN) and in furtherance of the educational mission of that organization.
4. For the purposes of these rules, “President” shall refer to the Chairperson or acting Chairperson of the Committee, which can be any member of the Secretariat or their designate.
5. For the purposes of these rules, “proposal” means any working paper, draft resolution or draft report segment, an amendment thereto, or a portion of a draft resolution or draft report segment divided out by motion;
6. Most committees at NMUN shall be resolution-writing committees, however, should a committee be report-writing, the Secretariat will clarify as such, in the background guide and other delegate preparation materials. For the purposes of the rules, “draft resolution/report segment,” shall be used.
7. The practice of striving for consensus in decision-making shall be encouraged. NMUN also acknowledges it may sometimes be necessary for a Member State to abstain or vote against a draft resolution/report segment it cannot support for policy reasons.

I. SESSIONS

Rule 1 - *Dates of convening and adjournment*

The Committee shall meet every year in regular session, commencing and closing on the dates designated by the Secretary-General.

Rule 2 - *Place of sessions*

The Committee shall meet at a location designated by the Secretary-General.

II. AGENDA

Rule 3 - *Provisional agenda*

The provisional agenda shall be drawn up by the Deputy Secretary-General and communicated to the members of the Committee at least sixty days before the opening of the session.

Rule 4 - *Adoption of the agenda*

The agenda provided by the Deputy Secretary-General shall be considered adopted as of the beginning of the session. The order of the agenda items shall be determined by a majority vote of those present and voting.

The vote described in this rule is a procedural vote and, as such, observers are permitted to cast a vote. For purposes of this rule, those present and voting means those Member States and observers, in attendance at the meeting during which this motion comes to a vote. Should the Committee not reach a

decision by conclusion of the first night's meeting, the agenda will be automatically set in the order in which it was first communicated.

Rule 5 - Revision of the agenda

During a session, the Committee may revise the agenda by adding, deleting, deferring or amending items. Only important and urgent items shall be added to the agenda during a session. Debate on the inclusion of an item in the agenda shall be limited to three speakers in favor of, and three against, the inclusion. Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty days before the opening of a session, may be placed on the agenda if the Committee so decides by a two-thirds majority of the members present and voting. No additional item may, unless the Committee decides otherwise by a two-thirds majority of the members present and voting, be considered until a commission has reported on the question concerned.

For purposes of this rule, the determination of an item of an important and urgent character is subject to the discretion of the Deputy Secretary-General, or his or her designate, and any such determination is final. If an item is determined to be of such a character, then it requires a two-thirds vote of the Committee to be placed on the agenda. The votes described in this rule are substantive votes, and, as such, observers are not permitted to cast a vote. For purposes of this rule, —the members “present and voting” — means members (not including observers) in attendance at the session during which this motion comes to vote.

Rule 6 - Explanatory memorandum

Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum and, if possible, by basic documents.

III. SECRETARIAT

Rule 7 - Duties of the Secretary-General

The Secretary-General or her/his designate shall act in this capacity in all meetings of the Committee.

The Secretary-General, in cooperation with the Deputy Secretary-General, shall provide and direct the staff required by the Committee and be responsible for all the arrangements that may be necessary for its meetings.

Rule 8 - Duties of the Secretariat

The Secretariat shall receive and distribute documents of the Committee to the Members, and generally perform all other work which the Committee may require.

Rule 9 - Statements by the Secretariat

The Secretary-General or her/his designate, may make oral as well as written statements to the Committee concerning any question under consideration.

Rule 10 - Selection of the President

The Secretary-General or her/his designate shall appoint, from applications received by the Secretariat, a President who shall hold office and, *inter alia*, chair the Committee for the duration of the session, unless otherwise decided by the Secretary-General.

Rule 11 - Replacement of the President

If the President is unable to perform her/his functions, a new President shall be appointed for the unexpired term at the discretion of the Secretary-General or her/his designate.

IV. LANGUAGE

Rule 12 - Official and working language

English shall be the official and working language of the Committee during scheduled sessions (both formal and informal) of the Committee.

Rule 13 - Interpretation (oral) or translation (written)

Any representative wishing to address any body or submit a document in a language other than English shall provide interpretation or translation into English.

This rule does not affect the total speaking time allotted to those representatives wishing to address the body in a language other than English. As such, both the speech and the interpretation must be within the set time limit. The language should be the official language of the country you are representing at NMUN.

V. CONDUCT OF BUSINESS

Rule 14 - Quorum

The President may declare a meeting open and permit debate to proceed when representatives of at least one-third of the members of the Committee are present. The presence of representatives of a majority of the members of the Committee shall be required for any decision to be taken.

For purposes of this rule, members of the Committee means the total number of members (not including observers) in attendance at the first night's meeting (session).

Rule 15 - General powers of the President

In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Committee and over the maintenance of order at its meetings. He or she shall rule on points of order. The President may propose to the Committee the closure of the list of speakers, a limitation on the speaker's time and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

Included in these enumerated powers is the power to assign speaking times for all speeches incidental to motions and amendment. Further, the President is to use her/his discretion, upon the advice and at the consent of the Secretariat, to determine whether to entertain a particular motion based on the philosophy and principles of the NMUN. Such discretion should be used on a limited basis and only under circumstances where it is necessary to advance the educational mission of the Conference and is limited to entertaining motions.

Rule 16 - Authority of the Committee

The President, in the exercise of her or his functions, remains under the authority of the Committee.

Rule 17 - Voting rights on procedural matters

Unless otherwise stated, all votes pertaining to the conduct of business shall require a favorable vote by the majority of the members "present and voting" in order to pass.

For purposes of this rule, the members present and voting mean those members (including observers) in attendance at the meeting during which this rule is applied. Note that observers may vote on all procedural votes; they may, however, not vote on substantive matters (see Chapter VI). Every delegation must cast a vote in procedural votes. Further, there is no possibility to abstain or pass on procedural votes

Rule 18 - Points of order

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Such points of order should not under any circumstances interrupt the speech of a fellow representative. They should be used exclusively to correct an error in procedure. Any questions on order arising during a

speech made by a representative should be raised at the conclusion of the speech, or can be addressed by the President, sua sponte (on her/his own accord), during the speech. For purposes of this rule, the members present and voting mean those members (including observers) in attendance at the meeting during which this motion comes to vote.

Rule 19 - Speeches

No representative may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

In line with the philosophy and principles of the NMUN, in furtherance of its educational mission, and for the purpose of facilitating debate, the Secretariat will set a time limit for all speeches which may be amended by the Committee through a vote if the President, at his or her discretion, decides to allow the Committee to decide. In no case shall the speaker's time be changed during the first scheduled session of the Committee. Consequently, motions to alter the speaker's time will not be entertained by the President. The content of speeches should be pertinent to the agenda as set by the Committee.

Rule 20 - List of Speakers

Members may only be on the list of speakers once but may be added again after having spoken. During the course of a debate, the President may announce the list of speakers and, with the consent of the Committee, declare the list closed. Once the list has been closed, it can be reopened upon by a vote of the Committee. When there are no more speakers, the President shall declare the debate closed. Such closure shall have the same effect as closure by decision of the Committee.

The decision to announce the list of speakers is within the discretion of the President and should not be the subject of a motion by the Committee. A motion to close the speakers' list or reopen (if the list has already been closed) is within the purview of the Committee and the President should not act on her/his own motion.

Rule 21 - Right of reply

If a remark impugns the integrity of a representative's State, the President may permit that representative to exercise her/his right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

For purposes of this rule, a remark that impugns the integrity of a representative's State is one directed at the governing authority of that State and/or one that puts into question that State's sovereignty or a portion thereof. All interventions in the exercise of the right of reply shall be addressed in writing to the Secretariat and shall not be raised as a point of order or motion. The reply shall be read to the Committee by the representative only upon approval of the Secretariat, and in no case after voting has concluded on all matters relating to the agenda topic, during the discussion of which, the right arose. The right of reply will not be approved should it impugn the integrity of another State.

Rule 22 - Suspension of the meeting

During the discussion of any matter, a representative may move the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. Delegates should not state a purpose for the suspension.

This motion should be used to suspend the meeting for lunch or at the end of the scheduled board session time. Delegates should properly phrase this motion as "suspension of the meeting," and provide a length of time when making the motion.

Rule 23 - Adjournment of the meeting

During the discussion of any matter, a representative may move to the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting time.

As this motion, if successful, would end the meeting until the Committee's next regularly scheduled session the following year, and in accordance with the philosophy and principles of the NMUN and in furtherance of its educational mission, the President will not entertain such a motion until the end of the last meeting of the Committee.

Rule 24 - Adjournment of debate

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

Rule 25 - Closure of debate

A representative may at any time move the closure of debate on the item under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the Committee favors the closure of debate, the Committee shall immediately move to vote on all proposals introduced under that agenda item.

Rule 26 - Order of motions

Subject to Rule 18, the motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

1. To suspend the meeting;
2. To adjourn the meeting;
3. To adjourn the debate on the item under discussion;
4. To close the debate on the item under discussion.

Rule 27 - Proposals and amendments

Proposals and amendments shall normally be submitted in writing to the Secretariat. Any proposal or amendment that relates to the substance of any matter under discussion shall require the signature of twenty percent of the members of the Committee [sponsors and signatories]. Sponsors of proposals are the primary authors of the proposal; signatories are delegations that wish to debate the proposal.

The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Committee unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated.

If the sponsors agree to the adoption of a proposed amendment, the proposal shall be modified accordingly and no vote shall be taken on the proposed amendment. A document modified in this manner shall be considered as the proposal pending before the Committee for all purposes, including subsequent amendments.

For purposes of this rule, all proposals shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Committee by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers.

Along these lines, and in furtherance of the philosophy and principles of the NMUN and for the purpose of advancing its educational mission, representatives should not directly refer to the substance of a working paper during formal speeches, as they have not been circulated to the entire body. Delegates may, however, refer to the general issues contained within the working paper by highlighting their priorities and goals for the topic at hand.

After approval of a working paper, the proposal becomes a draft resolution/report segment and will be copied by the Secretariat for distribution to the Committee. Upon approval of a working paper as a draft resolution/report segment it is permissible to refer to the document in a formal speech. Draft resolutions/report segments are the collective property of the Committee and, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all representatives in some form. Should delegates wish to withdraw a working paper, draft resolution/report segment from consideration, this requires the consent of all sponsors.

Rule 28 - *Withdrawal of motions*

A motion may be withdrawn by its proposer at any time before voting has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

Rule 29 - *Reconsideration of a topic*

When a topic has been adjourned, it may not be reconsidered at the same session unless the Committee, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately. The President may limit the time to be allowed to speakers under this rule.

Rule 30 - *Invitation to silent prayer or meditation*

In the immediate period after the opening of the meeting and preceding the closing of the final meeting, the President may invite the representatives to make a motion to observe a moment of silence dedicated to prayer or meditation.

VI. VOTING

Rule 31 - *Voting rights*

Each member of the Committee shall have one vote.

This rule applies to substantive voting on amendments, draft resolutions/report segments, and portions of draft resolutions/report segments divided out by motion. As such, all references to member(s) do not include observers, who are not permitted to cast votes on substantive matters.

Rule 32 - *Request for a vote*

A proposal or motion before the Committee for decision shall be voted upon if any member so requests. Where no member requests a vote, the Committee may adopt proposals or motions without a vote.

For purposes of this rule, proposal means any draft resolution/report segment, an amendment thereto, or a portion of a draft resolution/report segment divided out by motion. Just prior to a vote on a particular proposal or motion, the President may ask if there are any objections to passing the proposal or motion by acclamation, or a member may move to accept the proposal or motion by acclamation. If there are no objections to the proposal or motion, then it is adopted without a vote. Adoption by “acclamation” or “without a vote” is consistent not only with the educational mission of the conference but also the way in which the United Nations adopts a majority of its proposals.

Rule 33 - *Majority required*

1. Unless specified otherwise by the Secretariat in the Cover Page of the Committee Background Guide, decisions of the Committee shall be made by a majority of the members present and voting.
2. For the purpose of tabulation, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

All members declaring their representative States as “present and voting” during the attendance roll call for the meeting during which the substantive voting occurs, must cast an affirmative or negative vote, and cannot abstain on substantive votes.

3. Should the NMUN Secretariat inform the Committee that decisions will be made by consensus, this shall apply to matters of substance. If consensus is not attainable when an issue comes up for decision, the President shall make every effort to facilitate achievement of consensus. If the President determines that consensus is not possible, the Committee shall take the decision by a two-thirds majority of the members present and voting.

The Cover Letter in the Committee Background Guide will detail whether or not the Committee will make decisions by consensus. Further, the NMUN Secretariat will announce this during Committee session.

Rule 34 - Method of voting

The Committee shall normally vote by a show of placards, except that a representative may request a roll-call, which shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is randomly selected by the President. The name of each member shall be called in any roll-call, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”

Only those members who designate themselves as present or present and voting during the attendance roll call, or in some other manner communicate their attendance to the President and/or Secretariat, are permitted to vote and, as such, no others will be called during a roll-call vote. Any representatives replying pass must, when requested a second time, respond with either a yes or no vote. A pass cannot be followed by a second pass for the same proposal or amendment, nor can it be followed by an abstention on that same proposal or amendment.

When the Committee votes by mechanical means, a non-recorded vote shall replace a vote by show of placards and a recorded vote shall replace a roll-call vote. A representative may request a recorded vote. In the case of a recorded vote, the Committee shall dispense with the procedure of calling out the names of the members.

The vote of each member participating in a roll call or a recorded vote shall be inserted in the record.

Rule 35 - Explanations of vote

Representatives may make brief statements consisting solely of explanation of their votes after the voting has been completed. The representatives of a member sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended, and the member has voted against the proposal or motion.

All explanations of vote must be submitted to the President in writing before debate on the topic is closed, except where the representative is of a member sponsoring the proposal, as described in the second clause, in which case the explanation of vote must be submitted to the President in writing immediately after voting on the topic ends. Only delegates who are sponsors of a draft resolution/report segment that has been adopted with an unfriendly amendment, whom subsequently voted against the draft resolution/report segment may explain their vote.

Rule 36 - Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

For purposes of this rule, there shall be no communication among delegates, and if any delegate leaves the Committee room during voting procedure, they will not be allowed back into the room until the Committee has convened voting procedure. Should a delegate who is also serving as Head Delegate leave the room, they may reenter but they may not retake their seat and participate in the vote.

Rule 37 - Division of proposals and amendments

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or of an amendment should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. If an objection is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

For purposes of this rule, most radical division means the division that will remove the greatest substance from the draft resolution/report segment, but not necessarily the one that will remove the most words or clauses. The determination of which division is most radical is subject to the discretion of the Secretariat, and any such determination is final.

Rule 38 - Amendments

An amendment is a proposal that does no more than add to, delete from, or revise part of another proposal. Permission to speak on the amendment shall be given only to two speakers in favor and two speakers against.

An amendment can add, amend, or delete entire operative clauses, but cannot in any manner add, amend, delete, or otherwise affect preambular clauses or sub-clauses of operative clauses. The President may limit the time to be allowed to speakers under this rule. These speeches are substantive in nature.

Rule 39 - Voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.

For purposes of this rule, furthest removed in substance means the amendment that will have the most significant impact on the draft resolution/report segment. The determination of which amendment is furthest removed in substance is subject to the discretion of the Secretariat, and any such determination is final.

Rule 40 - Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the Committee decides otherwise, be voted on in the order in which they were submitted.

Rule 41 - The President shall not vote

The President shall not vote but may designate another member of her/his delegation to vote in her/his place.

VII. CREDENTIALS

Rule 42 - Credentials

The credentials of representatives and the names of members of a delegation shall be submitted to the Secretary-General prior to the opening of a session.

Rule 43 - Authority of the General Assembly

The Committee shall be bound by the actions of the General Assembly in all credentials matters and shall take no action regarding the credentials of any member.

VII. PARTICIPATION OF NON-MEMBERS OF THE COMMITTEE

Rule 44 - Participation of non-Member States

The Committee shall invite any Member of the United Nations that is not a member of the Committee and any other State, to participate in its deliberations on any matter of particular concern to that State. A State thus invited shall not have the right to vote, but may submit proposals which may be put to the vote on request of any member of the body concerned.

If the Committee considers that the presence of a Member invited, according to this rule, is no longer necessary, it may withdraw the invitation. Delegates invited to the Committee according to this rule should also keep in mind their role and obligations in the Committee that they were originally assigned to. For educational purposes of the NMUN Conference, the Secretariat may thus ask a delegate to return to his or her board when his or her presence in the Committee is no longer required. Delegates may request the presence of a non-member of their board simply by informing the President that this is the desire of the body, there is no formal procedural process.

Rule 45 - Participation of national liberation movements

The Committee may invite any national liberation movement recognized by the General Assembly to participate, without the right to vote, in its deliberations on any matter of particular concern to that movement.

National liberation movements are only represented at NMUN in two ways: (1) if their delegation has been assigned explicitly the national liberation movement itself; or (b) should the Security Council wish to hear from a representative of the movement in their deliberations, the Secretariat shall provide the appropriate representative.

Rule 46 - Participation of non-governmental organization and intergovernmental organizations

Representatives of non-governmental organizations/intergovernmental organizations accorded consultative observer status by the Economic and Social Council and other non-governmental organizations/intergovernmental organizations designated on an ad hoc or a continuing basis by the Committee on the recommendation of the Bureau of the Economic and Social Council, may participate, with the procedural right to vote, but not the substantive right to vote, in the deliberations of the Committee on questions within the scope of the activities of the organizations.

NMUN will assign delegations an NGO instead of a Member State upon request. Delegates representing NGOs may engage actively in the Committee but may not sponsor working papers.

NMUN Rules of Procedure (Long Form) - United Nations Security Council

Introduction

1. These rules shall be the only rules which apply to Security Council and shall be considered adopted by the Council prior to its first meeting.
1. For purposes of these rules, the Director and the Assistant Director are designates and agents of the Secretary-General and Deputy Secretary-General, and are collectively referred to as the “Secretariat.”
2. Interpretation of the rules shall be reserved exclusively to the Deputy Secretary-General or her/his designate. Such interpretation shall be in accordance with the philosophy and principles of the National Model United Nations (NMUN) and in furtherance of the educational mission of that organization.
3. For the purposes of these rules, “President” shall refer to the Chairperson or acting Chairperson of the Council, which can be any member of the Secretariat or their designate.
4. The practice of striving for consensus in decision-making shall be encouraged. NMUN also acknowledges it may sometimes be necessary for a Member State to abstain or vote against a resolution it cannot support for policy reasons.

I. MEETINGS

Rule 1

Meetings of the Security Council shall, with the exception of the periodic meetings referred in rule 4, be held at the call of the President any time he or she deems necessary.

Rule 2

The President shall call a meeting of the Security Council at the request of any of its members.

Rule 3

The President shall call a meeting of the Security Council if a dispute or situation is brought to the attention of the Security Council under Article 35 or under Article 11 (3) of the Charter of the United Nations, or if the General Assembly makes recommendations or refers any questions to the Security Council under Article 11 (2), or if the Secretary-General brings to the attention of the Security Council any matter under Article 99.

Rule 4 - *Periodic meetings*

Periodic meetings of the Security Council called for in Article 28 (2) of the Charter shall be held at least once a year at such times the Security Council may decide.

The meeting at NMUN should be considered a periodic meeting

Rule 5 - *Meeting location*

Meetings of the Security Council shall normally be held at the seat of the United Nations.

Any member of the Security Council or the Secretary-General may propose that the Security Council should meet at another place. Should the Security Council accept any such proposal, it shall decide upon the place and the period during which the Council shall meet at such a place.

II. AGENDA

Rule 6

The Secretary-General, or his or her designate, shall immediately bring to the attention of all representatives on the Security Council all communications from States, organs of the United Nations, or the Secretary-General concerning any matter for the consideration of the Security Council in accordance with the provisions of the Charter.

Rule 7 - *Adoption of the agenda*

The first item of the provisional agenda for each meeting of the Security Council shall be the adoption of the agenda.

The vote described in this rule is a procedural vote and, as such, it requires nine votes in favor to pass in accordance with Article 27 (2) of the United Nations Charter. The veto does not apply for procedural votes. All must vote on procedural votes. Should the Council not reach a decision by conclusion of the first night's meeting, the agenda will be automatically set in the order in which it was first communicated.

Any item of the agenda of a meeting of the Security Council, consideration of which has not been completed at that meeting, shall, unless otherwise decided, automatically be included in the agenda of the next meeting.

Rule 8 - *Periodic meetings – circulation of the agenda*

The provisional agenda for each periodic meeting shall be circulated to the members of the Security Council by the Secretary-General at least twenty-one days before the opening of the meeting. Any subsequent change in or addition to the provisional agenda shall be brought to the notice of the members at least five days before the meeting. The Security Council may, however, in urgent circumstances, make additions to the agenda at any time during a periodic meeting.

For purposes of this rule, the determination of an item as "urgent" is subject to the discretion of the Members of the Council. If an item is determined to be of such a character, then it requires nine votes in favor to be placed on the agenda. The votes described in this rule are substantive votes. For purposes of this rule, — the members "present and voting" — means members (not including observers) in attendance at the session during which this motion comes to vote.

Rule 9 - *Amending of the agenda*

Under urgent circumstances the agenda of a meeting of the Security Council may be amended.

For purposes of this rule, the determination of an item as "urgent" is subject to the discretion of the Members of the Council. If an item is determined to be of such a character, then it requires nine votes in favor to be placed on the agenda. The votes described in this rule are substantive votes. For purposes of this rule, — the members "present and voting" — means members (not including observers) in attendance at the session during which this motion comes to vote.

III. REPRESENTATION AND CREDENTIALS

Rule 10

Each member of the Security Council shall be represented at the meetings of the Security Council by an accredited representative. The credentials of a representative of the Security Council shall be communicated to the Secretary-General not less than twenty-four hours before he or she takes her/his seat on the Security Council. The credentials shall be issued either by the Head of State or of the Government concerned or by its Minister of Foreign Affairs. The Head of Government or Minister of Foreign Affairs of each member of the Security Council shall be entitled to sit on the Security Council without submitting credentials.

Rule 11

Any Member of the United Nations not a member of the Security Council and any State not a Member of the United Nations, if invited to participate in a meeting or meetings of the Security Council, shall submit credentials for the representative appointed by it for this purpose.

IV. PRESIDENCY

Rule 12 - *Selection of the President*

The Secretary-General or her/his designate shall appoint, from applications received by the Secretariat, a President who shall hold office and, inter alia, chair the Council for the duration of the session, unless otherwise decided by the Secretary-General.

Rule 13 - *Replacement of the President*

If the President is unable to perform her/his functions, a new President shall be appointed for the unexpired term at the discretion of the Secretary-General or her/his designate.

V. SECRETARIAT

Rule 14 - *Duties of the Secretary-General*

The Secretary-General shall act in that capacity in all meetings of the Security Council. The Secretary-General may authorize a deputy to act in his place at meetings of the Security Council.

Rule 15 - *Oral and written statements*

The Secretary-General or her/his designate, may make either oral or written statements to the Security Council concerning any question under consideration by it.

Rule 16 - *Secretariat*

The Secretary-General shall provide the staff required by the Security Council. This staff shall form a part of the Secretariat.

Rule 17 - *Notification of meetings*

The Secretary-General shall give to representatives on the Security Council notice of meetings of the Security Council and of its commissions and committees.

Rule 18 - *Duties of the Secretariat*

The Secretary-General or her/his designate shall be responsible for the preparation of documents required by the Security Council and shall, except in urgent circumstances, distribute them at least forty-eight hours in advance of the meeting at which they are to be considered.

VI. CONDUCT OF BUSINESS

Rule 19 - *Order of speakers*

The President shall call upon representatives in the order in which they signify their desire to speak.

The President shall indicate the method in which they shall add speakers to a speakers' list. One common method is by asking delegates to place their placards vertically to indicate the desire to speak.

Rule 20 - *Subsidiary entities*

The Security Council may appoint a commission or committee or a rapporteur for a specified question.

Rule 21

The President may accord precedence to any rapporteur appointed by the Security Council. The Chairman of a commission or committee, or the rapporteur appointed by the commission or committee to present its report, may be accorded precedence for the purpose of explaining the report.

Rule 22 - *Appeal the Chair*

If a representative raises a point of order, the President shall immediately state his ruling. If it is challenged, the President shall submit his ruling to the Security Council for immediate decision and it shall stand unless overruled.

Rule 23 - Closure of debate

A representative may at any time move the closure of debate on the item under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the Council favors the closure of debate, the Council shall immediately move to vote on all proposals introduced under that agenda item.

Rule 24 – Proposals and amendments

Proposals and amendments shall normally be submitted in writing to the Secretariat. Any proposal or amendment that relates to the substance of any matter under discussion shall require the signature of twenty percent of the members of the Committee [sponsors and signatories]. Sponsors of proposals are the primary authors of the proposal; signatories are delegations that wish to debate the proposal.

The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Committee unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated.

If the sponsors agree to the adoption of a proposed amendment, the proposal shall be modified accordingly and no vote shall be taken on the proposed amendment. A document modified in this manner shall be considered as the proposal pending before the Committee for all purposes, including subsequent amendments.

For purposes of this rule, all proposals shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Committee by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers.

Along these lines, and in furtherance of the philosophy and principles of the NMUN and for the purpose of advancing its educational mission, representatives should not directly refer to the substance of a working paper during formal speeches, as they have not been circulated to the entire body. Delegates may, however, refer to the general issues contained within the working paper by highlighting their priorities and goals for the topic at hand.

After approval of a working paper, the proposal becomes a draft resolution and will be copied by the Secretariat for distribution to the Committee. Upon approval of a working paper as a draft resolution it is permissible to refer to the document in a formal speech. Draft resolutions are the collective property of the Committee and, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all representatives in some form. Should delegates wish to withdraw a working paper or draft resolution from consideration, this requires the consent of all sponsors.

Rule 25 - Order of motions

The following motions shall have precedence in the order named over all principal motions and draft resolutions relative to the subject before the meeting:

1. To suspend the meeting;
2. To adjourn the meeting;
3. To adjourn the meeting to a certain day or hour;
4. To refer any matter to a committee, to the Secretary-General or to a rapporteur;
5. To postpone discussion of the question to a certain day or indefinitely.

Any motion for the suspension or for the simple adjournment of the meeting shall be decided without debate.

As the motion to adjourn the meeting, if successful, would end the meeting until the Council's next regularly scheduled meeting the following year, and in accordance with the philosophy and principles of

the NMUN and in furtherance of its educational mission, the President will not entertain such a motion until the end of the last meeting of the Council.

Rule 26

It shall not be necessary for any motion or draft resolution proposed by a representative on the Security Council to be seconded before being put to a vote.

Rule 27 - *Withdrawal of motions*

A motion or draft resolution can at any time be withdrawn so long as no vote has been taken with respect to it.

Rule 28 - *Order of voting on proposals*

If two or more amendments to a motion or draft resolution are proposed, the President shall rule on the order in which they are to be voted upon. Ordinarily, the Security Council shall first vote on the amendment furthest removed from the original proposal and then on the amendment next furthest removed until all amendments have been put to the vote, but when an amendment adds or deletes from the text of a motion or draft resolution, that amendment shall be voted on first.

Rule 29 - *Participation by Member States of the United Nations in Council Meetings*

Any Member of the United Nations which is not a member of the Security Council may be invited, as the result of a decision of the Security Council, to participate, without vote, in the discussion of any question brought before the Security Council when the Security Council considers that the interests of that Member are specially affected, or when a Member brings a matter to the attention of the Security Council in accordance with Article 35 (1) of the Charter.

The Secretariat will determine which specific member of a delegation to approach. If the Council considers that the presence of a Member invited according to this rule is no longer necessary, it may withdraw the invitation again. Delegates invited to the Council according to this rule should also keep in mind their role and obligations in the committee that they were originally assigned to. For educational purposes of the NMUN Conference, the Secretariat may thus ask a delegate to return to his or her committee when his or her presence in the Council is no longer required.

Rule 30 - *Participation by non-Member States in Council meetings*

The Security Council may invite members of the Secretariat or other persons, whom it considers competent for the purpose, to supply it with information or to give other assistance in examining matters within its competence.

For the purposes of this rule, this, in most cases, invitations will be in line with Articles 31 and 32 of the Charter, which state that members whom are particularly affected by a situation under consideration or a party to a dispute under consideration may address the Council as observers. Should this be the case for a delegate, the Secretariat will inform them in line with Rule 31.

Rule 31 - *Quorum*

The President may declare a meeting open and permit debate to proceed when representatives of at least nine members of the Council are present. The presence of nine representatives of the Council shall be required for any decision to be taken.

Rule 32 - *General powers of the President*

In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Council, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Council and over the maintenance of order at its meetings. He or she shall rule on points of order. The President may propose to the Council the closure of the list of speakers, a limitation on the speaker's time and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

Included in these enumerated powers is the power to assign speaking times for all speeches incidental to motions and amendment. Further, the President (will be referred to as "Chair" at the conference) is to use her/his discretion, upon the advice and at the consent of the Secretariat, to determine whether to entertain a particular motion based on the philosophy and principles of the NMUN. Such discretion should be used on a limited basis and only under circumstances where it is necessary to advance the educational mission of the Conference and is limited to entertaining motions.

Rule 33 - Points of order

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Such points of order should not under any circumstances interrupt the speech of a fellow representative. They should be used exclusively to correct an error in procedure. Any questions on order arising during a speech made by a representative should be raised at the conclusion of the speech, or can be addressed by the President, on her/his own accord, during the speech. For purposes of this rule, the members present and voting mean those members (including observers) in attendance at the meeting during which this motion comes to vote.

Rule 34

A representative may not, in rising to a point of order, speak on the substance of the matter under discussion.

Rule 35 - Speeches

No representative may address the Council without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

In line with the philosophy and principles of the NMUN, in furtherance of its educational mission, and for the purpose of facilitating debate, the Secretariat will set a time limit for all speeches which may be amended by the Council through a vote if the President, at his or her discretion, decides to allow the Council to decide. In no case shall the speaker's time be changed during the first scheduled session of the Council. Consequently, motions to alter the speaker's time will not be entertained by the President during the first session. The content of speeches should be pertinent to the agenda as set by the Council.

Rule 36 - List of Speakers

Members may only be on the list of speakers once but may be added again after having spoken. During the course of a debate, the President may announce the list of speakers and, with the consent of the Council declare the list closed. Once the list has been closed, it can be reopened upon by a vote of the Council. When there are no more speakers, the President shall declare the debate closed. Such closure shall have the same effect as closure by decision of the Council

The decision to announce the list of speakers is within the discretion of the President and should not be the subject of a motion by the Council. A motion to close the speakers' list or reopen (if the list has already been closed) is within the purview of the Council and the President should not act on her/his own motion.

Rule 37 - Right of reply

If a remark impugns the integrity of a representative's State, the President may permit that representative to exercise her/his right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

For purposes of this rule, a remark that impugns the integrity of a representative's State is one directed at the governing authority of that State and/or one that puts into question that State's sovereignty or a portion thereof. All interventions in the exercise of the right of reply shall be addressed in writing to the Secretariat

and shall not be raised as a point of order or motion. The reply shall be read to the Council by the representative only upon approval of the Secretariat, and in no case after voting has concluded on all matters relating to the agenda topic, during the discussion of which, the right arose. The right of reply will not be approved should it impugn the integrity of another State.

Rule 38 - Suspension of the meeting

During the discussion of any matter, a representative may move the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. Delegates should not state a purpose for the suspension.

This motion should be used to suspend the meeting for lunch or at the end of the scheduled Council session time. Delegates should properly phrase this motion as “suspension of the meeting,” and provide a length of time when making the motion.

Rule 39 - Adjournment of the meeting

During the discussion of any matter, a representative may move to the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the Council shall reconvene at its next regularly scheduled meeting time.

As this motion, if successful, would end the meeting until the Committee’s next regularly scheduled session the following year, and in accordance with the philosophy and principles of the NMUN and in furtherance of its educational mission, the President will not entertain such a motion until the end of the last meeting of the Committee.

Rule 40 - Adjournment of debate

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

Rule 41 - Closure of debate

A representative may at any time move the closure of debate on the item under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the Council favors the closure of debate, the Council shall immediately move to vote on all proposals introduced under that agenda item

Rule 42 - Withdrawal of motions

A motion may be withdrawn by its proposer at any time before voting has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

Rule 43 - Reconsideration of a topic

When a topic has been adjourned, it may not be reconsidered at the same session unless the Council, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately. The President may limit the time to be allowed to speakers under this rule.

VII. VOTING

Rule 44 - Majority required

Voting in the Security Council shall be in accordance with the relevant Articles of the Charter and of the Statute of the International Court of Justice.

According to Article 27(2) of the Charter, decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine members. Article 27(3) states that all (substantive) decisions shall be made by an affirmative vote of nine members including the concurring votes of the permanent members, which is interpreted as to refer to no vetoes.

Rule 45 - Request for a vote

A proposal or motion before the Council for decision shall be voted upon if any member so requests. Where no member requests a vote, the Council may adopt proposals or motions without a vote.

For purposes of this rule, proposal means any draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion. Just prior to a vote on a particular proposal or motion, the President may ask if there are any objections to passing the proposal or motion by acclamation, or a member may move to accept the proposal or motion by acclamation. If there are no objections to the proposal or motion, then it is adopted without a vote. Adoption by "acclamation" or "without a vote" is in line not only with the educational mission of the conference but also the way in which the United Nations adopts a majority of its proposals.

Rule 46 - Method of voting

The Council shall normally vote by a show of placards, except that a representative may request a roll-call, which shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is randomly selected by the President. The name of each member shall be called in any roll-call, and one of its representatives shall reply "yes," "no," "abstention," or "pass."

Only those members who designate themselves as present or present and voting during the attendance roll call, or in some other manner communicate their attendance to the President and/or Secretariat, are permitted to vote and, as such, no others will be called during a roll-call vote. Any representatives replying pass must, when requested a second time, respond with either a yes or no vote. A pass cannot be followed by a second pass for the same proposal or amendment, nor can it be followed by an abstention on that same proposal or amendment.

Rule 47 - Explanations of vote

Representatives may make brief statements consisting solely of explanation of their votes after the voting has been completed. The representatives of a member sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended, and the member has voted against the proposal or motion.

All explanations of vote must be submitted to the President in writing before debate on the topic is closed, except where the representative is of a member sponsoring the proposal, as described in the second clause, in which case the explanation of vote must be submitted to the President in writing immediately after voting on the topic ends. Only delegates who are sponsors of a draft resolution that has been adopted with an unfriendly amendment, whom subsequently voted against the draft resolution, may explain their vote.

Rule 48 - Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

For purposes of this rule, there shall be no communication among delegates, and if any delegate leaves the Council room during voting procedure, they will not be allowed back into the room until the Council has convened voting procedure. Should a delegate who is also serving as Head Delegate leave the room, they may reenter but they may not retake their seat and participate in the vote.

Rule 49 - Division of proposals and amendments

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or of an amendment should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. If an objection is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in

favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

For purposes of this rule, most radical division means the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses. The determination of which division is most radical is subject to the discretion of the Secretariat, and any such determination is final.

Rule 50 - Amendments

An amendment is a proposal that does no more than add to, delete from, or revise part of another proposal. Permission to speak on the amendment shall be given only to two speakers in favor and two speakers against.

An amendment can add, amend, or delete entire operative clauses, but cannot in any manner add, amend, delete, or otherwise affect preambular clauses or sub-clauses of operative clauses. The President may limit the time to be allowed to speakers under this rule. These speeches are substantive in nature.

Rule 51 - Voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.

For purposes of this rule, furthest removed in substance means the amendment that will have the most significant impact on the draft resolution. The determination of which amendment is furthest removed in substance is subject to the discretion of the Secretariat, and any such determination is final.

Rule 52 - Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the committee decides otherwise, be voted on in the order in which they were submitted.

Rule 53 - The President shall not vote

The President shall not vote but may designate another member of her/his delegation to vote in her/his place.

VIII. LANGUAGE

Rule 54 - Official and working language

English shall be the official and working language of the Security Council during scheduled sessions of the Council.

Rule 55 - Interpretation (oral) or translation (written)

Any representative wishing to address any body or submit a document in a language other than English shall provide interpretation or translation into English.

This rule does not affect the total speaking time allotted to those representatives wishing to address the body in a language other than English. As such, both the speech and the interpretation must be within the set time limit. The language should be the official language of the country you are representing at NMUN.