Rules of Procedure

# I. Sessions and Meetings

## Rule 1 – Date of Sessions

The conference will be in session annually on a date decided by the Board of Directors and the Secretariat, generally during the spring of that year.

## Rule 2 – Location of Sessions

The conference shall convene at Marian University in the Stayer Building, with committee rooms being announced by the Secretariat.

# II. Agenda

## Rule 3 – Setting of the Agenda

The agenda of the Committee will be a topic decided by the Dais in association with the Secretariat. The topic will immediately be on the table at the beginning of session for consideration by the body.

## Rule 4 – Revising of the Agenda

The body may set a new agenda once discussion on the initial agenda has been exhausted and draft resolutions have been voted upon. The new agenda must be accepted in a procedural vote for “Adoption of the Agenda” with a majority vote.

# III. Secretariat

## Rule 5 – Members of the Secretariat

The Secretariat shall be made up of a Secretary General and Deputy Secretary General appointed by consensus of the Board of Directors and members of the planning committee.

## Rule 6 – Role of the Secretary General

The Secretary General shall lead the staff of the conference under supervision of the Board of Directors. The Secretary General shall be the direct contact for faculty advisors during the duration of the conference.

## Rule 7 – Rule of the Deputy Secretary General

The Deputy Secretary General shall assist the Secretary General in leading staff of the conference under supervision of the Board of Directors. The Deputy Secretary General shall be the direct contact for delegates during the duration of the conference.

# IV. Dais

## Rule 8 - Members of the Dais

The Dais shall be made up of a Director (Chair) and an Assistant Director (Rapporteur/Legal) appointed by the Secretariat with approval by the Board of Directors.

## Rule 9 - Role of the Director

The Director shall facilitate discussion and procedure within their assigned committee. The Director shall maintain decorum, call speakers, edit draft resolutions, and regulate the duration of motions.

## Rule 10 - Role of the Assistant Director

The Assistant Director shall assist the Director in facilitating discussion and procedure within their assigned committee. The Assistant Director shall maintain the speakers list and motions list, record roll call, and edit draft resolutions.

# V. Language

## Rule 11 – Official Working Language

The official working language of the conference shall be English, both verbally and written. The policy applies during both formal and informal session, along with all times outside of committee session through the duration of the conference.

## Rule 12 - Decorum

All attending delegates, faculty advisors, and staff are expected to remain diplomatic and respectful of fellow attendees. Should a delegate feel threatened, harassed, or disrespected by another member of the body, they are asked to speak with the Dais or Deputy Secretary General who will promptly investigate the matter. The human rights record of a Member State is not an acceptable rationale for disrespectful behavior. Violations of the policy may result in ineligibility for awards and in severe cases, ejection from the conference.

# VI. Conduct of Business

## Rule 13 – Quorum

The quorum of all committees shall be one-third of attending delegates present at roll call. Formal session may not convene until quorum is met. Voting shall not take place unless quorum has been met.

## **Rule 14 – Roll Call**

At the beginning of each session, the Dais will take roll call. The Director shall call upon Member States alphabetically. The called-upon delegate shall respond “present” or “present and voting”. Declaring oneself “present” allows them to abstain during voting procedure, while declaring oneself “present and voting” forfeits the right to abstain. A delegate must respond to roll call to be eligible to vote. If a delegate misses roll call, they can declare their attendance status to the Dais during informal session.

## Rule 15 - General Powers of the Dais

In addition to those previously addressed in [Rules 9](#_Rule_9_-) & [10](#_Rule_10_-), the Dais has the power to declare the opening and closing of committee session, proclaim motions dilatory at their discretion, put questions to vote, make announcements of results and decisions, and a right to interject speakers as necessary.

The Dais holds authority on procedure of the committee and all points of order, only overruled by the Secretariat. The Dais may suggest motions of the body but can not add them to the motions list themselves. Motions the Dais may suggest include setting the speaker’s time, suspension of the meeting, and closure of debate.

The Dais may modify the rules of procedure without a vote from the body only if changes must be made to permit delegates to remain on conference schedule.

## Rule 16 – Authority of the Committee

The Dais shall act first, as a facilitator of the Committee, and second, the leader of the session, only when necessary. The Dais holds authority over decorum and what motions are dilatory, although delegates can question whether an error in procedure has occurred through a “point of order”.

## Rule 17 - Point of Order

A delegate has the right to call a point of order at any time during formal session and voting procedure. The delegate shall declare their observed error in procedure and the Dais will audit whether an error has occurred. If an error has occurred, the Dais will thank the delegate and correct the error as the Dais sees fit. If not, the Dais will rule it dilatory and return to procedure.

## Rule 18 - Speeches

No delegate may address the Committee during formal session without being recognized by the Dais. The order in which delegates will be recognized shall be noted on the speakers list. The Dais may interject between and during speeches given by delegates to provide information and declare speeches out of order. Delegates shall not speak for longer than the allotted speaker’s time. Speeches are to remain relevant to the agenda of the Committee. Speakers which are out of order may be excused by the Dais.

## Rule 19 - Speakers List

The Assistant Director shall maintain a speakers list which is always visible to the body. Delegates may not be on the list more than once at a time. At the beginning of each session the Dais will ask for delegates wishing to speak. Those who raise their placard shall be added to the speakers list in the order they are recognized. Delegates may add or re-add their names to the speakers list by sending a note to the Dais during formal session and speaking to the Assistant Director during informal session.

When the speakers list is exhausted, the Committee shall automatically move into voting procedure as discussion has concluded. Delegates may motion to close the speaker’s list, which prevents new names from being added to the speakers list. The motion prepares the body to imminently move into voting procedure once the remaining speakers list is exhausted.

## Rule 20 - Right of Reply

Should a Member State make a defamatory statement about another, the Member State who is the subject of the defamation has the right to reply in defense of the claim. The Dais holds authority over whether a statement is defamatory. The Member State who is the subject of defamation is not required but permitted to reply. Should a Member State accept the right of reply, they are placed first on the speakers list and recognized by the Dais immediately. The right of reply speech should focus on disproving the defamatory statement.

## Rule 21 - Adjournment of the Meeting

At the end of closing ceremony, delegates may motion for the adjournment of the meeting. The motion is only in order at the end of the conference when the Secretariat asks for any points or motions. The motion will be voted upon by a placard vote. If a majority is observed by the Secretariat, the conference shall adjourn until the next meeting of the committees the following year.

## Rule 22 - Closure of Debate

When the Dais asks for points or motions, a delegate may motion for closure of debate. The motion ends discussion of the topic and immediately moves the body into voting procedure on all accepted draft resolutions. The motion requires a two-thirds majority to pass.

## Rule 23 - Suspension of the Meeting

When the Dais asks for points or motions, delegates may motion for a suspension of the meeting. The motion must specify a length of time. A suspension moves the body into informal session where they are permitted to caucus and speak freely. The motion shall pass if it reaches a majority vote. Multiple motions for a suspension of the meeting will be accepted, but upon one of those motions passing, the others shall be ruled dilatory. At the end of the suspension, it is expected all delegates will already be in their seats and ready to proceed back into formal session.

## Rule 24 - Setting of the Speaker’s Time

When the Dais asks for points or motions, delegates may motion to set the speaker’s time to a set value. The motion must specify a proposed length. The speaker’s time dictates how long delegates are permitted to speak during formal session when recognized by the Dais for speeches. The motion requires a majority vote to pass. Multiple motions for setting the speaker’s time will be accepted, but upon one of those motions passing, the others shall be ruled dilatory.

## Rule 25 - Closing of the Speakers List

When the Dais asks for points or motions, a delegate may motion to close the speakers list. Closing the speakers list prevents Member States from being added to the speakers list. Once the remaining speakers list is exhausted, the body moves into voting procedure. The motion requires a majority vote to pass.

## Rule 26 - Order of Precedence

Motions shall be voted upon in the order of precedence and then the order received as follows:

1. Point of Order
2. Adjournment of the Meeting
3. Closure of Debate
4. Suspension of the Meeting
5. Setting of the Speaker’s Time
6. Closing of the Speakers List

# VII. Voting

## Rule 27 – Voting Rights

All attending Member States of a committee shall have one vote during procedural and substantive voting. If a Member State misses roll call and does not declare their attendance status to the Dais, they are not considered as “present” and are not eligible to vote. A Member State may vote on multiple draft resolutions and pass multiple draft resolutions with their votes.

## Rule 28 - Types of Votes

Voting shall be divided into two categories:

Procedural voting, which are votes altering the procedure of the committee session. Motions such as setting the speaker’s time and suspensions of the meeting are examples of motions only in order during procedural voting. All delegates must vote during procedural votes, with either a vote for or against the motion. Abstentions are not in order

Substantive Voting, which are votes on whether a draft resolution should pass or not. Motions which are in order include the motion to vote by roll call and the motion to vote by acclimation. Delegates must vote Yes, No, or Abstain. Delegates may only abstain if they are “present”, and not “present and voting”.

## Rule 29 – Majority

A majority shall be reached when the number of affirmative votes is greater than the number of dissenting votes. A tie between affirmative and dissenting votes is not a majority. In the Security Council, a majority is defined as nine affirmative votes.

## Rule 30 – Abstentions

A Member State shall be permitted to abstain from a vote if they declare themselves “present” at roll call. Delegates who are “present and voting” may not abstain. An abstain vote indicates the delegate wishes to not vote on the matter. Abstentions do not count as affirmative or dissenting votes and merely subtract from the total number of cast votes.

## Rule 31 – Vetoes (Security Council)

Within the Security Council, a dissenting substantive vote from any P5 Member State shall be counted as a veto. A veto shall automatically cause a substantive vote to fail regardless of the final tally. Vetoes are not enforced during procedural votes or outside of the Security Council.

## Rule 32 – Method of Voting – Placard Vote

The Committee shall vote by a placard vote unless a Member State motions for a roll call vote or vote by acclimation. The Dais will ask for all delegates in favor to raise their placard, enumerate, then inform delegates they may lower their placards. The Dais will repeat the procedure with all those against. The Dais will ask for abstentions during a substantive vote. The Dais will tally the votes and give an explanation of the vote. If the total number of votes is less than the number of attending Member States, the Dais will consider the vote incomplete and restart the placard voting process. All delegates must vote during a placard vote.

## Rule 33 – Method of Voting – Roll Call Vote

If during a substantive vote a delegate motions for a roll call vote, the Dais shall automatically accept the motion and move into roll call vote procedure. The Dais will call each Member State individually, to which the called-upon delegate will respond with their vote. All delegates must respond to the Dais promptly and in order. A delegate may “pass” one time during a roll call vote, which results in the Dais calling their name again once the first rotation of roll call voting has completed. The Dais will tally the votes and give an explanation of the vote.

## Rule 34 – Method of Voting – Vote by Acclimation

If during a substantive vote a delegate motions for a vote by acclimation, the Dais will automatically accept the motion and move into vote by acclimation procedure. The Dais will ask if there is any dissent. Delegates who wish to vote against the passing of the draft resolution will raise their placard when the Dais asks if there is any dissent. If the Dais sees no dissent, the draft resolution will pass by acclimation. If there is any dissent, the vote by acclimation will fail and the Dais will ask for any other points or motions. Delegates may not motion for a vote by acclimation more than once on a single draft resolution.

## Rule 35 – Explanation of the Vote

Following a procedural vote, the Dais shall inform the body of whether the voted-upon motion passed or failed.

Following a substantive vote, the Dais shall read off the voting tally and result of whether the draft resolution failed or passed.

*Created & Written by Secretary General Austin Kultgen*