The 17th Annual University for Peace Model United Nations Conference (UPMUNC)

Rules of Procedure

UPMUNC

University for Peace
General Rules of Procedure

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General Rules of Procedure

I. SCOPE, DUTIES, AND RESPONSIBILITIES

Rule 1. Scope

The general rules of procedure apply to all committees simulated at UPMUNC. The United Nations Security Council has some specific rules of procedure that take precedence over these, as described in a separate section of this document.

Rule 2. Language

The official languages of UPMUNC are English and Spanish. Delegates are expected to address their committee in its specified working language, and may use another official UN language only if they provide simultaneous translation, either written or oral. Extra speaking time is not provided for translation.

Rule 3. Delegation

Each Delegate will represent a national government or non-governmental organization in a given committee as previously established by the Secretariat, and confirmed during registration. Changes in the delegation during the conference are not allowed.

Rule 4. Credentials

Delegates possess the diplomatic and representative authority necessary to discuss, negotiate, and vote on resolutions and reports on behalf of their governments. Delegates do not have the power to declare war, sign treaties, or impose sanctions, unless authorized by a higher national authority via diplomatic correspondence.

Rule 5. General Duties of Delegates

5.1. Delegates must respect the decisions of the Dais, and be recognized by the Chair before speaking.

5.2. Delegates are expected to protect and advocate for their country’s national interests, and to act according to the true foreign policy of their governments.

5.3. Delegates are expected to observe diplomatic decorum at all times. All participants (including NGO and Media representatives) are expected to behave courteously and professionally throughout the conference.

Rule 6. General Duties of the Secretary-General & Under-Secretary-General

The Secretary General and Under Secretary General direct and oversee the work of the conference as a whole, and the Dais in particular. They may address any
committee at any point during the conference and they are presumed to be well informed regarding any unfolding crises. They may also deliver official diplomatic correspondence to Delegates.

Rule 7. General Duties of the Dais (Chairs and Directors)

7.1. Each committee will be presided over by a Dais, composed of at least one Director and one Chair. The Dais has final responsibility to interpret the Rules of Procedure in order to guarantee the committee’s effectiveness in its work. Their decisions are final and not subject to appeal.

7.2. The Chair is primarily responsible for procedural issues, such as opening and closing each session, conducting roll call, according speaking time, ruling on Points and Motions, and facilitating voting processes. The Chair may also suggest motions it considers beneficial to the flow of the debate.

7.3. The Director is primarily responsible for substantive issues, such as ensuring that draft Documents and Amendments meet the established criteria for acceptance (Rules 23, 24), making announcements on behalf of the Secretary General, and, if necessary, providing substantive clarifications.

Rule 8. Substance and Procedure

8.1. A procedural matter relates to the process and flow of the session. A vote on a procedural matter is a *procedural vote*.

8.2. A substantive matter deals with the content of the Documents and Amendments produced by state representatives. A vote on a substantive matter is a *substantive vote*.

Rule 9. Voting Rights

9.1. On procedural matters, all registered delegations to the committee have one vote each, including observing nations and NGO representatives. These votes must be either affirmative or negative; abstentions are not counted.

9.2. On substantive matters, only official government delegations to the committee may vote. Each vote may be affirmative, negative, or an abstention. Affirmative and negative votes may also be cast “with rights”.

9.3. A representative voting in the affirmative or negative “with rights” will be called upon after completion of the vote and granted speaking time to explain his or her position on a draft Document.

9.4. Delegates that declare themselves “present and voting” during roll call forfeit the option to abstain and must vote either affirmatively or negatively on all substantive matters.
Rule 10. Voting Majorities

10.1. A *simple majority* refers to half of all present and possible votes plus one.

10.2. A *qualified majority* refers to two thirds of all the present and possible votes.

10.3. *Consensus* requires that all Delegates vote in favour or abstain. In the case of any number of negative votes, consensus has not been achieved.

Rule 11. Quorum

11.1. A quorum of at least a simple majority of representatives is necessary for the opening of a committee meeting.

11.2. In order to establish the quorum, the chairpersons hold a roll-call asking representatives, in alphabetical order, whether they are present. Delegates can either declare themselves “present” or “present and voting”.

11.3. The Dais have the discretion to set a lower quorum to account for delegations who routinely do not attend the sessions.

11.4. A simple majority of official government Delegates is required for any substantive vote.

II. CONDUCT OF BUSINESS

Rule 12. Agenda

The committee topics set by the conference organizers constitute a previously approved agenda. Delegates may motion to revise the order of topics, requiring a procedural vote and a simple majority to pass. Motions to add an additional agenda item require a qualified majority.

Rule 13. Speakers’ List

A general speakers’ list is open at all times during each session, unless superseded by Motions. Delegates are added to the list by raising their placards for recognition by the Chair. After a Delegate has finished their speech and has been removed from the list, they may be added again.

Rule 14. Speeches

14.1. No Delegate may address the body without previously obtaining the permission of the Chair.

14.2. Speeches are limited to one minute by default, however, Delegates can motion to modify the speaking time to a maximum of five minutes, which is decided by procedural vote and requires a qualified majority to pass.
14.3. Any remaining speech time is automatically yielded to the Chair, who then recognizes the next speaker on the list. At the Chair's discretion, they may ask Delegates with more than 30 seconds of remaining speech time if they would be open to questions from other Delegates or would like to yield their time to a specific Delegate in the committee.

III. POINTS AND MOTIONS

Rule 15. Point Of Order

15.1. A Point of Order calls the attention of the Chair to an error in procedure and takes precedence over other Motions, requiring an immediate decision from the Dais (Rule 7). A Point of Order may also be used to seek clarification from the Dais on the Rules of Procedure.

15.2. A Delegate raising a Point of Order may not speak on the substance of the matter under discussion and may not interrupt a speech.

15.3. The Chair may refuse to recognize a Point of Order if the Delegate has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature. The Dais has final authority for the interpretation of these Rules of Procedure within their committee (Rule 7).

Rule 16. Motion to Suspend the Session (for the purpose of informal consultations)

16.1. A Motion to Suspend the Session requires a procedural vote and a simple majority to pass, and initiates an informal consultation period of fifteen minutes, during which Delegates may freely interact with one another.

16.2. Delegates who move for a suspension of the session may propose a specific time for informal consultations of less than fifteen minutes. The Dais may grant extensions to the suspension of the session as it sees necessary.

16.3. Diplomatic behaviour. Although procedures are relaxed during informal consultations, Delegates are expected to interact diplomatically and use this time to work on the substantive issues being discussed by the committee.

Rule 17. Motion to Adjourn the Session

A Motion to Adjourn the Session is put to a procedural vote and requires a qualified majority to be approved. After adjournment, the committee shall reconvene at its next scheduled meeting time. Adjournment of the final session shall adjourn the conference.

Rule 18. Motion to Close Debate

A delegate may move to Close Debate on any matter under discussion, such as a draft Document or an Amendment. The Chair will recognize two speakers opposing the
closure of debate, if available. Each may speak for thirty seconds. After the speeches, the motion is put to a procedural vote and requires a qualified majority to be approved. Upon passage of this Motion, the Chair shall declare the debate closed and immediately move into the substantive voting procedure.

Rule 19. Motion to Modify Speaking Time

Delegates may move to modify the default speech time of one minute (Rule 14.2). This motion requires procedural vote with a qualified majority to be approved. Speaking time may not be set to more than five minutes.

Rule 20. Order of Procedural Motions

If two or more motions are presented at the same time, they must be voted on in their order of precedence, which is presented below.

List of Motions in Order of Precedence

Point of Order
Suspend the Session
Adjourn the Session
Close Debate
Adopt by Acclamation
Modify Speaking Time
Divide the Question
Introduce an Amendment
Introduce a Draft Final Document
Issue a Press Statement (UNSC only)
Vote by Roll Call

IV. DOCUMENTS

Rule 21. Position Papers

Position Papers will be made available to the Chair three days in advance of the first session. They are one-page documents in which members of the committee state their initial positions on the subject. They are available from the Director for consultations at any point of the conference.

Rule 22. Working Papers

Working Papers are informal documents that help the committee in its substantive discussion. Working papers do not need to be in any specific format, but must be approved by the Director before being introduced to the committee. No signatories or sponsors are required for a Working Paper to be presented, and observers are allowed to submit them as well.
Rule 23. Draft Documents (Resolutions or Reports)

23.1. All substantive draft Documents require a minimum of three sponsors and four signatories from registered Delegates to the committee representing national governments and the approval of the Director before being introduced to the committee. The signatures of observing delegations do not count.

23.2. Once a document is made available to the committee, a Delegate may raise a Motion to Introduce a draft Resolution (or Report), which does not require a vote. If recognized by the Chair, the Delegate proceeds to summarize the operative clauses of the draft Resolution (or substantive content of the Report) within a regular speaking time (Rule 14).

23.3. A sponsor of a draft Document has significantly contributed to its writing, and is presumed to support the draft Document in its currently form.

23.4. A Signatory of a draft Document indicates the willingness to have it discussed on the floor, but does not necessarily supports the draft Document in its current form. Delegates who have signed a draft Document are not required to vote in its favour.

23.5. There may be more than one draft Document on the floor at the same time. All drafts are discussed simultaneously through the General Speakers’ List.

Rule 24. Amendments

24.1. Any draft Document being discussed on the floor may be subject to Amendments, which allow for the addition, subtraction, or modification of clauses. Amendments require a minimum of three sponsors and the approval of the Director before being presented to the committee. The signatures of observing delegations do not count.

24.2. Once available to the committee, a Delegate may raise a Motion to Introduce an Amendment, which does not require a vote. If recognized by the Chair, the delegate proceeds to summarize the changes represented by the Amendment within a regular speaking time (Rule 14).

24.3. If all of the sponsors of the draft Document are also sponsors of the amendment, the changes are accepted without debate or voting procedures. These are known as Friendly Amendments.

24.4. Changes to draft Documents proposed by Delegates who are not sponsors are known as Unfriendly Amendments and require two speakers for and two speakers against the Amendment before going to vote. This includes Amendments proposed by Signatories to a draft Document. Amendments are accepted if they are supported by a simple majority.
24.5. Once an amendment is approved, it becomes part of the draft Document. Motions to Introduce Amendments to clauses that have already been amended shall be considered out of order.

V. VOTING PROCEDURES
Rule 25. Motion to Adopt by Acclamation

A Motion to Adopt by Acclamation may be recognized by the Dais whenever a draft document is on the floor. It may be raised by any registered Delegate of the committee and requires consensus to pass (Rule 10.3). If no delegations vote against it, the document will be approved without the need of a substantive voting procedure.

Rule 26. Voting on Substantive Matters

26.1. After the Dais has announced the beginning of voting procedures, no representative may enter the room, nor shall any delegate interrupt the voting, except with a Point of Order, a Motion to Divide the Question, or a Motion for Vote by Roll Call.

26.2. Delegations may vote in favour, against, or abstain. The committee shall normally vote by show of placards, unless a Motion for Roll Call Voting is recognized by the Dais.

26.3. Substantive documents require a simple majority to be approved.

Rule 27. Motion to Divide the Question

27.1. After the debate has been closed, a delegate may raise a Motion to Divide of the Question, which allows the operative clauses to be voted on in separate blocks. The delegate raising the motion must specify the division of operative clauses. Preambulatory clauses are not subject to division of the question.

27.2. Once a Motion to Divide the Question has been raised, the Chair recognizes two speakers in favour and two speakers against, if available. After that, a procedural vote is held on whether or not to accept the Motion, requiring a simple majority to pass.

27.3. If the motion passes, a separate substantive vote is then taken on each divided block to determine if they will be part of the final draft. If all the blocks have been rejected separately, the entire draft final document is also rejected.

27.4. Having determined which Operative Clauses will be included, a final substantive vote is taken on the whole document.
28. Motion to Vote by Roll Call

Once this motion is accepted by the Dais, the Chair will recognize each voting Delegate individually, in alphabetical order, and record their votes. The Delegations may vote in favour or against the substantive matter, or may abstain, if they have not previously declared themselves “present and voting” (Rule 9).

Special Rules of Procedure for the UN Security Council

Rule 1. Scope
These rules apply only to the United Nations Security Council. Unless directly contradicted by these Special Rules of Procedure, the General Rules of Procedure continue to apply.

Rule 2. Role of the Secretary-General
The Secretary-General shall immediately bring urgent matters to the attention of the Security Council in accordance to the provisions of the UN Charter.

Rule 3. Quorum
At least nine official government delegations must be present to open each session. The same quorum is required for any substantive voting. Observing delegations do not count.

Rule 4. Voting Majority
4.1. Procedural votes require a nine-vote majority to pass. Observing delegations may not vote.

4.2. Substantive votes require a nine-vote majority to pass, including no negative votes from the five permanent members.

4.3. The five permanent members of the Security Council with veto powers are: the French Republic, the People’s Republic of China, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America. Observing delegations may not vote.

Rule 5. Motion to Close the Session
A Motion for a Closed Session is in order at any time during an Open Session. If the procedural vote is approved, all individuals, including journalists and observing delegations, will be asked to leave the room, except for the Delegates, the Dais, and the Secretariat. Closed Sessions are secret and Delegates are entrusted with discretion over the information on matters being discussed in the council.

Rule 6. Motion to Issue a Press Statement
A Press Statement (also known as a Public Statement or Presidential Statement) is a UNSC Document meant to inform the public on the Council’s deliberations, or their
general position on an urgent issue. A Press Statement is informal and has no legally binding implications for member states.

The Delegate raising the Motion shall present a draft statement to the Director and, if ruled in order, he or she may read it to the Council. The Chair will recognize any delegates who wish to speak against the Motion. A Motion to Issue a Press Statement requires consensus to be approved.

Rule 7. Presidency
The Dais (Chair and Director) of the Security Council occupy the formal position of the Presidency. In UPMUNC, the Presidency does not rotate among Delegates. As in the General Rules of Procedure, the Dais has final responsibility for the interpretation of the Special Rules of Procedure of the Security Council, and for ensuring that committee work is carried out effectively.

Rule 8. Introducing a Draft Resolution
To introduce a draft resolution, three sponsors and two signatories are needed before being accepted by the Director. All the other Rules relating to Documents should be followed as they are described in the General Rules of Procedure.

Rule 9. Roll Call Voting
All substantive votes follow Roll Call voting procedures.