



# OFFICIAL PARLIAMENTARY PROCEDURE

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## 1. The Secretariat

- 1.1 The Secretariat shall be composed of the President, the Chief of Staff, and an assemblage of specialized Directors.
- 1.2 Any member of the Secretariat may address any committee at any time on issues of the conference.
- 1.3 The President shall serve as the presiding officer of the conference. The President shall act with the authority of the Secretariat and may at any time revoke the credentials of any delegation or delegate found to be acting in a manner the behavioral standards of the NUMUN conference and Northwestern University, as well as the laws established by relevant local, state, and federal governments.
- 1.4 All procedural decisions rendered from a committee's Dais may be appealed to President, the Chief of Staff, the Director of Competition, the Director of Content, or the Director of Crisis by notifying the body's Chair or equivalent presiding Secretariat member.
- 1.5 Decisions rendered by the Secretariat maintain the highest precedence during the Conference, followed by the decisions of the Dais, these Rules (in appropriate order of precedence), and finally the Charter of the United Nations.

## 2. The Dais

- 2.1 The Dais- The Dais of each committee shall be composed of the Chair, who shall serve as the presiding officer of the body, and the body's staff, as established by the Secretariat.
- 2.2 The Chair- The Chair shall at all times preside over the committee when present and in session. The Chair may temporarily relinquish control of debate to a Moderator in certain committees or councils, but the Chair shall at all times have final authority in the actions and decisions of Moderators and Vice Chairs. The Chair shall constantly maintain communication with Secretariat to ensure that the Dais and delegates are able to effectively perform their roles.
- 2.3 The Moderator- The Moderator may select speakers, rule any motion or point dilatory or out of order, and impose an initial limit on speaking time which is amendable by the body.
- 2.4 Vice Chairs- The Vice Chairs shall assist the committee in procedural issues and in drafting resolutions.
- 2.5 Crisis Chair- The Crisis Chair is only present in crisis committees, and replaces the traditional Chair role in these cases. In addition to the roles, responsibilities, and powers of the traditional chair, the Crisis Chair shall maintain constant communication with the Crisis Director to avoid functional conflicts between the parliamentary and crisis aspects of the committee.
- 2.6 Assistant Crisis Director- The Assistant Crisis Director (ACD) shall control simulated crises in their committee, and have final authority in decisions regarding delegates' crisis powers, individual crises, and overall crisis arc. The ACD shall also maintain communication with the Crisis Chair to avoid functional conflicts between the parliamentary and crisis aspects of the committee.

2.7 Crisis Staffers- The Crisis Staffers shall work with the Crisis Director throughout the conference. Responsibilities include reading and responding to delegates' crisis orders and directly interacting with delegates in committee when appropriate.

### 3. The Delegates

3.1 Credentials- All delegates accredited by the Secretariat shall receive appropriate credentials upon registration. Delegates shall at all times be required to wear their credentials when in session.

3.2 Diplomatic Privilege- Delegates wearing credentials shall not have their diplomatic privileges or rights questioned except with authority of the Secretariat.

3.3 Diplomatic Courtesy- Delegates accredited by the Secretariat shall at all times during the Conference be treated with diplomatic courtesy.

3.4 Delegation Assignments- Changes in delegation assignments must be made with the approval of the Director of Registration.

### 4. Work of the Body

4.1 Working Language- English shall be the working language of the conference. If part of a speech is delivered in another language, a translation into English should be provided within the constraints of the set speaking time.

4.2 Number of Passed Resolutions- Each committee shall be allowed to pass at most one resolution per topic.

4.3 Quorum- Quorum shall be the presence of one-third of delegations recognized by the Secretariat. Quorum shall be determined by the Dais through a roll-call at the start of each session and may be re-established at any point by notifying the Dais.

4.4 Topic Order- The default topic order of the committee/council shall be set by the Chair but may be changed via a motion by a delegate.

4.5 Speaker's List- The Dais shall automatically open a Speaker's List at the beginning of the first session. When in general debate of a topic, the moderating officer shall recognize speakers in the order in which they are listed. A delegation may be added to the Speaker's List by notifying the Dais, but no delegation may be on the list more than once at any particular time, and no delegation may speak from the Speaker's List again until the previous list has been exhausted.

4.6 Yields- Speeches made in general debate (from the Speaker's List) that do not utilize the full speaking time must be followed by a yield in one of the following ways:

- a. Yield to Questions- The moderator may recognize points of inquiry from the body to be answered by the speaker. The duration of the answers shall be counted toward the total time of the speech.
- b. Yield to Another Delegation- A delegation may yield its remaining time to another delegation, which must relinquish the floor when finished. The new delegation may not yield any remaining time. Only one yield is allowed at a time.
- c. Yield to the Chair- The remaining time shall be relinquished to the Dais. If the delegate does not explicitly yield their remaining time in either of the above ways, the implicit assumption will be that this is the option selected by the delegate.

4.7 Majorities- A simple majority shall be defined as the number of “yes” votes totaling greater than the number of “no” votes. A two-thirds majority shall be defined as the number of “yes” votes totaling more than twice the number of “no” votes. Abstentions shall not be counted in the voting total.

4.8 Voting- On procedural votes, a delegation must vote “yes” or “no.” On a substantive vote, a delegation may vote “yes” or “no”, abstain, or pass (only during a roll-call vote). If a delegation passes, it will be asked for its vote at the end of the order and must at that time vote “yes” or “no.”

- a. Voting Procedure- Motions to Close Debate and Approve a Directive will cause the committee to enter voting procedure. During this time, no one may enter or leave the room, and a substantive vote is held for the relevant documents. No motions may be made except those which are explicitly stated to be allowed during voting procedure.
- b. Right of Explanation- On a substantive vote, a delegation may vote with request for a right of explanation (“yes with rights” or “no with rights”) if the vote seems to contradict the policy of the state being represented. If deemed appropriate, the moderating officer will ask for those states to give their explanation after the votes have been recorded and before the totals have been announced.

## 5. Documents

5.1 Signatories- Any document must have a certain number of delegations signed on, called Signatories. A document be approved and introduced to the committee only once it has an appropriate amount of Signatories.

5.2 Sponsors- Certain Signatories can be designated as Sponsors, who are counted in the total delegations signed on. These Sponsors jointly possess the authority to represent the document, approve Friendly Amendments, and withdraw the document from consideration. The number of Sponsors may not exceed 20% of the document’s signatories. The Chair may further tighten or loosen this restriction as they deem appropriate.

5.3 Working Papers- A Working Paper may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meets the following constraints:

- a. To be approved, Working Papers must be signed by at least 15% of the delegations present.
- b. The number of Working Papers shall not exceed 5 per topic discussed.

- c. The length of Working Papers shall not exceed 2 typed pages, single-spaced, standard font.
- d. Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

5.4 Directives- Directives are voted on by the body during a time of crisis articulating steps the body as a whole intends on taking to address the present issue. A directive may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meets the following constraints:

- a. To be approved, Directives must be signed by at least 20% of the delegations present.
- b. The number of introduced Directives shall not exceed 5 at any time.
- c. The length of Directives shall not exceed 2 typed pages, single-spaced, standard font.
- d. Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

5.5 Resolutions- A Resolution may be introduced to the body when receives the approval of the Dais, has been typed and copied, and meet the following constraints:

- a. To be approved, Resolutions must be signed by at least 25% of the delegations present.
- b. The number of Resolutions shall not exceed 3 per topic discussed.
- c. The length of Resolutions shall not exceed 5 typed pages, single-spaced, standard font.
- d. Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

5.6 Amendments- Delegates can attempt to amend any Working Paper, Directive, or Resolution that is under consideration by submitting the proposed amendment in writing. Amendments come in two forms:

a. Unfriendly Amendment- Any amendment that does not have the consent of all Sponsors is considered an Unfriendly Amendment, and must be voted on by the committee. An unfriendly amendment may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meets the following constraints:

- To be approved, Unfriendly Amendments must be signed by at least 15% of the delegations present.
- The document the Unfriendly Amendment is amending must be on the table.
- Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

b. Friendly Amendment- Any amendment that has the consent of all Sponsors is considered a Friendly Amendment, and the document will be automatically amended, without a vote.

5.7 Personal Directives- Personal Directives (PDs) are only suitable for certain committees, at the discretion of the chair. If deemed appropriate, PDs are used to articulate steps that its Sponsors personally intend on taking. These PDs are not introduced to the committee or voted upon, require no Signatories, and require only the written consent of all its Sponsors to pass.

5.8 Withdrawal- A document can be formally withdrawn, removing it from the committee's consideration. This can occur in two ways: consent of all of its Sponsors, or a successful Motion to Table a Document.

## 6. Debate

6.1 Points - Points should be raised between speeches by raising a placard and announcing the point to be made (e.g. "Point of Personal Privilege"). The following actions will be considered points.

- a. Point of Personal Privilege- This point may be raised at any time and pertains to the personal concerns of delegates (e.g. when a delegate cannot hear a speaker or the room is uncomfortably warm). This is one of the only two points that may interrupt a speech.
- b. Point of Order- This point is used to indicate an error in parliamentary procedure or request a recount on a vote total that a delegate feels is too close. This point is one of the only two points that may interrupt a speech, and may only do so when the speech itself is not following parliamentary procedure. Both of these uses (indication of parliamentary error and recounts during voting) are permitted only at the discretion of the chair.
- c. Point of Information- This point requests information of the Dais pertaining to the work of the body or a rule of procedure.
- d. Point of Inquiry- This point is used when requesting an answer from another delegate, only permitted during Yields to Questions and Question/Answer Sessions, and only with approval of the Chair.
- e. Permission to Preface- Any delegate who wishes to supplement a question to a speaker with additional information, refer to a quote by the speaker or another delegate, or say anything outside of the question itself must ask the dais staff for permission to preface.
- f. Right of Reply- Should a speech be particularly and clearly offensive to the personal or national dignity of a delegate, that delegate may request a Right of Reply from the Chair in writing, citing the specific instance that was found to be insulting. This insult should *not* be due to a difference in opinion or position, but due to behavior unbecoming of civil debate (i.e. vulgar remarks attacking another's appearance). The Chair may grant such a Right and allow the delegate to make a brief speech. Speeches must be germane to the topic at hand, and the decision of the Chair shall not be appealable.

6.2 Motions- The dais will regularly call for motions. Motions may be recognized at this time by raising a placard. The following actions will be considered motions, listed in order of decreasing precedence.

- a. Opening/Closing Motions
  - Motion to Open Debate- This is the first motion of the conference and is made to begin formal debate. This motion needs a simple majority.
  - Motion to Adjourn- This motion adjourns the body for the year. This motion is not debatable, and needs a simple majority.
  - Motion to Suspend Debate- This motion suspends the body between sessions. This motion is not debatable, and needs a simple majority.

- Motion to Reopen Debate- This motion reconvenes the body after a Motion to Suspend Debate. This motion requires a simple majority.

#### b. Proceeding Motions

- Motion to Suspend the Rules- This motion suspends the normal rules and allows the body to bypass normal procedure. The motion should be followed by a sentence describing the goal of the rule suspension, and requires approval of the Dais. This is the only motion that can be made both in and out of voting procedure. This motion needs a simple majority.
- Motion to Set the Agenda- This motion is made with a specific topic mentioned to debate first and the other second. This requires two speakers for, two against, and a simple majority.
- Motion to Change the Topic Order- This motion changes the order of the topics to be considered. The delegate making the motion must specify a new topic order. This requires two speakers for, two against, and a simple majority.
- Motion to Close Debate- This motion closes debate on the topic at hand and brings all the resolutions currently on the floor to a vote. Resolutions that are on the floor will be voted upon in reverse order of introduction. Each resolution's amendments will be voted upon in reverse order of introduction prior to voting on the resolution itself. Each committee is only allowed to pass one (1) resolution per topic, so the topic will close once any resolution passes. If no resolution passes, the topic will close once all resolutions have failed and the committee will immediately begin discussion on the next topic. This requires two speakers for, two against, and a simple majority.
- Motion to Table a Topic- This motion tables a topic until the other topics have been resolved. This requires two speakers for, two against, and a simple majority.
- Motion to Approve a Directive- This motion closes debate on the topic at hand and brings all the directives currently on the floor to a vote. Directives that are on the floor will be voted upon in reverse order of introduction. Each directive's amendments will be voted upon in reverse order of introduction prior to voting on the directive itself. Debate resumes once all directives have been voted on. This requires one speaker for, one against, and a simple majority.

#### c. Voting Motions

- Motion to Question Competence- This motion requests the body first vote on whether it is competent to deal with the issues addressed in a document. If the motion passes, the document is effectively tabled. This requires two speakers for, two against, and a simple majority. This motion can be made, and only can be made, in voting procedure.
- Motion to Divide the Question- This motion requests that specified operative clauses be divided out of a document and voted upon individually. If the motion passes, the body then votes on the operative clauses it has divided out. If an operative clause fails to receive a majority vote, it is left out of the document when the document is voted upon as a whole. This requires two speakers for, two against, and a simple majority. This motion can be made, and only can be made, in voting procedure.
- Motion for Adoption by Consensus- This motion requests that the body adopt the document by consensus, meaning that no delegation objects to the document. If any

delegations object, this motion is automatically out of order. This motion can be made, and only can be made, in voting procedure.

- Motion for a Roll-Call Vote- This motion requests that the Dais conduct a roll-call vote on the document. This motion requires four (4) seconds, and passes without a vote if the Dais approves. This motion can be made, and only can be made, in voting procedure.
- Motion to Change the Voting Order- The delegate making this motion must specify a new order in which the documents shall be voted upon. This requires two speakers for, two against, and a simple majority. This motion can be made, and only can be made, in voting procedure.

#### d. Working Motions

- Motion to Table a Document- This motion tables a document until it is reopened with a Motion to Reconsider a Document. This requires two speakers for, two against, and a simple majority.
- Motion to Reconsider a Document- This motion reconsiders the previous Motion to Table a Document, and is not required to reintroduce a document withdrawn and resubmitted by its sponsors. This requires two speakers for, two against, and a simple majority.
- Motion to Introduce a Document- This motion brings a document to the floor for general debate. Once the resolution is introduced, the Sponsors or the Moderator shall read the resolution aloud and delegates can point out non-substantive errors. This motion requires a simple majority.
- Motion to Introduce an Amendment- This motion brings an amendment, friendly or unfriendly, that has been submitted to the Dais with the appropriate number of Signatories to the floor for general debate. The Chair will display/read aloud the amendment and then call on delegates for any non-substantive errors. This motion requires a simple majority.

#### e. Discursive Motions

- Motion for an Unmoderated Caucus- This motion temporarily suspends the session for a specified amount of time, preferably in pursuit of a stated goal. This motion requires a simple majority.
- Motion for a Moderated Caucus- This motion brings the body into a moderated debate on a specific issue for a specified amount of time. The delegate making the motion must specify an issue within the current topic to discuss, a speaking time, and a caucus time limit. Speakers cannot yield their time in a moderated caucus. This motion requires a simple majority.
- Motion for a Round-Robin Caucus- This motion allows each member of the committee to make a speech, with a speaking time set by the delegate making the motion. The role of speaker will go around the committee in a set, roundabout manner. Delegates cannot pass or yield their time, but they may choose not to speak once their turn arrives. This requires the Chair's approval and a simple majority.
- Motion to End Current Caucus- This motion ends the current caucus prematurely and allows the committee to return to the Speaker's List. This motion requires a simple majority.