



# OFFICIAL PARLIAMENTARY PROCEDURE

## TABLE OF CONTENTS

SECTION 1: THE SECRETARIAT

SECTION 2: THE DAIS

SECTION 3: GENERAL RULES

SECTION 4: DEBATE

SECTION 5: DOCUMENTS

SECTION 6: VOTING

## 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 role of the Chair 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 ensure coherence between the parliamentary and crisis aspects of the committee.
- 2.6 Crisis Director: The Crisis Director shall control simulated crises in their committee, and have final authority in decisions regarding delegates' crisis powers, individual crises, and overall crisis arc. The Crisis Director 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' personal directives and directly interacting with delegates in committee when appropriate.

### 3. General Rules

3.1 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.

3.2 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. All present delegations shall simply say "Present." There is no distinction between "Present" and "Present and Voting."

3.3 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.

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

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

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

### 4. Debate

4.1 Setting the Agenda: The default topic order of the committee shall be Topic A then Topic B, but it may be changed via a motion to change the topic order.

4.2 Speakers' List: The Moderator 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 time. If the Speaker's List is exhausted, debate shall automatically close. The default speaking time is forty-five seconds. A Speakers' List shall automatically open following a motion to set the agenda. After the agenda has been set, one continuously open Speakers' List will automatically open for the purpose of general debate on the topic area.

4.3 Yields: Speeches made 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:

4.3.1 Yield to the Chair: The remaining time shall be relinquished to the Dais.

- 4.3.2 Yield to Another Delegation: A delegation may yield its remaining time to another delegation which must relinquish the floor once the remaining time has exhausted. The new delegation may not yield any remaining time. Only one yield is allowed at a time.
- 4.3.3 Yield to Questions: The Moderator may recognize questions from the body to be answered by the speaker. The duration of the answers shall be counted toward the total time of the speech.

4.4 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.

#### 4.4.1 Convening and Concluding Session

- 4.4.1.1 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.
- 4.4.1.2 Motion to Adjourn: This motion adjourns the body for the year. This motion is not debatable, and needs a simple majority.
- 4.4.1.3 Motion to Suspend Debate: This motion suspends the body between sessions. This motion is not debatable, and needs a simple majority.
- 4.4.1.4 Motion to Reopen Debate: This motion reconvenes the body after a Motion to Suspend Debate. This motion requires a simple majority.

#### 4.4.2 Proceeding Motions

- 4.4.2.1 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.
- 4.4.2.2 Motion to Change the Topic Order: This motion changes proposes a new topic order from the one automatically set before debate began. This requires two speakers for, two against, and a simple majority.
- 4.4.2.3 Motion to Close Debate: This motion closes debate on the topic at hand and brings all the draft resolutions currently on the floor to a vote. During this time, no one may enter or leave the room. Draft 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 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 against and a simple majority.
- 4.4.2.4 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.
- 4.4.2.5 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.

#### 4.4.3 Working Motions

- 4.4.3.1 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.
- 4.4.3.2 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.
- 4.4.3.3 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.
- 4.4.3.4 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.

#### 4.4.4 Discursive Motions

- 4.4.4.1 Motion for an Unmoderated Caucus: This motion temporarily suspends the session for a specified amount of time. This motion does not require a stated goal. This motion requires a simple majority.
- 4.4.4.2 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 motion must specify an issue within the current topic to discuss, a speaking time for each delegation, and a caucus time limit. Speakers cannot yield their time in a moderated caucus. This motion requires a simple majority.
- 4.4.4.3 Motion for a Round Robin Caucus: This motion allows every member of the committee to make a speech. This motion must specify an issue within the current topic to discuss and a speaking time for each delegation. Delegates cannot yield their time, but they may choose not to use their speaking time. This requires a simple majority.
- 4.4.4.4 Motion to End Current Caucus: This motion ends the current caucus prematurely and allows the committee to return to the Speakers' List. This motion requires a simple majority.

4.5 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, lasting no longer than one minute. Speeches must be germane to the topic at hand, and the decision of the Chair shall not be appealable.

4.6 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.

- 4.6.1 Point of Personal Privilege: A delegate experiencing personal discomfort which impairs their ability to participate in the proceedings may rise to a Point of Personal Privilege. A Point of Personal Privilege may interrupt a speaker only if the speaker is inaudible and delegates should use this power with the utmost caution.
- 4.6.2 Point of Order: During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure or to request a recount of a vote. The Point of Order will be immediately decided by the Moderator in accordance with these Parliamentary Procedures. The Moderator may rule out of order those points which are improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker.
- 4.6.3 Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the Parliamentary Procedures. A Point of Parliamentary Inquiry may never interrupt a speaker.

## 5. Documents

- 5.1 Signatories: Any document must have a certain number of delegations signed on, called Signatories. A document may be approved and introduced to the committee 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 Number of Passed Resolutions: Each committee, with the exception of the continual crisis committees, shall be allowed to pass at most one resolution per topic.
- 5.4 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:
  - 5.4.1 Working Papers must be signed by at least 15% of the delegations present.
  - 5.4.2 The number of Working Papers shall not exceed 5 per topic discussed.
  - 5.4.3 The length of Working Papers shall not exceed 2 typed pages, single-spaced, standard font.
  - 5.4.4 Any of these constraints may be removed at the discretion of the Chair, with the approval of the Director of Competition.
- 5.5 Draft Resolutions: A Draft Resolution may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meet the following constraints:
  - 5.5.1 Draft Resolutions must be signed by at least 25% of the delegations present.
  - 5.5.2 The number of Draft Resolutions shall not exceed 3 per topic discussed.
  - 5.5.3 The length of Draft Resolutions shall not exceed 5 typed pages, single-spaced, standard font.

5.5.4 Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

5.6 Directives: Directives articulate steps the body as a whole intends on taking in a time of crisis. 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:

5.6.1 Directives must be signed by at least 20% of the delegations present.

5.6.2 The number of introduced Directives shall not exceed 5 at any time

5.6.3 The length of Directives shall not exceed 2 typed pages, single-spaced, standard font.

5.6.4 Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

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

5.8.1 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.

5.8.2 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:

5.8.2.1 Unfriendly Amendments must be signed by at least 15% of the delegations present.

5.8.2.2 The document the Unfriendly Amendment is amending must be on the table.

5.8.2.3 Any of these constraints may be removed at the discretion of the Chair, with the approval of a Secretariat member.

5.9 Withdrawal: A document can be formally withdrawn, removing it from the committee's consideration. This can occur through the consent of all of its Sponsors or a successful motion to table a document.

## 7. Voting

7.1 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.

- 7.2 Substance and Procedure: 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.”
- 7.3 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 Moderator will ask for those states to give their explanation after the votes have been recorded and before the totals have been announced.
- 7.4 Voting Motions: These motions shall only be proposed during voting procedure, listed in order of decreasing precedence:
- 7.4.1 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.
  - 7.4.2 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.
  - 7.4.3 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.
  - 7.4.4 Motion for a Roll-Call Vote: This motion requests that the Dais conduct a roll-call vote on the document. This motion requires a simple majority.
  - 7.4.5 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.