



CAMUN Official Rules

These rules are an adaptation of the Yale Model United Nations rules, which were provided courtesy of Yale International Relations Association and YMUN XXXI.

Part I: General

1. Scope of the Rules

The Concord Academy Model United Nations shall be run in accordance with the Rules of Procedure contained herein. All staff, participants, and observers shall observe these rules. In all instances, the Rules of Procedure, along with the rulings of the Secretary-General, the authorized appointees thereof, and the Chairs or Presiding Officers of the committees shall be final. The Secretary-General and the Chair of a committee may alter and/or override any of the rules at any time as he or she sees fit.

2. General Powers and Duties of the Secretariat

The Secretary-General shall ensure observance of these rules and interpret them, have the right to speak, put questions, and announce decisions in all sessions. He, and the officers authorized by him, shall have complete control of all conference proceedings and shall maintain order at the conference. The Secretary-General, the Secretariat, and the staff appointed by them shall have final authority to decide on all controversies.

3. Language

English shall be the official and working language of the conference.

4. Dress

All delegates shall wear Western business attire.

5. Courtesy

All Members shall show courtesy and respect to the Chair and to all other Representatives, especially those speaking.

6. Quorum

The presence of one-half of the Representatives of a body shall constitute a quorum and shall be required for a question to be put to a vote. Quorum shall be assumed unless challenged.

7. Topic Areas

Each body of the Concord Academy Model United Nations shall have Topic Areas on which debate shall be based. Topic Areas shall be determined by the Secretary-General, the authorized appointees thereof, and the Chairs of the committees. The Secretary-General may add to or change the Topic Areas as he sees fit. All resolutions shall be directly relevant to one of the Topic Areas.

8. Agenda

The agenda is set at the start of the first committee session. The Chair will open a temporary Speakers' List and entertain speeches on how the agenda should be set before proceeding to a vote. A proposed agenda must order *all* topics. A simple majority shall be required to approve an agenda order, and proposed agendas shall be voted upon in the order in which they were proposed.

9. Speakers' List

The Chair shall establish a Speakers' List for each topic area under consideration by the body. Any delegate who wishes to be placed upon the Speakers' List must indicate his or her intention to the Chair either through polite and timely verbal address or in written form. For amendments, the Speakers' List shall alternate between those in favor and those against unless one side is exhausted. No delegate may be on the Speakers' List more than once at any given time. If the Speakers' List expires, debate is automatically closed and the committee moves into voting procedure.

10. Speeches

a. Speeches may only be delivered by Representatives upon recognition by the Chair. Speeches should be relevant to the topic under consideration. If the Chair deems that a speech is not appropriate, he or she may call the speaker to order.

b. Time limits for speeches shall be two minutes, subject to modification by the Chair or by simple majority vote of the body.

c. Speakers recognized by the Chair must yield any remaining time to one of the following: another Representative of the body; points of information (questions); comments; or to the chair. A speaker must declare his or her intent to yield at the beginning of a speech. If a speaker fails to declare intent, the speech automatically yields to comments.

d. *Yielding to Another Representative:* The other representative will be allowed the rest of the yielding speaker's time in which to speak. A Speaker who has had time yielded to him or her may not yield to another Representative.

e. *Yielding to Points of Information (Questions):* A speaker may accept as many points of information from the floor as their remaining time permits. Speakers' responses to points of information, not the points themselves, count as time used by the Speakers. Separate time limits or question limits for points of information shall not be permitted. The Speaker may at any time determine that he or she will cease accepting points of information and thus conclude his or her

remarks. A Speaker who has had time yielded to him or her may not yield to points of information.

f. *Yielding to Comments*: A speaker may choose to yield to comments, in which case a minimum of two 30 second comments will be accepted from the floor by the chair. As many comments as the speaker's remaining time allows for are permissible. Comments may not be on any topic outside of what the speaker directly addressed in his or her speech.

11. Working Papers

Any Representative may, at any point in the debate, submit a working paper to the Chair. The purpose of a working paper shall be to communicate in writing certain key ideas and points to the committee. A working paper shall have no set format and requires no sponsors other than the submitter. No delegate shall bring prepared working papers or resolutions to the conference; all working papers and resolutions must be written during the conference. The Chair shall have full discretion over which working papers to accept for distribution to the whole committee. In general, working papers shall form the basis of resolutions.

Part II: Points and Motions

1. Parliamentary Points

A point should be a short, clear, and relevant *statement* or *question*, not a *speech*. It must not address any substantive matters. Only the Point of Personal Privilege and Point of Order can interrupt a speaker.

[1.1] Point of Personal Privilege

A delegate may rise to a point of personal privilege if there is something preventing his or her participation in the proceedings (e.g. lack of decorum, sound problems, etc.). The point of personal privilege may interrupt a speaker only if the conditions prevent the delegate from following the immediate proceedings (e.g. cannot hear the speaker).

[1.2] Point of Order

During the discussion of any matter other than a pending point of order, even when another delegate is speaking, a Representative may rise to a point of order to complain of improper parliamentary procedure by the Chair, or the Chair's failure to correct improper procedure by a representative. The Chair shall make an immediate decision in accordance with the rules of procedure. It is expected that delegates will not interrupt another delegate's speech with a point of order unless absolutely necessary.

[1.3] Right of Reply

The Chair may accord the right of reply to a Representative whose personal or national integrity has been *explicitly* impugned by another Representative. The Chair will only honor such requests for the right of reply at the conclusion of the speaker's remarks; under no circumstances may such a request interrupt a speaker. Requests for a right of reply need not be submitted in writing.

A Representative accorded such a right must confine his or her reply only to the speaker's remarks, and may not engage in general debate. *A right of reply to a right of reply is out of order.*

[1.4] Point of Parliamentary Inquiry

During the consideration of any matter, except when another is speaking, a Representative may rise to a point of parliamentary inquiry concerning procedure. The Chair shall answer the inquiry in accordance with the rules of procedure.

[1.5] Point of Information

After the speaker has yielded to points of information, Representatives wishing to question the speaker concerning substantive matters may rise to points of information. Delegates may not use points of information simply to comment on the substantive debate. The number of points of information that may be addressed to a speaker depends upon the speakers' remaining time, and is not subject to separate time limits or question limits. If, however, a speaker concludes his remarks without having yielded to points of information, another Representative may rise to a point of information in the hope that he or she will so yield.

2. Procedural Motions, Non-Debatable

During any session a delegate may move to suspend proceedings for a particular purpose in one of the following four ways. The following motions are not debatable, must be approved by the Chair, and require a simple majority to pass.

[2.1] Adjourn

This motion is only in order at the end of the last session since it closes the committee proceedings at the end of the conference.

[2.2] Recess

A motion for a recess is a motion to suspend proceedings until the next session as outlined in the conference schedule.

[2.3] Suspension of the Rules

When the floor is open during the discussion of any substantive matter, a delegate may rise and move for a suspension of the rules. The mover must explain the purpose of and limitations on the suspension. Suspension of the rules has the effect of moving the body out of formal debate and into informal debate. This motion should be used infrequently. In general it is intended to facilitate the introduction of new amendments to the body and to allow for rapid discussion of crisis situations in crisis committees.

[2.4] Caucus

A motion to Caucus is a motion to have a short time period to informally discuss the issues at hand and arrive at compromises. During a caucus delegates should not leave the committee room.

2.4a. *Moderated Caucus*

A Representative may move for a moderated caucus of no more than 15 minutes total. The motion must state the length of the caucus, Speakers' time, and purpose. During a moderated caucus all Representatives wishing to speak shall raise their placards and speak in turn upon recognition by the chair. The extension of a moderated caucus may be proposed during said caucus and requires the approval of the chair and a majority vote to pass.

2.4b. *Unmoderated Caucus*

A Representative may move for an unmoderated caucus of no more than 15 minutes total. The motion must state the length and purpose of the caucus. During an unmoderated caucus, debate is suspended and Representatives are free to move about the room. Unmoderated caucuses are most often called to facilitate working paper and resolution writing.

3. Procedural Motions, Debatable

[3.1] Lay on the Table

During the discussion of any substantive matter, a Representative may move to lay the topic under discussion on the table. Only Topic Areas may be laid on the table; individual resolutions and amendments may not be laid on the table. The motion is debatable to the extent of one speaker in favor and one opposed and requires a simple majority vote to pass. Debate on a topic that has been tabled can only be resumed through a motion to take from the table. Once a Topic Area has been laid on the table, debate on all related resolutions and amendments is postponed until the Topic Area is taken from the table.

[3.2] Close Debate

During the discussion of any substantive matter, a Representative may move for the closure of debate on an item under discussion. The motion is debatable to the extent of one speaker in favor and two opposed. The motion requires a two-thirds (2/3) majority to pass. If the motion passes, the committee will immediately move into voting procedure. The motion can be applied to a topic area or an amendment but not a resolution. When applied to a topic area, it closes debate on *all* resolutions on the floor.

[3.3] Appeal the Decision of the Chair

A Representative may appeal any ruling that involved the use of discretion by the Chair. The Chair's rulings to entertain or reject non-debatable procedural motions are not open to appeal. Decisions related to points, except the Point of Order, are also not open to appeal.

The Representative may speak on behalf of his or her appeal and the Chair may then speak in defense of his or her ruling. The appeal shall then be put to a vote, and the Chair's ruling shall stand unless overruled by a two-thirds (2/3) majority of the Representatives present and voting. A vote in favor of the motion supports the appeal; a vote against the motion supports the Chair's decision. The Secretary General of the Conference shall continue to be the final authority in all appeals.

[3.4] Withdraw a Motion

A Representative that proposed a motion may withdraw it at any time before the motion is voted upon. If the motion has not yet reached the floor then withdrawal is automatic. Once a motion has been seconded and ruled in order then it has reached the floor and becomes the property of the committee. In this case the Chair shall ask for objections to withdrawal and if there are none withdrawal is again automatic. If there is any objection then the motion to withdraw becomes debatable to the extent of one speaker in favor and one opposed and requires a simple majority to pass. A withdrawn motion may be immediately reintroduced by another Representative.

[3.5] Reconsideration

Once any amendment or resolution has been adopted or rejected a motion for reconsideration may be made by a Representative who voted on the *prevailing* side. The motion to reconsider is debatable to the extent of one speaker in favor and one opposed and requires the affirmation of a simple majority of the Representatives present and voting to pass. The motion may only be moved after a substantive topic has been closed or tabled. If passed, the body automatically enters into debate on the original amendment; the previous vote on that item is nullified. This motion is only valid if the resolution is still on the floor. Reconsideration of a resolution reopens debate in the related Topic Area but does not allow new resolutions to be proposed.

[3.6] Reopen the Speakers' List

The Speakers' List may be reopened provided that at least one speaker remains on the list at the time of the motion. The motion is debatable to the extent of one speaker in favor and one opposed and requires a simple majority to pass.

[3.7] Close the Speakers' List

The Speakers' List may be limited at any time through a motion to close the Speakers' List. Such a motion is debatable to the extent of one speaker in favor and one opposed and requires a two-thirds (2/3) majority of those present and voting to pass. If such a motion passes, no Representatives may be added to the Speakers' List until a motion to Reopen the Speakers' List has passed.

4. Procedural Motions, valid only in Voting Procedure

Once debate has been closed on a specific topic area, the body moves into voting procedure. No one is permitted to enter or exit the committee room until voting procedure has been completed. All Delegations are allowed one vote. For a substantive motion (amendment or resolution) to pass, a majority of those present and voting is required. Abstentions do not count against the majority. The majority for individual committees will be set by conference officials and announced accordingly.

[4.1] Division of the Question

4.1a. After debate on any resolution or amendment has been closed, but the proposal has not yet been voted on, a Representative may move that the operative parts of the proposal be voted on

separately. The pre-ambulatory section of a resolution cannot be divided. The Representative should not specify a method of division upon making the motion to divide the question. If an objection is made to the request for division, the motion shall be voted on. The motion for division is debatable to the extent of one speaker in favor and one opposed, and requires the affirmation of a simple majority of the Representatives present and voting to pass. This vote is a procedural vote.

4.1b. If, and only if, the motion to divide the question passes, the Chair shall accept methods by which to divide the operative clauses. A Representative may only propose to divide *between* operative clauses, not divide out operative clauses. The Chair shall prioritize the proposed methods in reverse order of complication, that is, by selecting the method that divides the resolution or amendment into the most parts first, etc. Methods of similar complication shall be prioritized in the order they were proposed. After all methods for division are on the floor, simple majority votes shall be taken on the proposed methods in the aforementioned order. These votes are procedural votes. The resolution shall be divided by the first method that is approved. If no methods are approved, then the motion for division ends and the original proposal as a whole shall be voted on according to the standard voting procedure.

4.1c. If, and only if, a method of division has been approved by the body, simple majority votes shall be taken on each divided section of the proposal. The final proposal shall comprise those sections of the proposal that are approved by the body. If all sections of the divided proposal are rejected, then the proposal as a whole fails; an additional vote on the final proposal as a whole is not necessary.

4.1d. If, and only if, at least one section of the divided proposal has been approved, then the final proposal as a whole shall be voted on according to the standard voting procedure.

[4.2] Roll Call Vote

Votes on substantive matters may be taken by roll call if a motion to that effect has the support of one-fifth (1/5) of the committee. Roll call votes are taken in English alphabetical order. Representatives present and voting shall answer 'yes' to vote for the motion, 'no' to vote against the motion, or shall answer 'abstain' if they wish not to record a vote. A Representative may 'pass in the order of voting' in which case that Representative's vote shall be taken at the end of the roll call; however, a Representative who has 'passed in the order of voting' may not abstain. Representatives may vote 'yes with rights' or 'no with rights' if their vote is in direct opposition to their country's policy. Rights will be granted in the form of a 30 second statement after the completion of voting but before the results have been announced.

[4.3] Important Question

Immediately preceding the vote on a resolution, after voting on amendments and division is completed, a Representative may move to consider the resolution as an Important Question. These questions shall be limited to: recommendations with respect to the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the trusteeship system, and budgetary questions. The motion shall be subject to approval by the Chair. The motion is debatable to the extent of one speaker in favor and one opposed, and shall require a simple

majority to pass. If a resolution is considered an important question, it shall require a two-thirds majority of the body in order to be approved.

5. Substantive Motions

A substantive motion initiates a deliberative process on a substantive matter.

[5.1] Amend a Resolution

A Representative may move to amend any proposed resolution. The proposed amendment must be submitted in writing and must be approved by the Chair. Amendments shall require as signatories 15 percent of the body or all sponsors of the resolution to which the proposed amendment applies. Amendments shall not require a sponsor to move them onto the floor; they shall be considered on the floor once approved by the Chair. Contradictory amendments may not be passed. Any amendment in contradiction to an approved amendment shall be ruled out of order. Amendments may not contradict or alter the preamble of the resolution nor can it alter the original intent of the resolution.

5.1a. Friendly amendments

Amendments shall be considered friendly if all of the sponsors of the resolution being amended consent to the amendment. In the case of a friendly amendment, after reading the amendment aloud to the body, the Chair shall ask each of the sponsors of the resolution being amended for verbal consent to the amendment. If each sponsor consents, the amendment shall be considered friendly, and it shall automatically be incorporated into its respective resolution; if any of the sponsors do not consent, the amendment shall be considered unfriendly.

5.1b. Unfriendly amendments

Amendments shall be considered unfriendly if at least one of the sponsors of the resolution being amended does not consent to the amendment. The motion becomes debatable and debate on the resolution itself is suspended. A Speakers' List shall be established for the amendment. Debate shall alternate between pro and con speakers. Debate shall end when the motion to Close Debate passes or when the Speakers' List is exhausted. The amendment shall require a simple majority to pass.

[5.2] Introduce a Resolution

All resolutions must be submitted, in writing, to the Chair for approval before being placed on the floor for debate. Resolutions shall require 20 percent of the body to be signatories in order to be approved. All resolutions should be germane to the topic being discussed. Once a resolution has been approved and distributed to the entire body, it shall be considered on the floor for debate only after one of the sponsors moves the resolution onto the floor during a speech given in formal debate. The Chair shall suspend the sponsors' speaking time in order for the sponsor to read aloud the resolution and entertain *non-substantive* questions regarding the resolution.

Any number of resolutions pertaining to the topic area that is on the floor may be introduced. Resolutions are voted upon when a Motion to Close Debate on the Topic Area in the order that they were introduced.

6. Procedural Motions, valid only after a Substantive Topic has been closed or tabled

A procedural motion that affects the order in which debate takes place on items listed on the agenda shall only be in order when no such items are under consideration; that is, they are only valid between Topics.

[6.1] Change the Agenda

The motion to Change the Agenda must be accompanied with the specific changes proposed, including the reordering of current items or additions. The Chair must approve any additions to the agenda. Items already on the agenda may not be deleted nor may finished items be re-introduced. The motion may only be moved after a substantive topic has been successfully closed or tabled. The motion is debatable to the extent of one speaker in favor and one opposed and requires a simple majority vote to pass.

[6.2] Take from the Table

A Representative may move to take a topic from the table only after a substantive topic has been successfully closed or tabled. The motion is debatable to the extent of one speaker in favor and one opposed and requires the affirmation of a simple majority of the Representatives present and voting to pass. If the motion passes, debate on the topic that was tabled, including any resolutions or amendments on the floor at the time it was tabled, shall be moved to the front of the agenda. Debate shall resume on that matter immediately, in accordance with the Speakers' List on the topic at the time it was tabled.