



Rules of Procedure  
Upper Canada College Model United Nations (UMUN)  
October 2010

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## General Rules

1. Powers of the Chair – The chair has authority over the committee and may take all reasonable measures to ensure that these rules are followed and there is decorum among delegates. The chair and her/his officers will make all decisions regarding rules of procedure.
2. Delegates – Each delegation in the committee is to be represented by no more than one person.
3. Participation of non-members – The UMUN secretariat may appoint observer delegates to a committee at any time. Any delegates with observer status have the full rights of committee members except the right to present, sponsor/co-sponsor and vote on resolutions.
4. Quorum – 50%+1 of all registered delegates in a committee constitutes a quorum for debate. The chair shall undertake a roll call of all delegates prior to the beginning of each committee session and return from recess in order to determine if quorum exists.
5. Courtesy – The chair, delegates and staff are required to show courtesy and respect toward one another at all times during UMUN. Where possible, delegates should stand when speaking.
6. Placards – Placards will be provided by the UMUN Secretariat. Delegates must use these placards when looking to be recognized by the chair. Delegates shall not deface or otherwise destroy the placards.
7. Dress Code – All delegates must be dressed in western business attire or school uniforms.

## Formal Debate (also called Formal Consideration)

8. Formal Debate as a Default – The default position of a committee is formal debate.



9. **Agenda** – Setting the agenda will be the first order of business for the committee. To place a topic on the agenda, a delegate will need to motion. The motion requires a seconder. One speaker will be allowed to speak for the motion and one against. After hearing from both sides, the members will take a vote. A simple majority will pass the motion and the topic will be placed on the agenda.
  
10. **Speaker's List** – Once the agenda has been set, delegates may motion to open a speaker's list on the topic. The chair may accept this motion with or without a majority vote. Once the motion is accepted, the chair will ask delegates wishing to speak to raise their assigned placards. The chair will order the speaker's list at their discretion. After the list has been created and the first speaker has started, a delegate must submit a request in writing to be placed on the speaker's list.
  
11. **Closing the Speaker's List** – A delegate may motion to close the speaker's list, but only after the first two speakers have concluded their speech. The motion requires a 2/3 majority to pass. If the motion is successful, no additional delegates will be permitted to place their names on the speaker's list. If the speaker's list is exhausted, the committee will move directly into voting procedure.
  
12. **Time Limits on Speeches** – The default time limit for speeches during formal consideration is 2 minutes. A delegate may motion to change the speaking time for speeches in formal debate at any time. The member must indicate how long she or he wishes the speaking time to be. A simple majority is required to pass the motion.

## Yields and Motions During Formal Debate

13. **Yields** - Any delegate speaking on a substantive issue may yield in any of the following three ways:
  - a. Yield to another delegate – the speaker can yield their remaining time to another delegate. Only one such yield is permitted. Tertiary yields (yielding to more than one person or to more than one option) are not permitted.
  
  - b. Yield to questions – after the speech is finished, the delegate may field questions from the floor. The chair will decide who will ask the questions in the time remaining.
  
  - c. Yield to the chair – if the delegate does not wish to answer questions or yield time to another delegate, she or he may yield the remaining time to the chair.



14. Comments Allowed if Delegate Does Not Yield – The intention to yield must be declared before a delegate begins to speak. If the delegate does not yield their time at the beginning of the speech, the chair may, at their discretion allow up to two comments by other delegates in the remaining time. The comments can only pertain to the speech just given.
15. Right of Reply – A delegate whose national integrity has been slandered or misrepresented in any way may request a right of reply. Granting of this right is at the discretion of the chair. If the right is granted, a delegate will be given 1 minute of time to comment upon the slander or misrepresentation. There can be no right of reply granted on a comment made on a delegate already speaking on a right of reply.
16. Point of Personal Privilege – A delegate may motion for a point of personal privilege whenever she or he experiences personal discomfort that impairs her or his ability to participate in the proceedings. A point of personal privilege may interrupt a speaker. If accepted by the chair, the delegate should detail the circumstances of the impairment. The chair will then make every reasonable effort to accommodate that person.
17. Point of Order – A delegate may rise to a point of order to indicate an instance of improper use of the rules or procedure. The chair, in accordance with these Rules of Procedure, will decide the point of order immediately. A point of order may not interrupt a speaker.
18. Point of Parliamentary Inquiry - A member may motion for a point of parliamentary inquiry to ask the chair a question regarding the rules of procedure. A point of parliamentary inquiry may not interrupt a speaker.
19. Recess – a member may motion for a recess if the floor is open. The chair may rule this motion in or out of order at their discretion as circumstances dictate. A simple majority vote is required for this motion to pass.

## Informal Debate

(Also called Moderated Caucus or Informal Consideration)

20. Motioning for Informal Consideration - When it becomes evident that informal discussion of the entire issue under consideration appears beneficial, a delegate may motion for informal debate. A time limit is required in the delegate's motion. A majority vote is required for this motion to pass. If the motion passes, then the speaker's list is temporarily suspended and chair may select delegates at



21. their discretion to speak. After the time limit has expired, the committee will return to formal debate.
22. Time Limits on Speeches in Informal Consideration – The default time limit for speeches during informal debate is 2 minutes. A member may motion to change the speaking time for speeches in informal consideration at any time. The member must indicate how long she or he wishes the speaking time to be. A simple majority is required to pass the motion.
23. Points and Motions Allowed During Informal Consideration - Only points of personal privilege, order, and parliamentary inquiry are allowed during informal consideration.
24. No Yields During Informal Consideration – No yields are permitted/required during informal consideration.
25. Motions to Return to Formal Debate – After hearing from at least two speakers, any delegate may motion to return to formal debate of the issue. A majority vote is required for this motion to pass.

## Caucusing

26. Motioning for a Caucus – A delegate may motion for a caucus at any time during formal debate. A caucus is a timed period in which the rules of formal debate are completely suspended and delegates may walk around the room. The delegate must specify a time and purpose for the caucus. A simple majority vote is required to pass the motion.
27. Time Extension on the Caucus – The chair may grant additional time for a caucus at their discretion without a motion, but the additional time set cannot be greater than 5 minutes.
28. No Caucus During Informal Debate – there can be no motion for a caucus during informal consideration.

## Resolutions and Voting Procedures

29. Presentation of Resolutions – Only resolutions that address the topic at hand can be presented to the committee. Resolutions must be introduced by a delegate with full voting rights during their speaking time in formal debate. Resolutions require two sponsors and three co-sponsors to be introduced.



30. **Multiple Resolutions on the Same Topic are Permitted** – Delegates may introduce multiple resolutions on the same topic. The chair will number these resolutions based on order it was introduced, starting with 01.
31. **Format of resolutions** – resolutions must be neatly written or typed in the format prescribed by the UMUN Secretariat. Resolutions must list the sponsors and co-sponsors at the top of the page, and include at least two preambulatory clauses and one operative clause to be introduced.
32. **Amendments** – An amendment to a resolution must be presented in writing to the chair. The chair will make every effort to ensure copies of the amendment are available to all delegates. Friendly amendments require only the signature of the original delegates that sponsored the resolution. Unfriendly amendments must bear the signatures of five delegates and must have a simple majority to pass. Unfriendly amendments are voted upon only after closure of debate. Preambulatory clauses may not be amended and tertiary amendments (amendments to amendments) are not permitted.
33. **Closure of Debate** – During debate on a substantive topic in formal debate, a delegate may move to close debate on the issue. Two speakers for and two speakers against the motion will be permitted to speak at the chair's discretion. If there are no speakers against, the motion will automatically carry. Otherwise, a simple majority is required for this motion to pass. If resolutions/amendments have been presented, the committee will immediately move into voting procedure on those resolutions/amendments. Each resolution must be voted on independently in the order that they were introduced.
34. **Division of the Question** – After closure of debate, a delegate may motion to have the operative clauses of the resolution or amendment voted upon separately. The delegate should indicate in their motion how they wish to divide the resolution. A simple majority is required for this motion to pass.
35. **Voting** – Each delegate shall have one vote. A delegate may either vote for, against or abstain from voting on a resolution or amendment. Under no circumstances is a delegate to vote on behalf of another delegate.
36. **Roll Call Votes** – After closure of debate, a delegate may motion to have a roll call vote. This motion is automatically carried and only applies to voting on resolutions or amendments. In a roll call vote, the chair will call the delegates aloud in alphabetically order. Members may vote 'Yes,' 'No,' 'Abstain' or 'Pass.' A delegate who passes must vote after all members have voted. The chair will then announce the outcome of the vote.



37. Rights of Explanation During Voting – A delegate may request the right to explain their vote by saying 'yes with rights' or 'no with rights' when they vote on a resolution or amendment. It is at the chair's discretion whether or not to grant them the right to speak after the vote is completed. Speaking time is limited to one minute.
38. Powers of Veto (applies to Security Council only) – should the delegates representing China, France, Russia, the United Kingdom and/or the United States vote 'no' on a resolution/amendment, the resolution is considered 'vetoed' and cannot pass. There is no appeal of a veto.
39. Consensus Votes (applies to NATO only) – the North Atlantic Treaty Organization (NATO) works on a consensus basis. However, if a resolution/amendment fails, a delegate may request that the chair take a vote of reconsideration. If the chair agrees, another vote on the resolution/amendment will be taken. If 2/3 of the delegates vote subsequently vote 'yes,' the resolution will be passed.
40. Resolutions Carrying Contradictory Clauses – In cases where the committee passes resolutions that carry contradictory or conflicting operative clauses, the resolution that was most recently passed will carry.

## Adjournment

41. Adjournment of the Committee – a member may make a motion to adjourn or end the deliberations of the committee at any time within the last 15 minutes of the schedule as written by the UMUN Secretariat. A 2/3 vote is required for the motion to pass.

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