

Rules of Procedure for General Assembly

Scope

The rules of procedure outlined below are offered as a framework for both delegates and conference staff. These rules are not perfect, nor absolute. In the event of confusion or conflict of information in this guide, ultimate discretion is given to the dais for their respective committee.

Plagiarism

McKennaMUN XI has a zero tolerance policy for plagiarism of any kind. This includes plagiarism in position papers, working papers, and draft resolutions. McKennaMUN also has a strict policy against the prewriting of clauses. If it is discovered a delegate has prewritten clauses, they will be disqualified from awards.

Electronics

Electronic devices including laptops, cell phones, and tablets may not be used at any point during the course of committee. All working papers and draft resolutions must be written on paper, and will be typed up by the chairs once all papers and resolutions have been written. Electronics are not permitted during moderated or unmoderated caucuses, and should not be out during committee sessions at any time. Please print any research or notes you may need during committee, and we will provide paper and pens to write the working papers and draft resolutions.

Decorum

Delegates and conference staff must present themselves with respect and decorum throughout the entirety of the conference. This includes appropriate dress, restraint from interrupting other delegates, and interacting in a courteous manner. Conference staff and Secretariat reserve the right to penalize or disqualify delegates who do not adhere to decorous manners.

Working Outside Committee

Delegates in all committees are *not* permitted to work outside committee. The writing of working papers and draft resolutions and meetings to make alliances and cooperate must all be conducted during committee time. This is to ensure that delegates are able to put in the same amount of

time into committee, and that all delegates are able to take the time they need to take care for themselves outside of committee.

Sponsors and Signatories

Working papers and directives must be supported by a minimum number of sponsors and signatories to be specified by the dais of each committee in order to be accepted by the dais and introduced in committee.

Points:

- Point of Personal Privilege:
 - At any point, delegates may rise to a point of personal privilege to signal to the chair they have a personal concern
- Point of Order:
 - A delegate may rise to a point of order to correct an error in parliamentary procedure during the course of debate. A point of order may not interrupt a speaker unless it pertains to the speaker's right to speak. A point of order is not appealable.
- Point of Parliamentary Inquiry:
 - A point of parliamentary inquiry may be raised at any time the floor is open to points or motions. Delegates may rise to this point to ask a question about parliamentary procedure, and should never interrupt the speaker.

Motions:

- Motion to Open Debate
 - Requires a simple majority
- Motion to Set the Agenda
 - Triggers two speeches in favor and two speeches against, with 30 second speaking time
 - Requires a simple majority
- Motion to Open the General Speakers List
 - Requires a simple majority
 - Has a default speaking time of 30 seconds

- Motion to Enter an Unmoderated Caucus
 - Requires a simple majority
- Motion to Enter a Moderated Caucus
 - Requires a simple majority to pass
 - Motions must specify the total caucus time and the speaking time for each individual speaker
- Motion to Extend a Caucus
 - Requires a simple majority to pass
 - Must contain a specific time for extension, not to exceed $\frac{1}{2}$ of the original length of the caucus
 - Each caucus can be extended a maximum of one time
- Motion to Introduce Working Papers
 - Requires a simple majority
 - This will trigger Author's Panel, per the discretion of the dais
- Motion to Introduce Draft Resolutions/Directives
 - Requires a simple majority
 - This will trigger Author's Panel, per the discretion of the dais (for GA)
- Motion to Enter Voting Bloc
 - Requires a $\frac{2}{3}$ vote from committee
- Motion to Divide the Question
 - Requires a $\frac{2}{3}$ vote from committee
- Motion to Introduce Amendments
 - Requires a simple majority
 - Prompts the dais to introduce all entertained amendments that have been submitted
 - All friendly amendments are automatically added to the draft resolution/directive in question
 - All unfriendly amendments are debated and then delegates take a substantive vote on the clauses
- Motion to Suspend Debate
 - Requires a simple majority
- Motion to Adjourn Debate

- Requires a simple majority

Yields During Formal Speeches

- Yield to Comments
 - A speaker may designate their remaining time to be used for other delegates of the dais selection to make comments on their speech. Delegates will be allotted the time left in the speech
- Yield to Questions
 - The speaker may designate the time remaining in their speech to be used to answer questions from other delegates as selected by the dais. Question time is not counted in the speaker's time.
- Yield to Another Delegate
 - The speaker may designate the time remaining in their speech to be used by another delegate, as specified by the speaker
- Yield to the Chair
 - Speakers may at any time during their speech choose to yield the remaining time to the chair

Right of Reply

The right of reply allows delegates to respond to a specific statement made against their person via motion, and approved speech. The right of reply is not intended to allow delegates to respond directly to an offensive statement about their country. Rather, it is intended to be used to respond to insults against the delegates themselves. Petitions for right of reply are left entirely to the discretion of the chair.

General Precedence of All Motions

When more than one motion is presented, they are voted on in order from most to least disruptive. That order is:

1. Right of Reply
2. Extensions (longest extension first)
3. Unmoderated Caucus (longest first)

4. Round Robin (longest speaking time first)
5. Moderated Caucus (longest first, then by most number of speakers)

In voting procedure, motions have the following precedence:

1. Reordering of the Draft Resolutions
2. Voting by Acclamation
3. Division of the Question
4. Voting by Roll Call

Flow of Debate

1. Roll Call
 - a. At the beginning of every committee session, the dais will take the roll of the delegates
 - b. Delegates may respond with “present” or “present in voting”
 - c. If a delegate indicates they are “present in voting” they may not abstain from any substantive vote
2. Debate is opened
 - a. A delegate may motion to open or resume debate once roll call has been taken
 - b. This must be passed by a simple majority of the committee
3. The General Speakers’ List is Opened
 - a. A delegate may motion to open the speakers’ list once debate has been opened
 - b. The motion must be passed by a simple majority of the committee
 - c. The delegate who made the motion is offered the opportunity to be the first speaker on the speakers’ list
 - d. The speakers’ list has a default time of 1 minute, unless otherwise stipulated in the motion that is passed
4. The agenda is set
 - a. A delegate may motion to set the agenda to one of the topics listed in the background guide
 - b. If there is only one topic in the background and committee materials, the agenda is automatically set to that topic
5. Moderated Caucus

- a. A motion to enter a moderated caucus may be made by any delegate whenever motions are entertained, debate is open, and the committee is not in voting bloc
 - b. If multiple motions are presented, motions will be voted on by most to least disruptive. This applies to moderated and unmoderated caucuses.
 - c. A motion for a moderated caucus must be passed by a simple majority
 - d. The delegate who made the motion is offered the opportunity to speak first or last in the caucus
 - e. The motion to enter a moderated caucus must specify a total time for the caucus, a maximum speaking time for each speaker, and a specific topic of discussion
 - f. The total time for the caucus must be divisible by the specified speaking time
 - g. A motion to extend the moderated caucus may only be made once the caucus has elapsed, have to specify a time for the extension that does not exceed $\frac{1}{2}$ of the original time, and passes by a simple majority
6. Unmoderated caucus
- a. A motion to enter an unmoderated caucus may be made by any delegate whenever motions are entertained, debate is open, and the committee is not in voting bloc
 - b. A motion for an unmoderated caucus must pass by a simple majority
 - c. The motion to enter an unmoderated caucus must contain a total time for the caucus
 - d. A motion to extend the unmoderated caucus may be made once the caucus has elapsed, must specify a time that does not exceed $\frac{1}{2}$ of the original time, and must pass by simple majority
7. Author's Panel
- a. A motion to introduce working papers and draft resolutions may be made by any delegate once all working papers have been accepted by the dais and motions are being entertained
 - b. Papers will be presented in the order of submission to the dais unless otherwise specified by the motion that is passed
 - c. An Author's Panel for working papers will be left to the discretion of the dais based on the time left in the conference, but Author's Panel on draft resolutions are mandatory

- d. A motion to introduce working papers and draft resolutions must pass by a simple majority
 - e. Author's Panel will consist of an allotted amount of sponsors to present their paper and resolution to the committee, followed by an allotted amount of time for committee to ask questions, to which sponsors will answer
 - f. The duration of presentations and Q&A sessions are determined by the discretion of the dais
 - g. The time delegates take to ask questions will not be counted towards the timing of the Q&A
 - h. The number of representatives from each bloc allowed to present and answer questions are determined by the discretion of the dais
8. Voting bloc
- a. A motion to enter voting bloc may be made by any delegate after draft resolutions or directives have been formally accepted by the dais and motions are being entertained
 - b. A motion to enter voting bloc must be pass by a $\frac{2}{3}$ majority of committee
 - c. In crisis committees, a motion to introduce directives is often combined with a motion to enter the voting bloc. Such a motion should specify the procedure for the combined introduction and voting bloc, and such a motion constitutes a suspension of the rules which must pass by a $\frac{2}{3}$ majority of committee
 - d. The default speakers for/against each directive is two for, two against with 30 second speaking time
 - e. The delegate who makes the motion to enter voting bloc may specify a non-default order or for/against structure in their motion
 - f. No person other than the authorized conference staff may pass notes, talk to other people in the room, enter the room, or leave the room during voting bloc unless directed to do so by a member of the Secretariat
 - g. A delegate may motion to leave voting bloc, or the chair may move out of voting bloc at their discretion after all draft resolutions/directives have been voted on
9. Dividing the Question
- a. A motion to divide the question may be made at any point during voting bloc before the draft resolution/directive in question has been voted on

- b. Divided the question is the process by which one or more clauses of a draft resolution/directive may be voted on separately from the body of the draft resolution/directive
 - c. The motion first must pass by a $\frac{2}{3}$ majority, and is not a substantive vote
 - d. If the vote passes by a simple majority to divide the question, that clause will be substantively voted on
 - e. Preambulatory clauses may not be altered by division of the question
 - f. Multiple motions on specific divisions may be accepted by the dais
10. Amending a draft resolution/directive
- a. At any point when the floor is open after a draft resolution/directive has been introduced and before it has been voted on, a delegate may make a motion to introduce an amendment to the draft resolution/directive
 - b. Time permitting, the amendment is then read out by the dais
 - c. If the amendment in question has been submitted to and entertained by the dais, a procedural vote on the motion to introduce the amendment takes place
 - d. All amendments must garner a sponsor threshold determined by the dais
 - e. An amendment with the support of all sponsors of the draft is a “friendly” amendment, and all other amendments are considered unfriendly and require a vote of $\frac{2}{3}$ to pass
 - f. For unfriendly amendments, for/against speeches are triggered in which two speakers speak for and against, for a default speaking time of 30 seconds
11. Suspend debate
- a. This motion may only be entertained at the end of a committee session
 - b. Passes by a simple majority of committee
12. Adjourn debate
- a. This motion may only be entertained at the end of the conference
 - b. Passes by a simple majority of committee

Voting

- Procedural Voting
 - All votes on motions are procedural unless otherwise stated
 - All delegates present must vote on procedural matters

- Substantive Voting
 - Voting on draft resolutions, directives, specific divisions of the question, and amendments is considered substantive
 - All delegates must indicate a yes vote, no vote, or abstention during substantive voting
 - The dais may ask for a re-vote if the total number of votes is less than the total number of delegates present
 - Delegates who indicated they were “present and voting” at the beginning of the session must vote “yes” or “no”
- Voting by Acclamation
 - During a substantive vote with for/against speakers, the floor may be eligible to pass by acclamation
 - In such a case, the dais must remind the committee that if no delegate speaks against the matter, it will automatically pass by acclamation
 - The dais must ask the committee once more, and if no delegate speaks against, it is automatically passed
 - A delegate may motion to pass any matter that calls for a substantive vote by acclamation
- Roll Call Voting
 - Immediately preceding a substantive vote, a delegate may motion for a roll call vote
 - If entertained by the dais, a roll call vote will commence in which each delegate’s allocation will be called out by the dais and they must either say yes, no, abstain, yes with right, or no with rights
 - All those who vote “with rights” indicate they wish to explain why they voted the way they did. The dais determines if they have the right to speak, and for how long

Any questions? Clarifications? Totally confused?

Please route all questions to zkhera58@students.claremontmckenna.edu, and we will get back to you as soon as possible.

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