



MODELO DE NACIONES UNIDAS DEL CIDE

CIDEMUN 2017

RULES OF PROCEDURE FOR UNITED NATIONS

COMMITTEES

LEGALITY

These rules are self-sufficient except for the modifications set forth by the Secretariat and will be enforced during every session. Other Rules of Procedure will not be applicable.

LANGUAGE

English is the official working language for this committee, the use of any other language will not be allowed while the committee is in session.

ATTRIBUTIONS OF THE CHAIR

• President

Is the maximum authority within the committee. The attributions of the President are the following:

1. Declare the opening and closure of each session.
2. Monitor the fulfillment of the Rules of Procedure and Conduct.
3. Be a part of the Chair of Approval.
4. Decide about the following procedures:
 - a. Rights of Reply
 - b. The total or partial suspension of Points of Order, Parliamentary Inquiry and Motions of Procedure when considered necessary
 - c. The order in which draft resolutions will be submitted to the committee.

• Moderator

Is in charge of coordinating the debate and guiding the procedures of debate. The attributions of the Moderator are the following:

1. Replace the President in case of absence.
2. Be a part of the Chair of Approval.

• Conference Officer

Is in charge of assisting the President and Moderator in the exercise of their functions. The attributions of the Conference Officer are the following:

1. Determine the *quorum* at the beginning of each session.
2. Determine if the content of the notes is appropriate.

CHAIR OF APPROVAL

The Chair of Approval is formed by the Moderator, President and the Secretariat Representative.

RULES OF CONDUCT

- All participants are permanently required to visibly wear their badge or identification.
- Delegates must show courtesy and respect to the staff, Faculties and other delegations.
- Establishing direct communication between the delegates during the formal session shall not be permitted. Delegations may be able to communicate by sending notes through the Ushers.
- No delegate may address the Committee without the permission of the moderator.
- The use of electronic devices which interfere with the debate shall not be permitted during session.
- Plagiarism is considered as any action that involves writing ideas of another person as own in the redaction of the position paper or any other document during the debate. If a delegate incurs in this practice, the Chair will issue a written or verbal warning and will be asked to rectify the document. In case of recidivism, the delegate will get a warning.

DRESS CODE

The dress code to access the committees shall be formal. The use of suits, jacket, ties, dress skirts and formal pants will be considered appropriate. Miniskirts, party dresses, shorts, T-shirts, tennis shoes or caps are not allowed during any session.

WARNINGS

Warnings are the sanctions imposed by the Staff to call the attention on behaviours that are inappropriate for CIDEMUN 2017, such as violating the courtesy rules, unnecessarily interrupting the debate, not having a respectful attitude, arriving late to a session, etc. A delegate having two warnings in the same session shall leave the room and will rejoin activities in the following session. A delegate who has been warned three times shall not be able to continue with the debate.

MAJORITIES

- Qualified Majority: Represents the vote of two thirds (66.6%) of the Members present.
- Absolute Majority: Represents the vote of 50% +1 of the Members present.

- **Relative Majority:** Represents one more vote in favour of a determined posture than that of the votes against it.

MOTIONS

- **Motion of Procedure**

This motion can be used to propose an option on procedure during the normal course of the debate. In order for the Chair to consider it, there will have to be at least a delegate who seconds it. The delegations that propose the motion may not second it.

The Motion of Procedure cannot interrupt a delegate or the Chair when addressing the floor or when a procedure is already in process. The motion can be made only while the floor is open.

- **Point of personal privilege**

If a delegate experiences a personal discomfort, detrimental to his or her participation in the proceedings, he or she may ask for a point of personal privilege to correct the problem. The point of personal privilege may interrupt the speaker. Therefore, it shall be used with the utmost discretion.

- **Point of order**

A delegate may request a point of order to indicate improper parliamentary procedures. The moderator according to these rules of procedure will immediately decide upon the point of order. The moderator may rule as out of order the points that are dilatory or improper. This decision cannot be appealed. A delegate requesting a point of order may interrupt the speaker when the speech does not abide the proper parliamentary procedure.

- **Point of parliamentary inquiry**

When a floor is open, a delegate may request a point of parliamentary inquiry to ask a question regarding the rules of procedure. Points of parliamentary inquiry cannot interrupt a speaker.

FLOW OF DEBATE

The agenda has been established before the debate. At the beginning of the first session the only motion in order is a Motion of Procedure to open a Speaker's List.

- **Speaker's List**

The minimum time to address the forum during the Speaker's List will be thirty seconds and the maximum, ninety seconds. If the delegate exceeds the allotted time the moderator may ask the delegate to conclude. In case any delegate wishes to change the limit time a motion would be in order once the floor is open.

Any nation who wishes to be in a Speaker's List will request it by a written note to the chair. The nations included in the speaker's list will be written for the committee's convenience.

- **Time Yields**

A delegate granted the right to speak in the speaker's list about the topic might yield his or her time in one of the following ways:

- Yield to another delegate. The remaining time will be allotted to the chosen delegate who may not yield the time again. The delegate has the right to accept or refuse the time yield.
- Yield to questions. The moderator will select delegates who may ask questions and will be limited to one question for each delegate. The speaker's answers will be allotted to the remaining time.
- Yield to the chair. Time yield to the Chair may be used for what they decide.
- Yield to comments. Moderator may recognize any delegate to comment on the content of the speech that has just concluded.

- **Extraordinary Sessions of Questions**

A delegate may ask for an extraordinary session of questions for any delegate when the floor is open. This motion must be seconded and voted, and must specify the number of questions. The moderator will open a list of the delegates who want to make a question. The delegate requested to answer has the right to accept or refuse the extraordinary session.

It is in order to establish one follow-up per question as long as it is related to the delegate's previous answer. Also, the delegate may ask for a brief preamble in his first question through a Point of Personal Privilege.

- **Simple Caucus**

A Simple Caucus is an informal meeting among delegates where direct communication can be established. A motion to open a simple caucus is in order when the floor is open.

The delegate who proposed the motions should establish the limit of the Simple Caucus: minimum 10 and maximum 20 minutes. Once the time of the Simple Caucus has ended, a delegate may ask to extend it only if the limit does not exceed the one of the first Simple Caucus.

- **Moderated caucus**

The purpose of a moderated caucus is to facilitate the debate. The moderator, at his or her own discretion, will grant the delegates the right to speak. A motion for a moderated caucus is in order when the floor is open.

The delegate must specify a time limit for the moderated caucus: minimum 10 and maximum 20 minutes. Delegates may be asked to conclude their participation during the moderated caucus at the moderator's discretion. Once the time of the Moderated Caucus has ended, a delegate may ask to extend it only if the limit does not exceed the one of the first Moderated Caucus.

- **Right of Reply**

A delegate whose person or national integrity has been contested by another delegate may ask the president for a right of reply. A written note must make this request. The president's decision cannot be appealed, and the delegate to whom the right of reply has been granted will not address the committee unless the moderator asks him or her to do so. The delegate to whom the right of reply is directed will pass to the floor to exclusively state his or her apologies to the offended delegate. Otherwise, the delegate will receive a warning.

WORKING PAPER

Working papers are intended to aid the discussion of the committee and the formulation of resolution projects. They have the following features:

- They do not need to be written in a resolution format.
- They require the signature of the 33.3% of the committee. Signing a Working Paper represents the delegation's interest in the ideas expressed in the document to be discussed in the forum but not necessarily its approval.
- They require the approval of the President to be introduced.
- Until its approval it will adopt the name of Working Paper. For any reference before this, it shall be called Possible Working Paper.

When the Working Paper has been approved by the Chair, a delegate may read it to the forum (accompanied by no more than two delegations) through a Motion of Procedure to introduce the Working Paper. After the Working Paper has been introduced, a Motion of Procedure to open a Moderated Caucus of indefinite time or an unlimited Session of Questions to discuss the document will be in order.

DRAFT RESOLUTION

The Draft Resolution should be approved by the Chair of Approval in order to be introduced to the Committee. The Chair of Approval will only accept the draft resolutions with the following features:

- The draft resolution must be signed by at least 66.6% of the Delegations present in the committee. Signing a resolution does not necessarily mean backing it; it only means the delegate gives his or her authorization to discuss it.
- The delegations may only sign one Draft Resolution per topic debated.
- They require the approval of the Chair of Approval.
- They shall be based on ideas discussed in the Speaker's List and the Working Paper.
- Until its approval it will adopt the name of Draft Resolution. For any reference before this, it shall be called Possible Draft Resolution.

Once the Chair of Approval signs a Draft Resolution, a delegate may move to introduce the incumbent document through a Motion of Procedure to introduce the Draft Resolution. The contents of the introduction will be limited to the reading of the clauses of the Draft Resolution; all comments and yields are out of order. After the delegates have finished reading the project, a Moderated Caucus of indefinite time will be in order. There can be more than one Draft Resolutions at any time, but only one Resolution per topic will be passed.

CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate to the topic, requiring a second. Closure of debate requires the support of an absolute majority of the members present and voting. Until this moment, the Draft Resolutions shall adopt the name of Project Resolution.

- **Formal Voting**

After the debate of the Draft Resolution is closed, a delegate may request a roll call vote. The President will call the delegates alphabetically. It will consist of three rounds:

- In the first round delegates may vote in favour, against, abstain or pass. The delegates who vote in favour or against may require the right to explain his or her vote.
- In the second round, delegates may vote in favour, against or abstain. A delegate may ask for the right to explain his or her decision. At the end of the second round the delegates who requested a right of explanation will be granted time to explain their votes.
- In the third round the President will ask if any delegate wants to reconsider his vote. If an absolute majority of votes in favor is not obtained, the President may propose to open the second topic or open the debate with the same topic for a second resolution.

RESOLUTION

When the result of the formal voting of the draft Resolution is passed, the document may be referred as the Resolution of the topic being dealt. In the case the result of the voting is negative, the document shall be referred as non approved Draft Resolution.

Preambulatory Clauses and Operative Clauses

Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
	Having considered further	Referring
		Seeking

Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasizing		Welcoming

Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes		Has resolved
Calls	Expresses its hope	Notes
Calls upon	Further invites	Proclaims
Condemns	Deplores	Reaffirms
Confirms	Designates	Recommends
Congratulates	Draws the attention	Regrets
Considers	Emphasizes	Reminds
Declares accordingly	Encourages	Requests
Deplores	Endorses	Solemnly affirms
Designates	Expresses its appreciation	Strongly condemns
Draws the attention	Expresses its hope	Supports
Emphasizes	Further invites	Takes note of
		Transmits

	Further proclaims Further reminds	Trusts
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