

## Rules of Procedure

### 1. Roll Call

The roll call occurs at the start of every committee session. Delegates are invited to declare themselves as either “Present” or “Present and Voting”. The main difference resides in that the former enables one to abstain when voting on resolutions.

### 2. Primary Speakers’ List

In the primary speakers’ list, delegates are invited to discuss their country’s stance on the issue at hand while emphasizing their delegation’s preferred topic.

### 3. Secondary Speakers’ List

In the secondary speakers’ list, delegates are invited to discuss their country’s stance on the chosen topic, with a focus on the initiatives precedingly brought forward within their country.

### 4. Moderated Caucuses

In moderated caucuses, delegates are invited to address specific angles relevant to the overall broad topic. A total length and timer per speaker must be determined. Note that the total time must be divisible by the speaking time. (For instance, in a DISEC committee, with the topic of nuclear proliferation: “Motion for a moderated caucus: 12 minutes with a 45 second speaking time on the topic of Pakistan’s development of nuclear weapons.”)

### 5. Unmoderated Caucuses

In unmoderated caucuses, the rules of formal discussion are suspended. Thus, delegates are invited to form alliances to work on draft resolutions.

### 6. Introduction of Draft Resolutions

When introducing draft resolutions, the sponsors of the are invited to read the operative (and sometimes preambulatory) clauses in front of the rest of the committee.

### 7. Question and Answer Period

During question and answer periods, delegates are invited to ask questions to the sponsors of a given resolution. In most cases, this portion of committee session takes places right after the introduction of draft resolutions.

### 8. Amendments

Amendments are substantive changes delegates would like to propose to draft resolutions. There exist two different kinds: friendly amendments, which have the approval of all sponsors, and unfriendly amendments, which do not.

### 9. Voting Procedure

Upon entering voting procedure, delegates are invited to either vote for or against the different resolutions on the floor. Note that more than one resolution can pass as long as neither of them have conflicting clauses.

### **Points: may be raised at any time during debate**

#### 1. Point of Parliamentary Inquiry

Used when a delegate wishes to ask a question to the Dais, as for clarification about the Rules of Procedure or the discussion at hand.

#### 2. Point of Personal Privilege

Used when a delegate wishes to inform the Dais of something preventing them from participating in discussions (unable to hear/see, the room is too hot/cold, etc.).

#### 3. Point of Order

Used when a delegate wishes to inform the Dais of an error with regards to the Rules of Procedure.

#### 4. Right of Reply

Used if, and only if, a delegate has been personally slandered. When granted, the would be given 45 seconds to defend themselves.

### **Motions: may only be presented after the dais has asked the room for them**

#### 1. Set the agenda (two speakers for and two speakers against are necessary)

Such a motion aims to close the primary speakers' list to choose a topic.

#### 2. Moderated caucus

In moderated caucuses, delegates are invited to address specific angles relevant to the overall broad topic. A total length and timer per speaker must be determined. Note that the total time must be divisible by the speaking time. (For instance, in a DISEC committee, with the topic of nuclear proliferation: "Motion for a moderated caucus: 12 minutes with a 45 second speaking time on the topic of Pakistan's development of nuclear weapons.")

#### 3. Extension (once per moderated caucus)

Delegates can extend moderated caucuses as long as the total time does not exceed that of the original moderated caucus.

#### 4. Round Robin

A round robin enables every single delegate in the room to speak for a specified amount of time.

#### 5. Unmoderated caucus

In unmoderated caucuses, the rules of formal discussion are suspended. Thus, delegates are invited to form alliances to work on draft resolutions.

#### 6. Introduction of draft resolutions/directives

Such a motion allows all approved draft resolutions/directives to be introduced to the committee. The order can be specified in the motion or left to the discretion of the chair.

#### 7. Question and answer period

During question and answer periods, delegates are invited to ask questions to the sponsors of a given resolution. In most cases, this portion of committee session takes place right after the introduction of draft resolutions.

#### 8. Question the competence of the body ( $\frac{2}{3}$ majority and speakers for and against)

A delegate may request to have a draft resolution, or parts of a draft resolution, removed because the committee does not have the power to put in place the proposed measures. This requires a

#### 9. Tabling of a topic

When tabling a topic, the discussion on the chosen topic will be discarded. The committee must then return to the primary speakers list. This requires  $\frac{2}{3}$  majority to pass.

#### 10. Censure ( $\frac{2}{3}$ majority and speakers for and against)

A delegate can be censured for being disrespectful and/or blatantly not following their country's foreign policy. The length of suspension will be decided upon by the Dais.

#### 11. Change default speaking time

The default speaking time is set to 45 seconds, but may be changed upon the passing of this motion. 12. Close debate/enter voting procedure This motion enables delegates to begin voting on all draft resolutions/directives. The doors will be barred after this motion passes.

#### 13. Division of the question

Once in voting procedure, a delegate may request to separate one or more clauses from the resolution itself, thus creating two or more separate resolutions. This motion is to be voted on first, with the draft resolution voted on subsequently in its distinct parts, depending on the outcome of the first vote.

#### 14. Vote by roll call

Instead of voting by default placard vote, delegates will have to vote on resolutions by having their delegations called by the Chair, one by one.

#### 15. Vote by acclamation

A delegate may request to vote by acclamation in order to bypass the default placard procedure. However, if even one person votes against the motion, the vote will be held by roll call.

#### 16. Recess

A motion used to suspend committee until the next session.

## 17. Adjournment

This motion is used to adjourn committee at the end of the conference. **DISCLAIMER:** Chairs always reserve the right to make all modifications to the rules.

### **Yields: can be used at any time during a delegate's speech**

#### 1. To the chair

The default yield, meaning all remaining time will go to the Dais.

#### 2. To another delegate

A delegate may yield time to another delegate. Note however that the delegate who receives the yield is under no obligation to speak.

#### 3. To questions

A delegate may open the floor to questions other delegates wish to ask him or her.

### **Amendments**

#### 1. Friendly amendments

Amendments are substantive changes delegates would like to propose to draft resolutions. Friendly amendments have the approval of all sponsors involved.

#### 2. Unfriendly amendments

If even one of the sponsors does not approve of an amendment, it can still be submitted to the Chair before entering voting procedure. Amendments will then be voted on before voting on the actual resolution itself.

### **Other Information**

#### **PRESENT VS PRESENT AND VOTING**

The main difference resides in that the former enables one to abstain when voting on resolutions. Note that everyone must vote on procedural matters.

#### **SPONSOR VS SIGNATORY**

Both these terms are used within the context of resolutions. Sponsors are the ones who write the resolution.

Signatories are simply interested in seeing the working paper introduced to the committee. A delegation does not need to be in favour of a working paper to be a signatory. The number of sponsors and signatories on a given resolution must add up to  $\frac{1}{4}$  of the delegates in committee.

#### **WORKING PAPER VS DRAFT RESOLUTION VS RESOLUTIONS**

When delegates first start writing their idea down, it is a Working Paper. Once the document has been submitted to the Chair, and approved to be introduced, it becomes a Draft Resolution. Once a draft resolution passes voting procedure, it becomes a Resolution.

## **PUBLIC DIRECTIVES VS RESOLUTIONS VS PERSONAL DIRECTIVES/CRISIS NOTES**

Instead of resolutions, crisis committees work on public directives which are much shorter - and less formal – than resolutions. On the other hand, personal directives are notes addressed to the crisis team which perform behind-the-scenes tasks without other members of the committee knowing.

### **MAJORITY**

Any votes held in committee will require a default majority of 50%+1 to pass. unless otherwise mentioned.

### **PERSONAL PRONOUNS**

The use of personal pronouns is frowned upon. Delegates should instead refer to themselves as “the delegate of X”, the delegation of “X”, or even simply by mentioning their country name.

### **GENERAL RULES**

All delegates must use respectful language when addressing other delegates, staff members, and Secretariat members. The content of notes must be related to the committee itself; pages will read all notes, and destroy those which are not related to the committee. Any delegate who is disrespectful, either in person or through notes, can be expelled from the conference. Note that laptops and phones are not allowed in committee during debate.