



---

# RULES OF PROCEDURE

---

COMITÉ INTERUNIVERSITAIRE  
DES NATIONS UNIES DE  
PARIS

---





# INTRODUCTION

These following rules are applicable to the Simulation Committee. In circumstances, which are not foreseen in the Rules of Procedure, procedure will be at the discretion of the Chair or Secretariat. The highest authority on the Rules of Procedure are the Secretary Generals. If a delegate believes the Chair has wrongly decided not to entertain their Point of Order, they may approach the Secretariat.

Participants are expected to prepare the conference by reading all the materials that will be sent to them and are strongly encouraged to pursue further research on the topic debated and on their country's policy on the matter. Such preparation is needed to write a good position paper.

Participants shall keep in mind the current geopolitical landscape during debate (i.e., it is very unlikely that China and the United-States will agree on many topics; participants should take into account their country's position toward the situation in Ukraine; etc.).

Plagiarism is not tolerated; it is therefore strictly forbidden to pre-write any working paper or draft resolution before the conference.

---

# SUMMARY

Diplomatic conduct.....	3
The roles.....	5
Roll call and Quorum.....	6
Opening statements.....	7
Motions.....	8
Points.....	15
Yeilding.....	17
Voting procedure.....	18
General vocabulary.....	20



# DIPLOMATIC CONDUCT

## ***1. Courtesy***

Please show common courtesy to fellow Delegates and Chairs. While various views may be presented during the debate, delegates are reminded that they and their colleagues are representing an entity that may not reflect their opinions on the matter at hand. Personal opinions should not be included in the debate. Furthermore, all participants are reminded that abuse and/or on any grounds will not be tolerated and will be brought to the attention of the organizing team. Diplomatic conduct has to be maintained until the closure of the session by the Secretary Generals.

Participants are also expected to be punctual; the Chairs will not wait for latecomers before starting debates.

## ***2. Dress code***

The official dress code is Western business attire. The only exception to this rule is the traditional clothing of a state a delegate is representing. The aforementioned attire shall be worn with respect to the culture of the country.

## ***3. Working language***

The working language of the conference is English. All communication within the conference should thus be in English with the exemption for specific committees where the work language is another language. In the latter this information will be specified far in advance.

## ***4. Electronic devices***

Electronic devices are allowed during debates as long as they are only used for conference-related matters. Electronic devices are strictly prohibited during the vote session.

## ***5. Note passing***

During formal debates, delegations will be able to communicate only by passing notes. This will not be allowed during the voting procedure.

---

## **6. Decorum**

Do not interrupt when the Chair, an invited representative, or another delegate is speaking. When given the floor, delegates should rise when addressing the room and remember to properly address the parties present in the room, e.g. "Honorable Chairs, fellow Delegates...".

Delegates are not to use the pronouns "I" but "we/us" or "the delegation of...". They must refer to other delegations using "the delegation of..." or the name of the country and not the pronoun "you". Other nouns such as "Member State(s)", "Representation(s)", "Delegation(s)", "Representative(s)", can be used.

Delegates are representing their country's view, not their own; we, therefore, recommend that they refer to their delegation or country when speaking. Please wait until the Chairs have recognized you and granted you the Floor before speaking. If raising a Point, i.e., a Point of Parliamentary Inquiry (a question about the Rules of Procedure), raise your placard and wait for the chair to call on you (see below).



# THE ROLES

## ***1. The Secretary Generals***

The Secretary-Generals are the highest authority of the conference. It is the right of the Secretary Generals to interpret these Rules of Procedure; their decision shall be considered final. The Secretary-Generals may overrule any point or motion in case they are hindering the debates.

## ***2. The Secretariat***

The Secretary Generals and associated persons are collectively referred to as the Secretariat. Their task is to ensure that the conference runs smoothly. Delegates may approach a member of the Secretariat at any time should they have any questions.

## ***3. The Chairs***

The Chairs oversees the conduct of debate in the Committee. They will apply the Rules of Procedure and see that the debate moves forward. The Chairs may interpret these rules at their discretion to ensure that the debate is constructive. The Chairs may call for or deny motions as they deem necessary so as to fulfil their mandate.

For a delegate to address the committee, he/she must first be recognized by the Chairs. To recognize a delegate, they will state the name of the country or unequivocally indicate it anyhow.

## ***4. Pages***

The Pages are responsible for providing delegates with the information (and materials) they may need. They are also responsible for passing notes between delegates (see above).

## ***5. Observers***

Any committee may host observers at the Secretariat's discretion. They are not allowed to vote on any matters, they are not able to sponsor or sign any working paper, draft resolutions or amendments and propose motions. Nevertheless, they are able to take the floor as any other delegate.



# ROLL CALL AND QUORUM

Roll call is taken at the beginning of every session. The Chairs will read out the list of countries with a seat on the committee and the countries will state their presence as either “present” or “present and voting”. Those present and voting are not allowed to abstain during substantive voting. After the roll call, observers, which do not have the right to vote on substantive matters, are invited to join the proceedings. They are only able to state that they are “present”.

The quorum, which is the number of delegates needed to have a debate, is set at 25% of the members of the Committee (as declared at the beginning of the first session).

Delegates arriving after the roll call shall be considered absent from the debate, unless and until they indicate their presence to the chair, preferably through a written note.





# OPENING STATEMENTS

After the roll call has been taken and a quorum is present, the session starts with the opening statements of the delegates. Statements are delivered following the alphabetical order of countries represented in the committee. They shall last for a maximum time of 90 seconds and it is not possible to yield time (see below) to another delegate. If the delegate still has some time left, he/she can yield his/her time either to the Chairs or to questions.

In the event of a delegate yielding his/her time back to the Chairs, the chair will acknowledge and proceed to the next delegation's opening speech.

In the event of a delegate yielding his/her time to questions, the delegates of the assembly can raise their placards to ask questions to the delegate (who is currently speaking).

The delegate will remain at the podium and use its remaining allocated time to answer questions. The delegate can refuse to answer a specific question.



### ***1. Motion to set the agenda***

In all committees, there will normally be two topics to debate, set prior to the conference. The first thing the delegates will have to do at the opening session of their committee is to set the agenda. The delegate raising this motion should state the order in which these topics should be addressed according to their preference.

In case of a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion and a procedural vote. In case of objections, a Speakers' List will be established to discuss the motion. This motion requires a simple majority.

### ***2. Motion to set the speaker's time***

At the beginning of the debate on a topic or on setting the agenda, the speakers' time is unlimited until it is set otherwise by the committee; subsequently, this should be one of the first motions raised following setting the Agenda. Any delegate can move at any time to set or change the speakers' time. The length of time must be between 30 and 150 seconds. It is not possible to reset speakers' time to unlimited later on. If there are multiple motions to set speaking time on the Floor, the proposal with the longest amount of time takes precedence.

### ***3. Motion to close or (re)open the General Speakers' list***

After the Roll Call, the General Speaker's List is automatically established, a motion to open the General Speakers List is not required. The Chairs will call for the first delegates wishing to be added. Those that have not been added, shall request inclusion in the following ways:

- Raising their placard;
- Sending a note to the Chairs.

Delegates shall be added in principle to the speaker's list in chronological order. The final order will remain at the discretion of the Chairs taking into consideration that equity and good functioning of the Committee Debate will automatically close when the General Speakers' List is exhausted.

---

#### ***4. Motion for a moderated caucus***

The purpose of the Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion. In raising a motion for a moderated caucus, the following must be specified: the total duration of the moderated caucus, the individual speaker's time and the topic of the caucus. This debate is moderated by a Chair. Motions will be ranked in descending order of duration, the most disruptive being voted on first. Motions of identical durations will be voted on in the same order that they were recognized. A simple majority is required for the motion to pass.

No motions or points are in order during a Moderated Caucus; the only exceptions being a Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry and Right of Reply.

Once a motion for a moderated caucus has been passed, the Chair will ask the delegate who proposed the motion whether he/she wishes to speak first or last. Should the delegate wish to speak last, then the Chair will ensure that the last speech of the moderated caucus will be given to him/her.

The Chair may bring the delegate's time to an end if she/he is not addressing the topic of the Moderated Caucus. If no delegate wishes to speak during a Moderated Caucus, it shall immediately end. Delegates cannot yield their time during moderated caucuses.

#### ***5. Motion for an unmoderated caucus***

When raising a motion to suspend the meeting for an unmoderated caucus, the delegate must state the desired duration of the caucus; no topic needs to be specified. (optional) The delegate making the motion must briefly explain its purpose. The duration of an unmoderated caucus may not exceed 20 minutes for Mini-MUN events and 30 minutes for a conference spanning multiple days. The duration remains at the discretion of the chairs. Chairs do also have the right to set a limit lower than the aforementioned 30 minutes on unmoderated caucuses

In unmoderated caucuses, delegates may move around the room freely and converse with other delegates. This is generally the time to find allies, develop ideas, formulate working papers, draft resolutions and amendments. Remember that delegates are required to stay in the room unless given permission to leave by a Chair.

#### ***6. Motion for a Consultation of the Whole***

Delegates may motion for a Consultation of the Whole, where Parliamentary Procedure is suspended and informal discussion is carried out in the committee room. That is to say, the previous speaker will select the next speaker at the end of their speech. Delegates should prevent the Consultation from becoming a dialogue between two delegates and ensure different opinions are heard, although there is no time limit for an individual speech.

---

A topic and time limit must be specified by the delegate making the motion. This motion will pass given a simple majority. Once a motion for a Consultation of the Whole has been passed, the delegate who raised the motion will automatically be the first speaker. The delegate can decide to use this opportunity to just appoint another speaker if he does not want to speak at that moment.

At the end of the caucus, delegates may ask for an extension of maximum half the original time of the motion. There can be no more than one extension to each motion. This vote requires a simple majority.

### ***7. Motion to extend the debate***

When the time of a moderated, unmoderated caucus or a consultation of the whole elapses, a delegate may introduce a motion to extend the debate. This motion follows a procedural voting procedure and passes with a simple majority. If the motion passes, the time of the previously cited debates can be extended up to the total duration of the original debate.

### ***8. Motion to reconsider a question***

This allows a topic on which debate has already been closed to be debated again. This motion requires a majority of two thirds.

### ***9. Minute of silent prayer or meditation***

Any delegate may make a motion for a minute (or another duration) of silent prayer or meditation before the Roll Call at the beginning of the session takes place. A delegate may also make a motion for a minute (or another duration set by the chair) of silent prayer or meditation during a debate in case of occurring situations where a minute of silent prayer or meditation before the roll call would be appropriate. Any decisions concerning this motion are not subject to appeal (see below).

### ***10. Motion to introduce a written proposal***

Once a written proposal (working paper or draft resolution) has been approved by the Chairs, one of the Sponsors may move to introduce it. Following the motion, the proposal shall be read out loud by one of the Sponsors.

To discuss the draft resolution, delegates may motion for a Panel of Authors (see below). This motion does need to be raised directly following the introduction.

### ***11. Motion to suspend or to close the debate***

A suspension of the meeting is a pause in the debate for the purpose of a short break (i.e., for coffee/tea breaks). It is permitted to step outside the committee room during this break, but delegates may continue discussions. The Chair will clearly indicate a time when the committee shall reconvene.

---

A moderated, unmoderated caucus or consultation as a whole can sometimes have completed its aims earlier than the allocated time for it. In such an event, a delegate may propose a motion to close the debate on the matter so as to enable the introduction of a new motion or the return to the GSL. This motion is subject to a procedural vote and passes with a simple majority.

### ***12. Motion to challenge the quorum***

After a break, before resuming debate, a delegate can introduce a motion to challenge the quorum. This motion passes automatically, thus the roll call has to be redone, in the same manner, that at the beginning of the debate.

### ***13. Motion to resume the debate***

After the quorum has been challenged (see above), a delegate must propose a motion to resume the debate. This motion follows a procedural voting procedure and passes with a simple majority.

### ***14. Motion to adjourn the debate***

When all debates on the topic of the agenda have come to an end, a delegate must propose a motion to adjourn the debate. If the motion passes, the committee enters the voting procedure.

### ***15. Motion for a panel of authors***

After a draft resolution has been introduced, delegates may motion for a Panel of Authors, which requires a simple majority to pass and the total time proposed in raising the motion may not exceed 6 minutes. A Panel of Authors is where the main Sponsors of the resolutions stand in front of the committee and briefly present the core ideas of the resolution after which they answer questions. When a Panel of Authors is motioned for, the Sponsors of the draft resolution will approach the front of the room. They have up to 2 minutes to briefly explain the main points of the draft resolution. After the brief review, the duration of the panel should be used to answer questions from other delegates. Questions must not be rhetorical or aim to reiterate fundamental disagreements, instead they should focus on phrasing and ensuring the draft resolution is as clear and precise as possible. Similar to a Moderated Caucus, the Chair will be moderating delegate exchanges.

### ***16. Motion to reorder draft resolution***

Draft resolutions are voted upon in their order of introduction to the committee prior to the voting procedure. A delegate can use the motion to reorder draft resolutions to change the order in which they will be presented.

If this motion passes, then subsequent motions can be introduced to decide the new order, which is phrased descriptively (i.e., motion to reorder the draft resolutions to B, C and A). If none of the motions passes, the original order is kept.

---

### ***17. Motion to vote by roll call***

During a roll call vote, the Chairs will read out the names of all present countries in the alphabetical order. When they are called, delegates shall state whether they are “In favor”, “Against”, “Abstain” or “Pass” if they declared themselves “present”. Delegates who have declared being “present and voting” cannot “Abstain”.

Should a delegate answer with “Pass”, the chair will continue the Roll Call and immediately afterwards ask them for their vote. The delegate will then have to answer “In favor” or “Against” (optional) but cannot “Abstain”.

In the event a delegate's substantive vote may appear contrary to its country's policy, a delegate may opt for giving his vote in the following manner: “Yes, with rights” or “No, with rights”. These “rights” allow the delegation to have 30 seconds to clarify the reasoning behind their vote on the matter.

### ***18. Motion to vote clause by clause***

With this motion, delegates will vote on the operative clauses one by one. After considering all individual clauses the resolution is voted upon in its entirety. This motion is adopted by a simple majority of the committee.

The votes on the separate clauses will be taken by show of placards. After that, the document will be voted upon in its entirety by roll call. The motion to vote clause by clause cannot be considered during the motion to divide the question (see below).

### ***19. Motion to divide the question***

This motion allows the committee to vote on sections of several clauses before the whole draft resolution. The delegate proposing the motion needs to propose the different sections.

Depending on the outcome of each substantive vote, each section will be included or removed for the final draft resolution.

At the discretion of the Chair, two speakers may speak in favor and two against this motion for 30 seconds each. This part of the motion requires a procedural vote. There are no abstentions. If this motion passes, delegates will continue to the substantive part. If it fails, the whole motion will fail and the draft resolution stays as it is.

---

### ***20. Motion to vote by acclamation***

When the whole committee agrees on one draft resolution, a delegate can ask to vote on the draft resolution by acclamation. The Chairs will then ask whether there are any objections. If any delegate objects, the motion fails and the draft resolution will be voted upon in a regular manner. If there is no objection, the draft resolution is voted by acclamation.

### ***21. Motion to split the house***

After a vote on a draft resolution, no matter the outcome of this vote, a delegate can motion to split the house. This motion follows a procedural voting procedure and passes at a simple majority. If the motion passes, the draft resolution is voted upon once again but the delegates cannot abstain, even those that declared themselves “Present”.

### ***22. Motion to explain the vote***

When a delegate has doubts that another delegate has followed their country’s policy during a procedural or substantive vote, he can raise a motion to explain the vote. This motion follows a procedural voting procedure and passes with a simple majority. If the motion passes, the questioned delegate has 30 seconds to justify its vote.

### ***23. Motion to appeal the decision of the Chair***

There may be a time when delegates feel that the decision of the Chair does not reflect the will of the council. Delegates then have the chance to appeal the Chair’s decision. In this case, the delegates decide whether to change or sustain the decision of the chair. This motion can be raised by raising a placard and shouting with restraint “Appeal!” whether or not the Floor is open. However, it may never interrupt a speech.

The Chair then has the chance to briefly explain the triggering decision before the vote is cast. Should the motion pass, the chair must change the appealed decision. This vote requires a 2/3-majority. The Secretary Generals may overrule any appeal.

Decisions that cannot be appealed with this motion: Minute of silent prayer or meditation, Right of Reply and Adjournment of the meeting.

### ***24. Motion to suspend a delegate***

A delegate may propose a motion to suspend a delegate. He/she will have 30 seconds to explain his proposal and the affected delegate will have 60 seconds to defend his/herself. This motion is subject to a procedural voting procedure but needs a two-thirds majority to pass. Furthermore, it is at the Chairs’ discretion whether this motion is in order or not.

If the motion passes, the delegate will have to leave the room for 10 minutes

---

***25. Motion to censure or punish***

A delegate may introduce this motion if another delegate or a chairperson has violated the rules of procedures. The delegate introducing the motion will have 30 seconds to explain why he/she proposes such a motion and specify whether he would like the guilty person to be silenced for a certain amount of time not exceeding 5 minutes or to suffer another punishment. This motion follows a procedural voting procedure and passes with a simple majority. If the motion passes, the guilty person will have to keep silent in the first situation, or the Chairs will decide on a punishment. Its duration is at the reasonable discretion of the chairs.

***26. Motion to adjourn the meeting***

After the resolution(s) has/have been voted, a delegate must propose a motion to adjourn the meeting to end the session/convention.





# POINTS

## ***1. Point of Personal Privilege***

Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may raise a point of Personal Privilege. This concerns matters like an inaudible delegate, moving seats to charge one's laptop or even the temperature of the room. A delegate may interrupt a speech with a point of personal privilege if the delegate deems it urgent enough that it cannot wait for the current speaker to finish.

## ***2. Point of Parliamentary Inquiry***

In case delegates have a question concerning the Rules of Procedure they may raise a Point of Parliamentary Inquiry when the floor is open. A Point of Parliamentary Inquiry may never interrupt a speaker.

## ***3. Point of order***

A Point of Order can be used in any situation where a delegate feels that the Rules of Procedure or codes diplomatic conduct are being violated. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. A representative raising a Point of Order may not speak on the substance of the matter under discussion. The Chair may rule whether those points are in order.

## ***4. Point of entertainment***

A Point of Entertainment may be used when the delegates feel particularly lethargic and there is a need to lift the mood of the committee. Delegates are invited to raise a point of entertainment to perhaps play a funny song, video or showcase a talent that they have outside MUN. Examples have included making the Chairs sing in German, catwalk and solving a Rubik's cube. This point may not interrupt another speaker.

---

### ***5. Right of reply***

A delegate whose personal or national integrity has been impugned by another delegate may ask for a right of reply. The Right of Reply may interrupt another speaker; however, the delegate will have to raise their placard while stating “Right of Reply!” immediately after the offending sentence for the point to be considered. The Chair will grant the Right of Reply at his or her discretion and may request a justification for why the delegate felt insulted, through an explanation that might not exceed 30 seconds.

Once the right of reply is granted, the author of the offensive remarks will be presented the opportunity to publicly apologize to the delegate. If he/she refuses, the delegate whose personal or national integrity has been impugned will be able to publicly reply to the offensive remarks. The speaking time will then be at the discretion of the Chair.



A delegate granted the right to speak on the General Speakers' List may yield his/her remaining time at the end of his/her speech in three possible ways: to another delegate, to the Chairs, or to points of information. Only one yield is allowed and must be declared only at the end of the delegate's speech. Delegates cannot yield time during moderated caucuses or consultation as a whole.

### ***1. Yielding to another delegate***

The delegate's remaining time will be offered to the indicated delegate. He/she can accept or refuse the yield but cannot yield again. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time.

### ***2. Yielding to the Chairs***

The remaining time can be yielded back to the Chairs, who will then move on to the next speaker.

### ***3. Yielding to points of information***

Points of information are simple questions asking for genuine information and mustn't be rhetorical and not designed to elicit information. Delegates wishing to raise a point of information must raise their placard; they will then be selected by the Chair. Once they are allowed to speak by the Chair, the delegates must stand up to ask their question and remain standing throughout the process as the question is answered. They may ask for a motion to follow-up (see above). Only the speaker's answers to questions will be deducted from the speaker's remaining time.



# VOTING PROCEDURE

The doors of the room are closed. Anyone outside after the start of voting will not be admitted until voting concludes. Note passing is suspended, and the use of electronics and cross-talking is forbidden. Furthermore, all non-essential persons on the committee are required to leave. All electronic devices must be turned off.

There are two types of voting procedure: procedural and substantive voting. The only substantive voting will be voting on draft resolutions and amendments. All other votes are considered procedural votes. After the debate has been closed on the general topic area, the committee will move into substantive voting procedures.

Procedural votes are subject to seconds, at the Chairs' discretion. If seconds are to be used, the Chairs must specify it at the opening of the committee. When a motion is raised, delegates that agree with it may shout "second". If there are no seconds, the motion automatically fails. If a motion has seconds, the Chairs will ask for objections. If at least one objection is raised, then the motion will be put to a vote. Otherwise, it will automatically pass.

## ***1. Going into voting procedure***

The voting procedure begins as soon as the General Speaker's List runs empty or when delegates motion to adjourn the debate. If you have not declared yourself "present" or "present and voting" before the start of the voting procedure, you will not have the right to vote. All motions or points are forbidden except the following exceptions: Motion to divide the question, vote clause by clause, to reorder Drafts, for a Roll Call vote, split the house, and explain the vote. Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order.

---

## ***2. Voting on amendments***

Amendments on a draft resolution are voted upon after the draft resolutions have been presented and ordered. Voting on amendments is subject to substantive voting procedure (delegates who declared themselves “present and voting” cannot abstain). If a proposed amendment receives unanimous approval from the sponsors of the draft resolution, the amendment is considered “friendly” and is directly applied to the draft resolution. Inversely, if one or more sponsors oppose the amendment, said amendment will be subject to a substantive vote requiring in most cases a simple majority.

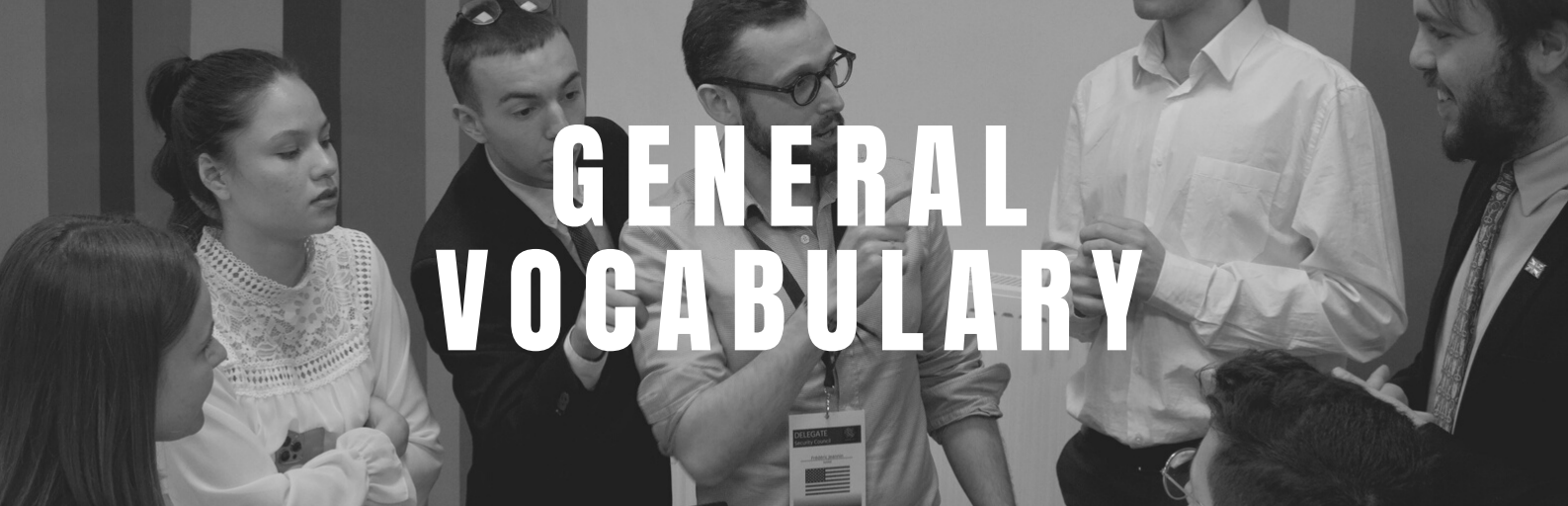
By default, the voting procedure is by vote by acclamation (see above) but delegates can motion to move to vote by roll call (see above).

## ***3. Voting on draft resolutions***

Once all amendments are voted upon, we move to the vote of the draft resolution. By default, the vote is on the draft resolution as a whole. Delegates can motion to move to vote clause by clause (see above).

Only one draft resolution may pass the committee. If one draft resolution passes, all other drafts are discarded. If no draft resolution is passed, the Chairs may decide, at their discretion, to reopen the debate.

Depending on the committee, some resolutions are adopted by simple majority or by a two-thirds majority.



# GENERAL VOCABULARY

***Abstain:*** During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

***Adjourn:*** All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting.

***Agenda:*** The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually set to the agenda.

***Amendment:*** A change to a draft resolution that will be voted on. It must be submitted to the Chair in writing.

***Background guide:*** A guide to a topic being discussed in a Model UN committee usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

***Caucus:*** A break in formal debate in which countries can more easily discuss a topic. There are two types: moderated caucus and unmoderated caucus.

***Chair:*** A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a Moderator.

***Dais:*** The group of people – usually high school, educators, or college students, in charge of a Model UN committee.

***Decorum:*** The order and respect for others that all delegates to a Model UN conference must exhibit.

***Delegate:*** A student acting as a representative of a member state or observer in a Model UN conference.

---

**Delegation:** The entire group of people representing a member state or observer in all committee at the Model UN conference.

**Director:** A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic, makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

**Draft resolution:** A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become a resolution.

**Flow of debate:** The order in which events proceed during a Model UN conference.

**Foreign policy:** The vision and proposals of a country towards all the topics in the international community. It's the way in which a country responds to different international topics.

**Formal debate:** The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

**Gavel:** A tool, shaped like a small wooden hammer, that the Chair uses to keep order within a Model UN conference.

**Member state:** A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently there are 193 member states.

**Moderated Caucus:** A type of caucus in which delegates remain seated, and the Chair calls on them one at a time to speak for a short period, enabling an exchange of positions from countries.

**Motion:** A request made by a delegate that the committee as a whole should do something.

**Observer:** A state, national organization, regional organization, or non-governmental organization that is not a member of the UN General assembly participates in its debates.

**Operative clause:** The part of a resolution that describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

**On the floor:** At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

---

**Placard:** A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

**Point:** A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order and a point of personal privilege.

**Position Paper:** A summary of a country's position on a topic, written by a delegate before a Model UN conference.

**Preambulatory Clause:** The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (noting, concerned, regretting, aware of, recalling, etc.).

**Procedural:** Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum:** The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of the majority of members to pass a resolution or written paper.

**Resolution:** A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

**Right of Reply:** A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech.

**Roll call:** The first order of business in a Model UN committee, during which the Chair reads aloud the names of each member state in the committee. When the name of a delegate's country is called, he or she may respond "the delegation of (name of country) present and voting."

**Rules of Procedure:** The rules by which a Model UN committee is run.

**Secretariat:** The staff of a Model UN conference.

**Signatory:** A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.



---

**Simple majority:** Half plus one of the numbers of delegates in a committee. The amount of votes needed to pass most motions.

**Speakers' List:** A list that determines the order in which delegates will speak. When a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the Chair.

**Sponsor:** One of the writers of a draft resolution.

**Unmoderated Caucus:** A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**Veto:** The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States, to prevent any draft resolution in the Security Council from passing by voting no.

**Vote:** A time at which delegates indicate whether they do or do not support a proposed action. Votes are non-binding.

**Working Paper:** It is a document delegates write that contains ideas on how to resolve an issue, and it is frequently the precursor to a draft resolution.

**Voting procedure:** The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave during this time. Delegates are permitted from communicating with each other or using technology.

***General order of the most disruptive motions***

1. Motion to suspend the debate / Resume the debate / Close the General Speaker's list
2. Motion to extend the debate
3. Motion for a unmoderated caucus
4. Motion for a moderated caucus / Consultation of the Whole / any other motions requiring a procedural vote

If recognized as a valid motion by the chairs, the motion will be declared "in order". If said motion is incompatible with the rules of procedure or is judged by the chairs as uncondusive to the progress of the session, said motion will be declared "out of order".

