

## **I. Sessions**

### **Rule 1 *Provisional Agenda***

The provisional agenda for a regular session shall be drawn up by the Chairpersons and communicated to all delegates at least thirty days before the opening of the session.

### **Rule 2 *Crisis Sessions***

The provisional agenda for a crisis session shall consist only of those items proposed for consideration in the request for the holding of the session.

### **Rule 3 *Additional Items***

During a crisis session, additional items may be added to the agenda by a two-thirds majority of the members present and voting.

### **Rule 4 *Study Guides***

Any item proposed for inclusion in the agenda shall be accompanied by a study guide/explanatory memorandum for crisis sessions and, if possible, by basic documents.

### **Rule 5 *Adoption of the Agenda***

At the beginning of each session, Members present shall vote on adopting the agenda. The adoption of the agenda shall be introduced by a motion to set the agenda including the order of topics. There shall be one speaker in favour and one speaker against the motion. The speaking time shall be limited to one minute. This is a procedural matter and thus it requires simple majority with no abstentions.

## **II. Secretariat**

### **Rule 6 *Duties of the Secretary-General***

The Secretary-General shall act in that capacity in all meetings of SaintMUN, its committees, and its subcommittees. The Secretary General may designate a member of the Secretariat to act in his place at these meetings.

The Secretary-General shall provide and direct the staff required by SaintMUN and any committees or subsidiary organs which it may establish.

### ***Rule 7 Duties of the Secretariat***

During the conference, the Secretariat shall receive, review, print, and distribute documents, reports, and resolutions of all SaintMUN committees, generally, perform all other work which the committees may require.

## **III. Languages**

### ***Rule 8 Official and Working Language***

English shall be both the official and the working language of SaintMUN.

### ***Rule 10 Languages of Resolutions and Other Documents***

All resolutions and other documents shall be published in the language of SaintMUN.

## **IV. Minute of Silent Prayer or Meditation**

### ***Rule 11 Invitation to silent prayer or meditation***

Immediately after the opening of the first meeting and immediately preceding the closing of the final meeting of each session in the SaintMUN, any Delegate may invite the representatives to observe one minute of silence dedicated to prayer or meditation.

## **V. Committees**

### ***Rule 12 Chairpersons***

Each Committee shall have at least two Chairpersons. These officers shall be elected by the Under Secretary General for Committees and Chairs, under the direction of the Secretary General, on the basis of experience and personal competence.

### ***Rule 13 The Chairpersons of a Committee shall not vote***

The Chairperson of a Committee shall not vote.

### ***Rule 14 Functions of the Chairperson***

The Chairperson shall declare the opening and closing of each meeting of the

committee, direct its discussions, ensure observance of these rules, and accord the right to speak. He shall rule on points of order; subject to these rules, he shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairperson may, in the course of the discussion of an item, propose to the committee the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion. The Chairperson reserves ultimate authority on the interpretation and application of these rules.

### **Rule 15**

The Chairperson, in the exercise of his functions, remains under the authority of the committee.

## **VI. Conduct of Business**

### **Rule 16 *Roll Call***

Each session shall begin with a roll call. The roll-call shall be taken in the English alphabetical order of the names of the Member States, beginning with A. The name of each Member shall be called and its representative shall reply "present" or "present and voting." If a representative misses the roll call, they shall send a note to the chair stating whether they are present or present and voting.

### **Rule 17 *Meaning of the Phrase "Members Present and Voting"***

For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

### **Rule 18 *Quorum***

The Chairperson may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the committee are present. The presence of a simple majority of the members shall be required for any decision to be taken.

### **Rule 19 *Speeches***

No representative may address the committee without having previously obtained

the permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson may call a speaker to order if his remarks are not relevant to the subject under discussion.

### ***Rule 20 Speakers List***

A general Speakers List shall be opened at the beginning of each session by the Chairperson. Representatives may add themselves to the Speakers List by sending a note to the Chairperson or by raising their placard when the Chairperson asks for delegations that wish to be added to the Speakers List. The Speakers List shall be visible at any time during the session.

### ***Rule 21 Time Limit on Speeches***

A time limit shall be set on speeches of representatives on the general Speakers List at the beginning of the debate by a motion to set speaker's time. Such a motion permits, if so furthered motioned, one speaker for and one speaker against the proposed speaking time. When the debate is limited and a representative exceeds his allotted time, the Chairperson shall call him to order without delay.

### ***Rule 22 Statements by the Secretariat***

The Secretary-General or a member of the Secretariat designated by him as his representative may at any time make either oral or written statements to any committee concerning any question under consideration by

### ***Rule 23 Modes of Debate***

Any representative may move to change the mode of debate when prompted by the chairperson. The basic mode of debate is the General Speakers List. A representative can move for:

a Moderated Caucus, where the representatives discuss a specific issue for a limited amount of time and speakers are appointed by the Chairperson. When moving for a Moderated Caucus, a representative must state its purpose, length, and individual speaker's time

an Unmoderated Caucus, where the representatives have an informal discussion and/or time to write and merge documents. When moving for an Unmoderated Caucus, a representative must state its length.

These motions require a second and are subject to vote, but not subject to

discussion.

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*Rule 24 Documents* Two types of documents can be introduced to the floor:

Working Paper, which may contain any information in any format that a representative wants everyone else to be able to see; it is not an official document and it is not voted upon. A Working Paper should be sent to the Chairperson in a paper or electronic form for revision. After the Chairperson has confirmed its revision, the Representative may move to introduce it to the floor. This is a procedural motion and thus is not debated upon and requires a simple majority.

Draft Resolution, which is formatted according to the UN standard (see Appendix I) and contains the specific recommendations of the committee addressing the issue at hand. A Draft Resolution is an official document; it requires 3 sponsors and 1/5 of the quorum signatories and is voted upon at the end of debate. A Draft Resolution should be sent to the Chairperson in a paper or electronic form for revision. After the Chairperson has confirmed its revision, any of the sponsors may move to introduce it to the floor. This is a procedural motion.

*Rule 25 Points of Personal Privilege*

Point of personal privilege is the only point that may interrupt a speech and only in case the point refers to inability to hear the speaker or great personal discomfort. At any other point during a debate, a delegate may rise to a point of personal privilege and state it as recognised by the Chairperson.

*Rule 26 Points of Parliamentary Enquiry* A delegate may rise to a point of parliamentary enquiry, in order to request clarification on these

rules at any point during a debate except during another representative's speech.

*Rule 27 Point of Information*

A delegate may rise to a point of information to the Chairperson in order to request any clarification on the topic or general UN matters at any point during a debate except during another representative's speech.

*Rule 28 Points of Order and Appeals*

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chairperson in

accordance with the rules of procedure. A representative may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the Chairman's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

#### Rule 29 *Tabling of Debate*

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A representative may at any time move the tabling of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the tabling of the debate shall be accorded only to two speakers opposing the tabling, after which the motion shall be immediately put to the vote. If the committee is in favour of the tabling, the Chairperson shall declare the tabling of the debate. The Chairperson may limit the time to be allowed to speakers under this rule.

#### Rule 30 *Closure of Debate*

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favour of the closure, the Chairperson shall declare the closure of the debate. The Chairperson may limit the time to be allowed to speakers under this rule.

#### Rule 31 *Suspension or Adjournment of the Meeting*

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The Chairperson may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting.

#### Rule 32 *Amendments*

Amendments shall be submitted in writing to the Chairperson, who shall review and display them for Representatives. An amendment needs signatories amounting to one tenth of the Representatives present. An amendment shall be introduced to the floor by a motion to introduce amendment by the submitting representative. The amendment shall be read aloud and then a vote shall take place on the

introduction of the amendment. This shall be a procedural vote and thus shall require a simple majority. Immediately after the introduction of an amendment, a discussion on the adoption of the amendment shall take place. This shall take the form of a moderated caucus upon the discretion of the committee. Then a vote on the adoption of the amendment shall take place. This is a substantive vote and thus requires a qualified majority.

### Rule 33 *Friendly Amendments*

Friendly amendments may be submitted in writing to the Chairperson by all signatories to a Draft Resolution. A friendly amendment is introduced to the floor by a motion to introduce the amendment. This shall be a procedural vote and thus requires a simple majority and is not discussed. Friendly amendments pertain to small changes in the Draft Resolution that are widely agreed upon by the Representatives.

Rule 34 *Withdrawal of Motions* A motion may be withdrawn by its proposer at any time before voting on it has commenced. A

motion thus withdrawn may be reintroduced by any member.

### Rule 35 *Reconsideration of Amendments*

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

### Rule 36 *Voting on Amendments*

If two or more amendments relate to the same question, the committee shall, unless it decides otherwise, vote on the amendments in the order in which they have been submitted. The committee may, after each vote on an amendment, decide whether to vote on the next proposal.

Rule 37 *Order of Motions* Motions are voted upon in order from most to least disruptive to the debate. The order is such:

Motion to set the agenda; Motion to adjourn the meeting; Motion to close debate; Motion to table debate; Motion for an unmoderated caucus; Motion to introduce a draft resolution; Motion to introduce an amendment; Motion for a

moderated caucus.

If two motions are equally disruptive to the debate, they shall be voted upon in order of occurrence.

## **VII. Voting**

*Rule 38 Voting Rights* Each Member State in the committee shall have one vote on both procedural and substantive

matters. Observers have one vote on procedural matters and cannot vote on substantive matters.

*Rule 39 Majority Required*

Decisions on procedural matters shall require a simple majority of fifty percent plus one Representative. Decisions on substantive matters shall require a qualified majority of two thirds of Representatives.

*Rule 40 Method of Voting*

The committee shall normally vote by raising their placards, but any representative may request a roll-call vote. The roll-call vote shall be taken in the English alphabetical order of the names of the Member States, beginning with A. The name of each Member shall be called and its representative shall reply "yes", "no" or "abstention". The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

*Rule 41 Conduct during Voting*

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After the Chairperson has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. Note passing and computer usage shall be suspended. The Chairperson may permit members to explain their votes, either before or after the voting. The Chairperson may limit the time to be allowed for such explanations. The Chairperson shall not permit the proposer of an amendment to explain his vote on his own proposal or amendment.

*Rule 42 Division of the Question/Voting Clause by Clause*

A representative may move that clauses of resolutions should be voted on



separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to one speaker in favour and one speaker against.

Rule 43 *Equally Divided Votes* If a vote is equally divided, the draft resolution shall be regarded as rejected.