



# **UTMMUN 2020/21 RULES OF PROCEDURE**





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## PART I: General Rules

### 1. Scope

The rules outlined in this document shall apply to all sessions of UTMMUN for all committees. These rules are self-sufficient and no other rules shall apply, unless otherwise outlined in supplemental rules of procedure for a particular committee. In situations not covered by these rules, the Chair shall constitute the final authority.

### 2. Language

The working language of the conference is English. All documents must be drawn up and speeches delivered in English.

### 3. Dress Code

The dress attire of this conference is business formal attire.

### 4. Secretariat

The Secretariat shall consist of the Secretary-General and those persons the Secretary-General has appointed to the Secretariat. Any member of the Secretariat may address a committee at any time.

The ruling of a Secretariat member on any rule or regulation herein is final and overrides any other ruling or appeal. Any rule may be altered, suspended, or added, by a member of the Secretariat at any time.



## PART II: The Dais

### 5. Composition

Each committee shall have a Dais, composed of several staff members, designated by the Secretariat. Individually or collectively, members of the Dais shall have the capacity to assume the office of the Chair.

### 6. Duties

- (I) The Dais shall be responsible for upkeeping the Speakers' List, recording the Roll Call at the beginning of each committee session, and recording the results of all votes in the committee.
- (II) The Chair shall declare the opening and closing of each meeting, direct discussion, accord the right to speak, equitably and objectively recognize points and motions, put questions to a vote, announce decisions, ensure the observation of these rules, and rule on disputed points.
- (III) The Chair is also primarily responsible for the substantive content of the committee proceedings. The Chair must authorize each draft resolutions for their introduction to the floor.

Depending on the committee, the role of chair may be further sub-divided into Moderator and Academic Chair. The Moderator will assume the position in (I) and (II) and the Academic Chair will assume the position in (I) and (III). The sub-dividing of roles shall be made by the discretion of the Secretariat.

### 7. Powers

The Chair shall be the final authority in each committee, superseded only by the Secretariat. The Chair may refuse to entertain any procedural motion at their discretion. At any time, the Chair may propose the adoption of a procedural motion without a vote by the committee.



## 8. Competence

The members of the committee may appeal or question the decision of the Dias through a Point of Parliamentary Order or by addressing the Dias by note. Delegates may not question the competence of the Dais during committee.

# PART III: The Delegate

## 9. Rights

The Delegate shall be represented by one vote in their committee.

## 10. Censure

Delegates are expected to be conscious and knowledgeable of their state/entity's foreign policy. Delegates who clearly and persistently misrepresent their state/entity's foreign policy in speeches and substantive votes are subject to censure. The Secretariat must pre-authorize all motions for censure.

Once censure is moved, the delegate in question is allowed two minutes to explain their actions and speak against the censure. The motion shall then be voted upon. It requires a two-thirds (66%) majority to pass. Once in effect, the delegate is removed and barred from the committee room for the remainder of the session. Upon a second censure, the delegate will be barred from participating in the remainder of the conference.

## 11. Observer States

A representative of a state that is not a member of the United Nations or an organization holding Observer Status shall have the same rights as a full member.



## 12. Non-Governmental Organizations

A representative of a non-governmental organization shall have the same rights as a full member.

# PART IV: The Committee

## 13. Roll Call

At the beginning of each committee session, the Dais shall complete roll call. Each delegate must respond with either “Present” or “Present & Voting”

Delegates who are “present” may vote in favour, opposed, or abstain, subject to rules of abstention. Delegates who are “present and voting” may only vote in favour or opposed; abstentions are not permitted. If a delegate arrives after roll call is taken, they must submit a note to the Dais announcing their presence.

## 14. Quorum

Before formal debate or voting procedures begin, delegates are expected to maintain quorum. Quorum is defined as one-third (33%) of the voting members of a committee being present or present and voting, as determined by the roll call list.

## 15. Majorities

A simple majority is defined as more votes in favour than opposed, regardless of abstentions. A simple majority refers to a 50% + 1 vote. A motion fails on a tie vote.

A two-thirds majority is defined as at least two votes in favour for each vote opposed.





## 16. Procedural Voting

For procedural matters, each delegation has an obligation to vote. Only votes of “yes” or “no” shall be in order. A motion for a roll call vote on procedural matters is never in order

# PART V: Debate

## 17. Agenda

The agenda refers to the order in which the committees shall discuss the topics. The first order of business for the committee shall be the consideration of the agenda. Only topics on the provisional agenda shall be considered, except in Crisis committees.

The Chair shall open a primary speakers' list and entertain a motion to set the first topic on the agenda. This will be followed by a vote to set the agenda topic. If the motion carries, a secondary speakers' list shall be opened to discuss the agenda topic specific. If it fails, the committee shall continue general debate through the primary speakers' list.

Once an agenda topic has been closed or tabled and all proposals concerning the topic have been voted upon, the Chair shall return to the primary speakers' list to consider the agenda again.

In Crisis committees, the Dais may call upon the committee to table debate on the current topic so that a more urgent matter may be attended to immediately. After the crisis has been resolved, the committee may return to debate the tabled topic.



## 18. Speakers' List

The speakers' list records delegates wishing to speak during committee. A member may add his or her name to the list by submitting a written request to the Dais.

### PRIMARY SPEAKERS' LIST

The primary speakers' list shall be established at first to set the agenda. This speakers list shall remain open throughout the duration of the conference and will be returned to upon closure or tabling of the individual topics.

### SECONDARY SPEAKERS LIST

Once first agenda topic is set, a secondary speakers' list that deals with the topic in question shall be opened. Separate lists shall be established for specific procedural motions on an as-needed basis.

## 19. Suspension of Debate

During the course of debate, a delegate may move to caucus. When making such a motion, the delegate must specify the type and purpose, and in the case of a moderated caucus, a time limit and speaking time per speaker. There are two types of caucus:

### UNMODERATED CAUCUS

The Dais is not involved. Delegates may move freely in and out of the committee room to speak to each other in a less formal setting or to write draft resolutions. No points or motions are in order during an unmoderated caucus. Laptops and cellphones may be used inside the committee room at this time.

### MODERATED CAUCUS

Delegates remain in their seats and are recognized at the Chair's discretion to speak for the specified amount of time. The Chair may call to order delegates who are making speeches unrelated to the designated topic. Only points of personal privilege and points of order are in order during a moderated caucus.



## 20. Tabling of Debate

A motion to table debate may be used to end debate on a given substantive issue without having voted on the resolution. The Chair may rule such a motion out of order. If the Chair finds the motion in order, they may require two speakers for and two speakers against the motion, after which the motion is put to an immediate vote and requires a simple majority to pass. If passed, the primary speakers' list is consulted.

At a later time, the Chair may entertain a motion to reintroduce the tabled topic. A motion to resume debate on a tabled item requires a two-third majority to pass. If passed, the secondary speaker's list is re-opened.

## 21. Closure of the Speakers' List

A delegate may, at any time, move for closure of the speakers' list. The Chair may rule such a motion dilatory. This motion requires a two-thirds (66%) majority to pass. If the motion passes, no new speakers shall be added to the list. Once the speakers' list has been exhausted, debate is automatically closed, and all draft resolutions and amendments are brought to an immediate vote. The speakers' list may not be opened after it has been closed.

## 22. Recess

A motion to recess is in order only within the final 10 minutes of a committee session. The Chair may rule this motion out of order. The Chair's decision on this matter cannot be appealed. The motion to recess requires no debate and passes on a simple majority. The effect of the motion is to suspend the meeting of the committee until the next regularly schedule committee session.

## 23. Motion to Adjourn

A motion to adjourn requires a simple majority to pass and is in order only when either the committee has considered every topic on its agenda, or there remains fewer than 30 minutes in the last committee session of the conference.



## 24. Voting

Each delegate shall have one vote. All matters shall be voted upon by a show of placards. Delegates must vote 'in favour', 'opposed', or 'abstaining', if they are not considered 'present and voting'. No member may vote on behalf of another member. On procedural matters, all delegates must vote.

A motion may be made to have a roll call vote on a substantive matter. Roll call voting proceeds in alphabetical order. Delegates may 'pass', in which case they are placed at the end of the voting order. Members may not 'pass' a second time.

## PART VI: Speeches

### 25. Addressing the Committee

No member may address the committee without having obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject matter under discussion. A speech may not be interrupted by another delegate, unless that delegate is rising on a Point of Personal Privilege.

### 26. Time Limit on Speeches

A delegate may motion to set a time limit on speeches. Such motions require a simple majority to pass. The Chair may rule such a motion dilatory without appeal. The default speaking time is set to 1 minute.



## 27. Yields

Each delegate must yield their time in one of the following ways:

- (I) To the Chair: the remaining speaking time is forfeit. The committee moves on.
- (II) To another delegate: another delegate may speak for the remaining time.
- (III) To questions: the Chair shall select delegates to pose questions. Only time taken to answer the questions will be counted against the speaker's remaining time.

Yields must be declared at the conclusion of the delegate's speech. The only yield in order during the primary speakers' list is to the Chair.

## 28. Right of Reply

In the event that a delegate personally insults another delegate during their speech and explicitly mentions their country/entity, the insulted delegate may request a right to reply from the Chair. If granted, the insulted delegate will have 30 seconds to reply to the offensive comment. A right to reply in response to a right to reply is not in order.



## **PART VII: Parliamentary Points**

### **29. Point of Personal Privilege**

A delegate may rise to Point of Personal Privilege during the discussion of any matter when their ability to participate in the proceedings is impaired or they feel discomfort. The Chair shall remove the cause of impairment. This point may interrupt a speaker.

### **30. Point of Order**

A delegate may rise to a Point of Order to address improper parliamentary procedure. The Chair will immediately rule on the Point of Order. A Point of Order may not interrupt a speaker.

### **31. Point of Parliamentary Inquiry**

A delegate may rise to a Point of Parliamentary Inquiry in the case that they have a question for the Dais regarding the rules of procedure. Points of Parliamentary Inquiry may not interrupt a speaker.



## PART VIII: Substantive Matters

### 32. Working Papers

Working papers are informal documents used to communicate ideas to the committee. They need not be in resolution format and need no sponsors or signatories.

### 33. Resolutions

Draft resolutions are documents that are submitted to and approved by the Dais in proper resolution format:

#### FORMAT

The format of a draft resolution is described in the Delegate Handbook.

#### SPONSORS

States/Entities that contribute to the writing, ideas, or spirit of the resolution are known as sponsors. Resolutions require a minimum of three sponsors in order to be approved by the Dais for debate and voting. Once a draft resolution has been introduced, delegates may not remove their sponsorship. However, sponsors may be added with the consent of all existing sponsors.

#### SIGNATORIES

States/Entities that wish to see the resolution debated are known as signatories. Signatories need not agree with the merit and ideas of the resolution they are signing. Resolutions require a minimum of five signatories in order to be approved by the Dais for debate and voting. Once a draft resolution has been introduced, delegates may not remove their signatures.



## 34. Introduction

A delegate may motion to introduce a draft resolution or amendment, upon its approval by the Dais and the committee. A simple majority is required to pass this motion. Sponsors will be invited by the Dais to read the clauses of the draft resolution. Any introductions by a sponsor outside of this motion are considered out of order.

## 35. Amendments

Amendments are written statements that add, delete, or change some clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution. The Dais will read out all submitted amendments.

### NON-SUBSTANTIVE AMENDMENTS

Amendments to correct errors in spelling or format are considered nonsubstantive and are incorporated into the original draft resolution at the discretion of the Dais. No voting is required.

### FRIENDLY

Substantive amendments approved by all sponsors of the draft resolution are considered friendly and added to the draft resolution without a vote.

### UNFRIENDLY

Substantive amendments not receiving approval from all sponsors of the draft resolution are considered unfriendly. Unfriendly amendments are voted on separately. Once introduced, unfriendly amendments are integrated as part of the draft resolution with a simple majority (50%+1).





## PART IX: Rules Pertaining to the Online Format

### 36. Scope

The rules outlined in Part IX shall apply to all sessions of UTMMUN for all committees. Where applicable, these rules shall supersede all previous sections. These rules are self-sufficient and no other rules shall apply, unless otherwise outlined in supplemental rules of procedure for a particular committee. In situations not covered by these rules, the Chair shall constitute the final authority.

### 37. Conference Platform

#### AUDIOVISUAL COMMUNICATION

Audiovisual communication shall be held online over Zoom. Audiovisual communication shall be held solely over Zoom, and not over any other platform.

#### TEXT-BASED COMMUNICATION

All text-based communication shall also be held online over Zoom. During moderated caucuses, delegates will only be permitted to send notes to other delegates by the intermediary of an administrative staff member (who will be hired by the Chair or Secretariat), or through a Chair who will be set as Hosts for the Zoom meeting. During unmoderated caucuses, at the discretion of the Chair, private Zoom messaging may be allowed. During voting procedures, note-passing will not be allowed.

If committee chairs find a better means of text communication, through some other platform, then by permission of the Secretariat, they may choose to use such a platform.



## 38. Entering Committee

Delegates will be required to join Zoom with the email they registered with and must not share the link with anyone unless provided permission by the Secretariat. Details on how to join the meeting will be sent out nearing the conference start date.

## 39. Conduct

While in committee, delegates must keep their video on unless provided express permission by the Chair to turn their cameras off. Delegates are encouraged to use the background provided to them during Zoom meetings. No other background or image distortion is allowed for the duration of the conference. If delegates do not use the background provided by UTMMUN, they must ensure their video does not contain offensive images.

The dress-code for the conference has not changed and remains at formal business attire.

## 40. Speech Protocol

Chairs will mute delegates at the start of committee, and delegates must raise their hand using the Zoom feature to indicate they wish to speak. Delegates will only be allowed to speak when called upon by the Chair, during unmoderated caucuses or during break. The only time a delegate may interrupt a speaker is when they have a Point of Personal Privilege.

## 41. Unmoderated Caucuses

If a motion for an unmoderated caucus passes, the Chair may provide delegates with the option of private messaging on Zoom. Breakout rooms will be set-up for delegates to use, and they will be allowed to switch between breakout rooms at the discretion of the chair.



## 42. Voting Procedures

Delegates are not permitted to communicate with each other during voting procedures, and text communications using Zoom will be turned off. Delegates will not be permitted to leave the video call during voting procedure. Delegates will vote using the “Yes” or “No” buttons on Zoom for voting “For” or “Against” respectively. For delegates abstaining, they shall vote using the coffee “need a break” sign under “More” in the Participants tab.