



**BOS XI MUN**

Rules of Procedure

## RULES OF PROCEDURE:

### A. General/Administrative Rules

**1. Scope**

These rules for BosMUN committees are self-sufficient, except for any modifications provided by the Secretariat or Committee Chair. The Secretariat and/or Committee Chairs are allowed to modify the rules of procedure at their discretion. No other rules of procedure are applicable.

**2. Language**

English is the official and working language of all committee sessions at BosMUN. Those delegates wishing to use other languages must provide translation.

**3. Composition of Each Delegation**

Country/Representative assignments are made primarily based on order of registration and size of delegation. BosMUN experience may also be taken into account. Each country will be assigned to only one school for General Assemblies and Economic and Social Councils, but some schools will represent more than one country/representative.

**4. Participation of Non-Members**

Representatives of Accredited Observers have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. A representative of a state organization that is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Committee Chair.

**5. Statements by the Secretariat**

The Secretaries-General or other members of the Secretariat may issue either written or oral statements at any time during committee sessions.

**6. Powers of the Dais**

The Committee Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Chair will have complete control of the proceedings at all meetings. The Chair will also direct discussions, accord the right to speak, put questions before the committee, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chair has the power to impose a time restraint on all motions for moderated and unmoderated caucuses. The Chair can temporarily transfer power to another BosMUN staff member. In the exercise of these functions, all BosMUN staff will be subject to these rules at all times and responsible to the Secretariat.

**7. Quorum**

The Chair may declare a Committee open and permit debate to proceed when at least one-quarter of the members of the committee are present. A member is defined as a representative who is officially registered with the committee. Presence of a majority of the members is required to vote on a substantive matter and presence of a quarter of the members is required for procedural matters. A quorum will be assumed unless specifically challenged and proven absent.

**8. Competence of the Dais**

Delegates are required to show courtesy and respect for all members of the Dais and of the Secretariat. Therefore, delegates may not make remarks against any of the aforementioned members within the committee room. The Chair will immediately call to order any delegate who fails to comply with this rule. Any specific complaints against any member of the Dais should be directly told to a member of the Secretariat by a delegate or advisor. The Secretariat member will then assess the situation and deal with it appropriately.

**9. Electronic Communication Devices**

The use of laptop computers, cell phones, and other electronic communication devices will not be allowed during committee sessions. This rule is in place to prevent disruption to the

committee session as well as to prevent those with computers from dominating the writing of draft resolutions. They are also forbidden outside of the committee room during committee sessions. All Draft Resolutions must be handed to the Chair handwritten and will not be accepted in any other way.

## B. Speeches (in the Speakers List)

### 10. Speakers List

A primary speakers list will be opened at the beginning of the debate to present, defend, or refute the merits of a proposed topic order. Once an agenda has been established, a secondary speakers list will be opened to substantively debate the first topic under discussion. Delegates can be added to either speakers list either by raising their placards when directed by the Chair or by sending a note to the Dais. Debate is automatically closed upon the exhaustion of the speakers list. If there are draft resolutions on the floor at the time debate is closed, the committee will automatically move into voting procedures on those draft resolutions in the order in which they were brought to the floor. At no time can one country/representative be listed on the same speakers list more than once.

### 11. Time Limit

The default time limit is one minute. If a speaker exceeds the allotted time limit, the Chair has the power to terminate the speech. In order to change the time allotted to each speaker, a member must motion to set a new time limit on speeches. This motion requires a simple majority to pass.

### 12. Speeches

No delegate may address the committee without the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the topic being discussed or are offensive to committee members or staff.

### 13. Yields

A delegate recognized to speak on a substantive issue may yield his time in one of four ways. Only one yield may occur per speech. Any person who doesn't specify a yield will be presumed to be yielding to the Chair. The following yields are considered appropriate:

- **To Another Delegate** The member yielded to may speak for the remainder of the original delegate's time, and may not yield in any way at the end of his/her speech. During debate from the primary speakers list and during caucuses, yields and comments are out of order.
- **To the Chair** The remainder of the delegate's time is forfeited and the floor will be open to points and motions, after which the next speaker will be recognized.
- **To Questions** Other delegates recognized by the Chair may ask questions of the speaker germane to the speaker's speech. Time will only be deducted from the speaker's remaining time during his/her response, not while the speaker is being questioned. No follow-up questions or dialogue shall be permitted.
- **To Comments** The Chair will recognize two members, for 30 seconds each, to give a comment germane to the speech which has just been delivered.

### 14. Right of Reply

A delegate whose personal or national identity has been impugned by another delegate may submit a Right of Reply in writing to the dais. The Chair will read the Right of Reply aloud at his/her discretion. The delegate granted a Right of Reply will not address the committee, unless given right to do so by the Chair.

## C. Debate

### 15. Agenda

- The first order of business within the committee is setting the order of topics. With the exception of committees with open agendas, the only topics that may be discussed are those listed in the background guide.
- Chair will open a primary speakers list for the consideration of an Agenda effective for the duration of the conference.
  - All motions for a caucus will be ruled dilatory during the consideration of the agenda. Furthermore, no delegate is allowed to yield their time during this period.
  - Either a delegate must make a motion to close debate or the speakers list will terminate before delegates enter voting procedures on the matter. This motion should be followed by a motion to set the agenda, which requires two speakers for and two speakers against. This motion requires a simple majority to pass; if the motion fails, the agenda will automatically be set to the alternative order.
  - In the event of an international crisis or emergency, the Secretary-General or his/her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be addressed. After a draft resolution is passed on the crisis, the committee will immediately return to the tabled topic.
- 16. Debate**
- Once an agenda is set, a secondary Speakers List will be established for general debate. This Speakers List will be followed except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speeches must be germane to the subject being discussed and may only reference draft resolutions which have been introduced to the committee.
- 17. Moderated Caucus**
- The Moderated Caucus is used to foster an in-depth substantive debate by temporarily departing from the Speakers List and allowing the chair to call on delegates at his/her discretion. A motion for a moderated caucus can be proposed when the floor is open, prior to the closure of debate. The delegate who proposes the motion should briefly describe the topic to be discussed, specify the duration, not to exceed twenty minutes, and the speaking time per delegate. Delegates indicate their desire to speak by raising their placards. All delegates shall stay in their seats and maintain decorum, as during formal debate. The only points or motions that are in order during a moderated caucus are points of order, points of personal privilege, and rights of reply.
- 18. Unmoderated Caucus**
- A motion for an unmoderated caucus, which requires a simple majority to pass, is in order at any time when the floor is open, prior to the closure of debate. During an unmoderated caucus, formal debate procedure is temporarily suspended. The speaker making the motion must indicate a total length for the proposed caucus, which cannot exceed 20 minutes. The Chair may rule such a motion out of order and this decision may not be appealed.
- 19. Suspension and Adjournment**
- At the scheduled time when a committee session terminates, a member may motion to suspend all committee functions until the next committee session. At the end of the final committee session, a delegate may pose a motion to adjourn, which suspends all committee functions for the duration of the conference. The Chair may rule such a motion out of order. When in order, these motions are not subject to debate and will immediately be put to vote requiring a simple majority to pass. The Chair's decision is not subject to appeal.
- 20. Tabling a Topic**
- When the floor is open, delegates can motion to table the topic, which means that discussion is prematurely suspended (i.e., before a resolution has been passed), if more pressing issues should present themselves before a committee. The motion to table a topic requires a two-thirds majority and merits one speaker for and one speaker against. If the motion passes, the active agenda topic will be set to the pressing issue that prompted the tabling. Once debate has closed on the pressing issue, the committee will resume the secondary speakers list of the topic that was tabled. The chair has discretion over the motion and this decision is not subject to appeal.
- 21. Closure of the Speakers' List**

A motion to close the speakers' list can only be in order if a draft resolution is on the floor. Such a motion may be ruled out of order by the Chair, and this decision is not subject to appeal. If ruled in order, the motion merits one speaker for and one speaker against. It requires a 2/3 majority vote to pass. If it passes, debate continues until the speakers' list is exhausted, at which point the committee moves directly into voting procedure. Once the speakers' list has been closed, it cannot be reopened.

**22. Closure of Debate**

If the motion passes, debate will cease immediately on the substantive or procedural matter under discussion and the committee will move into voting procedure. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The motion is only in order if a draft resolution is on the floor and the motion may be ruled out of order by the Chair. The motion merits one speaker for and one speaker against and requires a 2/3 majority vote to pass.

## D. Points

### 23. Points 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 to request that the discomfort be corrected. While Points of Personal Privilege in extreme cases may interrupt a speaker (ie. delegates cannot hear the speaker), delegates should use this point with the utmost discretion.

### 24. Points of Order

During the discussion of any matter, a delegate may raise a Point of Order to indicate an instance of improper parliamentary procedure. The Chair may rule these points out of order. The delegate raising the Point of Order may not speak on the substance of the subject under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

### 25. Points of Parliamentary Inquiry

When the floor is open, a delegate may raise a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff during an unmoderated caucus or send a note to the dais.

## E. Working Papers and Draft Resolutions

### 26. Working Papers

Working papers are a vehicle for delegates to disseminate ideas, outline possible solutions and aid the Committee in its discussion and formulation of draft resolutions. Working papers are informal, written documents which do not have to adhere to strict resolution format. They do not need any sponsors or signatories, but require the Chair's signature to be printed and distributed to the committee. The committee does not vote on working papers. Ideas appearing in working papers that the committee wishes to vote on should be incorporated into draft resolutions.

### 27. Draft Resolutions

A resolution is the official document that the committee uses to express its collective opinion and/or series of recommendations on a particular topic. A draft resolution may be introduced when it receives the approval of the chair and one fifth of the signatures of the members of the body as sponsors or signatories.

- **Sponsors** are those states that agree with the content of the draft resolution and intend to support it. Each draft resolution must have at least two sponsors.
- **Signatories** are those states that would like to see the draft resolution debated but who do not necessarily support all the substantive elements in it.
- A document may not be referred to as a draft resolution until it is officially introduced on the floor.

### 28. Introducing a Draft Resolution

Once a draft resolution has been approved as stipulated above and has been copied and distributed, a delegate may motion to introduce the draft resolution. The Chair, time permitting, will recognize the main sponsor(s) of the resolution to read the operative clauses of the draft resolution. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion received the simple majority required to pass, the draft resolution will be considered introduced and on the floor.

The Chair, at his or her discretion, may suspend the rules to allow the main sponsors to answer questions to clarify their draft resolution. The Chair may end this question and answer period for any reason, including time constraints. More than one draft resolution may be on the floor at any

one time. Debate on draft resolutions proceeds according to the general Speakers' List for that topic area. Delegates may then refer to the draft resolution by its designated number. The Chair has the authority to overrule the procedures listed above and introduce a draft resolution to the committee in a way the Chair sees fit (i.e. without a vote) if time is of the essence.

A draft resolution is considered withdrawn from consideration by the committee if at any time it lacks a sponsor. Signatories can remove themselves or be added after the introduction of the Draft Resolution. It is only at the time of introduction that the requisite number of signatures must be met.

**29. Pertinence**

If a delegate feels that a draft resolution is not germane to the topic or not within the committee's mandate, he/she may motion to question the pertinence of a particular draft resolution. Such a motion merits one speaker for and one speaker against and a 2/3 majority to pass. If the motion passes, then the draft resolution will be immediately withdrawn from consideration by the committee.

**30. Amendments**

Those delegates wishing to amend draft resolutions may do so in a number of ways.

1. Non-substantive Amendments to correct grammar, spelling, punctuation, or clarify without changing the meaning of any part of a draft resolution are deemed non-substantive, and will, upon the approval of the Chair, be incorporated into the draft resolution without vote. Any member of the committee (sponsor, signatory, or neither) may propose such an amendment.
2. Substantive Amendments that wish to change the meaning/intentions of a particular clause or clauses of the draft resolution are considered to be substantive. An example of a substantive amendment is to change, add, or delete one or more clauses. Substantive amendments to perambulatory clauses of draft resolutions, to any part of working papers, and to other amendments are never in order. Any member may make a substantive amendment, of which there are two types:
  - Friendly Amendments that carry the signatures of all the sponsors of the draft resolution. These are automatically incorporated into the draft resolution, upon approval of the Chair. The motion to introduce a friendly amendment must be made by a sponsor of the draft resolution.
  - Unfriendly Amendments which do not have the signatures of all of the sponsors of the draft resolution. In order to be considered by the committee, unfriendly amendments must carry the signatures of one fifth of the committee's membership. Unlike signatories for draft resolutions, those delegates that sign an unfriendly amendment should do so only if they support it. A draft resolution's unfriendly amendments will be voted upon before the draft resolution is voted upon. An unfriendly amendment will be considered to be withdrawn from consideration by the committee if all of its sponsors remove their signatures from the amendment.

## F. Voting

**31. Procedural Voting**

All voting is considered procedural with the exception of voting on draft resolutions and amendments. Delegates must vote on all procedural motions; no abstentions are allowed. If there aren't enough speakers for/against a particular motion, the motion will automatically fail/pass.

**32. Substantive Voting**

Upon the closure of debate, the committee will immediately enter into voting procedure. The only points or motions that are in order are points of order, points of personal privilege, points of parliamentary inquiry, motions to divide the question, motions for an important question, and motions for a roll call vote. The doors to the committee room will be locked, no one shall be allowed to enter or exit the room until voting procedures are commenced, and no contact

between delegates (i.e. whispering or passing notes) is permitted. Draft resolutions require a simple majority to pass. More than one resolution can be passed on each individual subject area, so long as they are not contradictory.

**33. Method of Voting**

No proxy voting is allowed. If a member wants the votes to be recorded by roll call rather than by placard-raising, he/she should motion for a roll call vote. Such a motion requires the approval of the Chair, whose decision is not subject to appeal. In a placard-raising vote, members may vote "Yes", "No", "Pass" or "Abstain". If a delegate passes during the first round of votes, they are required to vote either "Yes" or "No" and may not abstain or request rights.

**34. Right of Explanation**

In a roll call vote, members who wish to explain a "Yes" or "No" vote may do so by saying, "Yes with rights" or "No with rights." At the end of the vote, the Chair will call upon those delegates to deliver a 20-second remark explaining why they voted in such a way that is not in line with the way that one might normally expect a delegate from that particular state to vote. Delegates may not exercise a right of explanation for a vote of abstention. The Chair may at any time rule all Rights of Explanation out of order.

**35. Appeals**

With the exception of those decisions which are labeled as unappealable, all decisions of the chair can be appealed. In such cases, the chair may speak briefly in his/her defense, and then the motion will be put to a vote, requiring a 2/3 majority to pass. This motion is strictly to let the chair know the opinion of the committee on an issue; the chair is under no obligation to reverse his/her decision in light of a successful appeal.

**36. Order of Voting**

Draft resolutions will be voted upon in the order that they were introduced. Unfriendly amendments that accompany each draft resolution will be voted upon in the order that they were introduced. The passing of an unfriendly amendment simply means it will be included in the final version of the draft resolution; if the draft resolution fails in the subsequent vote, then all the unfriendly amendments that have been added to it will fail as well. Delegates may motion to change the order of voting for draft resolutions. This requires a majority vote of the committee and must be approved by the chair.

**37. Motion to Divide the Question**

After debate on any topic has been closed, a delegate may motion to divide the question regarding operative clauses. Preambulatory clauses and sub-operative clauses may not be removed by dividing the question. The motion requires two speakers for and two speakers against followed by an immediate procedural vote on that motion. If the motion to divide the question passes, the Chair will take motions on how to divide the question and prioritize them as he/she sees fit. If no division passes, the resolution remains intact. Once a division, which requires a simple majority, has been passed, the resolution will be divided accordingly, and a separate procedural vote (implying no abstentions) will be taken on each divided part to determine whether it will be included in the final draft. If all operative clauses are rejected, the draft resolution will be considered rejected as a whole. Parts of the draft resolution that are subsequently passed will be recombined into a final document.

**38. Motion for an Important Question**

If a draft resolution deals with one of the following six topics, then it may be considered an important question.

1. Maintenance of international peace and security
2. Admission of new Members to the United Nations
3. Suspension of the rights and privileges of Membership
4. Expulsion of members
5. Operation of the trusteeship system
6. Budgetary questions

A delegate may make a motion for an important question only immediately before voting on a draft resolution begins. The Chair may be rule such a motion out of order and this decision is not

subject to appeal. If ruled in order, the motion for an important question, which requires a simple majority to pass, merits one speaker for and one speaker against. If it passes, then the draft resolution must receive a 2/3 majority to pass.

**39. Motion to Divide the House**

The Motion to Divide the House calls that there are no abstentions in the vote for a given resolution. After voting procedures have been completed and a draft resolution fails to be passed, if there are more than 1/5 abstentions for a given resolution or the number of abstentions can sway the passing of a resolution, the sponsors of that resolution can make a Motion to Divide the House. The chair can either rule the motion out of order or exercise the motion by re-entering voting procedures and asking all abstentions to vote either "yes" or "no" to the aforementioned resolution. If the number of "yes" responses alter the status of the resolution, this decision is unappealable and the resolution passes.

## G. Precedence of Motions

### 40. Motions will be considered in the following order of preference:

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Adjournment of a Meeting
- Suspension of a Meeting
- Unmoderated Caucus
- Moderated Caucus
- Introduction of a Draft Resolution
- Introduction of an Amendment
- Postponement of Debate
- Resumption of Debate
- Closure of Debate

### 41. At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Reordering Draft Resolutions
- Division of the Question
- Motion for a Roll Call Vote

## H. Format of Draft Resolutions

### 42. Heading

The title should be centered, in capital letters, above the main body of the draft resolution. The title can be as simple as "Draft Resolution 1.1" On the left margin and two lines below the title should be the committee and topic name. Sponsors and signatories should also be included.

### 43. Body

The draft resolution is written in the format of a long sentence, with the following rules:

- The draft resolution begins with The General Assembly for all GA committees and with The Economic and Social Council for all ECOSOC Committees. The Specialized Agencies writing resolutions use their own names as the introductory line. The rest of the draft resolution consists of clauses with the first word of each clause underlined.
- The next section, consisting of Preambulatory Clauses, describes the problems being addressed, recalls past actions taken, explains the purpose of the draft resolution, and offers support for the operative clause that follows. Each clause in the preamble begins with an underlined word and ends with a comma.
- Operative Clauses are numbered and state the action to be taken by the body. These clauses each begin with present tense active verbs. All clauses are end in a semi-colon, except for the final clause, which ends in a period.

## BosMUN Abridged Rules of Procedure

### Administration

Rule #	Rule	Explanation
6	Power of the Dais	The Dais has final authority on all procedural and substantive matters within a committee and may only be overruled by the Secretariat.
7	Quorum	¼ of Committee membership to open debate; A majority of Committee membership to vote on substantive matters.
9	Electronic Devices	No electronic devices permitted during committee session. All draft resolutions must be handwritten.

### Speeches

Rule #	Rule	Vote	Purpose
11	Speaking Time	Simple Majority	The default speaking time of the conference is one minute. This can be extended by a simple majority vote through a motion to extend the speaking time.
12	Speeches	N/A	No delegate may address the committee without permission from the chair.
13	Yields	N/A	One yield is allotted per speech. Delegates can yield to another delegate, the chair, questions, or comments. A yield to the chair will be assumed if the speaker does not specify.

### Motions

Rule #	Rule	Speakers	Vote	Purpose
17	Moderated Caucus	N/A	Simple Majority	To facilitate in depth substantive debate on specific aspects of a topic area.
18	Unmoderated Caucus	N/A	Simple Majority	To allow delegates the opportunity for an open discussion of the topic area and to prepare draft resolutions.
19	Suspension and Adjournment	N/A	Simple Majority	Suspension is in order at the end of a session to postpone debate until the next scheduled session. Adjournment is in order at the conclusion of the last scheduled session of the conference.
20	Tabling a Topic	1 For / 1 Against	2/3 Majority	Suspending debate on a topic before a resolution is passed to discuss another of the committee's topics.
21	Closure of the Speakers' List	1 For / 1 Against	2/3 Majority	To prevent new speakers from being added to the speakers' list in order to move into voting procedure on a draft resolution.
22	Closure of Debate	1 For / 1 Against	2/3 Majority	To end debate on all substantive and procedural matters and move immediately into voting procedure.

**Points**

<b>Rule #</b>	<b>Point</b>	<b>Explanation</b>
23	Personal Privilege	Used during committee session when a delegate experiences personal discomfort that impairs their participation. Can interrupt a speaker, but should be used with the utmost discretion.
24	Order	Used to draw attention to incorrect parliamentary procedure. The chair has final authority in ruling such points in or out of order.
25	Parliamentary Inquiry	Used to address questions regarding the rules of procedure when the floor is open. May never interrupt a speaker and may not be used for substantive questions.

**Working Papers and Draft Resolutions**

<b>Rule #</b>	<b>Rule</b>	<b>Explanation</b>
26	Working Papers	Used to outline potential solutions and aid in the creation of draft resolutions. No strict format, sponsors, or signatories. Ideas must be put into a draft resolution if they are to be voted on by the committee.
27	Draft Resolutions	The official document committees use to express collective opinion which is voted on during voting procedure. May be introduced with the approval of the chair and the signatures of 1/5 of the committee membership.
30	Amendments	Delegates can amend draft resolutions in four ways: non-substantive, substantive, friendly, and unfriendly.

**Voting**

<b>Rule #</b>	<b>Rule</b>	<b>Speakers</b>	<b>Vote</b>	<b>Purpose</b>
31	Procedural	N/A	N/A	No Abstentions: All delegations must vote in favor or opposed.
32	Substantive	N/A	Simple Majority	Voting on draft resolutions. Multiple resolutions can be passed by each committee so long as they do not contradict one another.
37	Diving the Question	2 For / 2 Against	Simple Majority	Dividing clauses out of a draft resolution. Divisions voted upon in order of chair's discretion. If none pass the resolution remains intact. The resolution is then voted on in its final form.
38	Important Questions	1 For / 1 Against	Simple Majority	If the motion passes, a 2/3 majority is then required to pass the resolution.

<http://bosmun.org/conference/resources>