

# Rules of Procedure



Woodberry Forest School  
MODEL UNITED NATIONS CONFERENCE

# A Note from the Secretariat

What follows are the rules of procedure of WFSMUNC. This list is the authoritative document on how parliamentary procedure is to be carried out during the conference. You may notice that there are some slight differences between our procedure and regular Model UN parliamentary procedure. The differences are very slight and mostly relate to setting fixed speaking time for some motions where standard MUN procedure allows more flexibility. We made the procedure as clear as possible with different sections for each motion, point, or yield. The order section specifies when a motion is both in order in a parliamentary sense and a flow of debate sense that will be determined by the Chair. The what to say section spells out what a delegate must say in order to motion for something, as well as what he or she must specify (total time, speaking time.) The vote section specifies whether or not the motion/point needs a vote and what percentage of the committee must endorse the motion for it to take effect. The what it does part explains what the motion entails once it has passed in as much detail as possible. Please restrain from motioning for items that do not appear in our rules of procedure.

**Agustin Tornabene**

Secretary-General

**Jack Stone**

Deputy-Secretary-General

Under-Secretary-General for Finance



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# Motions

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## Motion to Establish Quorum

**Order:** This is the first motion of any committee session

**Vote:** This motion does not require a vote as the simple/two-thirds majority has not been established yet.

**What it does:** The Chair will now call roll, country by country.

Delegates can say “Present” which qualifies them for a vote, or they can say “Present and Voting” which means that they must vote on all substantive matters and are not allowed to abstain.

## Motion to Open Debate

**Order:** Right after quorum is established

**Vote:** Simple majority

**What it does:** Allows the committee to move forward

## Motion to Open the Speaker’s List

**Order:** After debate is opened.

**What to say:** Motion to open speaker’s with X amount of speaking time.

**Vote:** Simple majority

**What it does:** The delegate who motions for this is entitled to be the first to speak. The Chair will then pick several speakers to be added to the list. The speaker’s list is the most structured type of debate in MUN. It is regularly used to discuss the setting of the agenda. However, there is only one topic per committee at WFSMUNC so delegates should not discuss the agenda during the initial speaker’s list and should instead dive right into debate!

## Motion to Set the Agenda

**Order:** Sometime during speaker’s list, at the chair’s discretion.

**What to say:** Motion to set the agenda to: Topic A, Topic B

**Vote:** Simple majority

**What it does:** Used to limit debate to a topic of choice. However, because WFSMUNC will only have one topic per committee, this motion is unnecessary.

# Motions, continued

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## Motion for Moderated Caucus

**Order:** Sometime during speaker's list, at the chair's discretion.

**What to Say:** Motion to enter moderated caucus for X total time, Y speaking time to discuss Z.

**Vote:** Simple Majority

**What it does:** This motion should be used when it is apparent that the debate has successfully been framed and that the committee should move on to more specific topics. The Chair will grant the delegate who motioned the right to reserve either the first spot on the list or the last. The rest of the list will be picked by the Chair, often in pairs or groups of three. Moderated caucuses may not be interrupted by other points or motions.

## Motion for Unmoderated Caucus

**Order:** Only when a moderate caucus has expired and the Chair is taking motions/points. The Chair will only entertain this motion when he considers that sufficient debate has happened.

**What to Say:** Motion to enter unmoderated caucus for X amount of time. No topic is required for unmoderated caucuses.

**Vote:** Simple Majority

**What it does:** Allows for unstructured debate. Delegates may stand up, leave the room, or speak to each other. Unmoderated caucuses are designed to allow the formation of blocs and writing of resolutions.

## Motion to Enter Recess

**Order:** May not be motioned for until there are five minutes remaining in the respective session

**What to Say:** Motion to enter recess until the next session

**Vote:** Supermajority (2/3)

**What it does:** The delegates may leave the room and must be back by the next committee session.

# Motions, continued

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## Motion for Right of Reply

**Order:** At the Chair's discretion only if there has been an ad hominem attack on the delegate making the motion. That means that the delegate's person must be explicitly insulted. If the delegation of Djibouti says: The delegation of France is dumb! That warrants a right of reply. However if the delegation of France says: The delegation of Djibouti's ideas make no sense! That does not warrant a right of reply. All requests for a right of reply must be submitted to the chair via writing and will ultimately be up to the Chair's discretion.

**What to Say:** Submit in writing to the Chair.

**Vote:** None

**What it does:** It gives the delegate who has been offended a certain amount of speaking time at the discretion of the Chair.

## Motion to Introduce a Resolution

**Order:** Only after the resolution has been presented to the dais with at least 20% of committee as a signatory. At the Chair's discretion after there has been significant debate and there are clearly established blocks.

**What to Say:** Motion to introduce resolution 1.1 with X time for presentation and Y time for questions.

**Vote:** Simple Majority

**What it does:** Allows for no more than four sponsors of a resolution to present it to the entire committee for the allotted time. Every introduction must include a Q&A period. Delegates will raise their placards and they will be picked by the Chair to ask their questions. No back and forth between the delegates is allowed.

# Motions, continued

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## Motion to Close the Speaker's List

**Order:** May be motioned at any time during structured debate.

**What to Say:** Motion to close the speaker's list.

**Vote:** Simple Majority

**What it does:** The closing of the speaker's list means that no more delegates may be added to it. Once the list of delegates has been exhausted, the committee will automatically move into voting procedure.

## Motion to Close Debate and Move Into Voting Procedure

**Order:** May be motioned for at any time. However, the Chair will only entertain the motion if he considers that there has been significant debate and that there has been enough time for all blocs to introduce all of their resolutions.

**What to Say:** Motion to close debate and move into voting procedure.

**Vote:** Supermajority (2/3)

**What it does:** Debate on the topic will be closed and no one is allowed to enter nor exit the room. The Chair will now call for a show of placards for every resolution on the floor, as well as announce any amendments and call for a vote on unfriendly amendments.

## Motion to Adjourn

**Order:** May not be motioned for until there are five minutes remaining in the last committee session of the conference.

**What to Say:** Motion to adjourn

**Vote:** Supermajority (2/3)

**What it does:** Closes committee for the remainder of the conference.

# Motions, continued

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## Motion for a Roll Call Vote

**Order:** A delegate may motion for a roll call vote during voting procedure on any substantive measure. That means that a roll call vote may not be employed during a procedural vote, only during voting on resolutions and amendments. This motion does not require a vote, however it will be up to the Chair to accept the motion.

**What to Say:** Motion for a roll call vote

**Vote:** None, chair's discretion

**What it does:** Requires that the Chair call, delegation by delegation, to inquire as to their vote. Delegates may answer yes/no, abstain or pass. A delegate may also answer yes/no with rights. If they do, at the end of the roll call vote they will be called upon for a 30 second comment to explain their vote for or against a certain resolution.

## Motion to Declare an Important Question

**Order:** A question (otherwise known as a resolution) can be declared important if it relates to recommendations with respect to the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, and budgetary questions. Only substantive matters can be considered important questions.

**What to Say:** Motion to consider resolution 1.1 important

**Vote:** Simple Majority

**What it does:** The motion is automatically accepted. There will be a two for two against, 30 seconds for each delegate. If a question is declared important, it requires a two-thirds majority to pass committee.

# Motions, continued

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## Motion to Withdraw

**Order:** This motion is in order in two different occasions: When all of the sponsors of a resolution wish to withdraw it from the table, making it ineligible for discussion and voting. When one of the sponsors or signatories wishes to withdraw his sponsorship/signature. Keep in mind that every resolution must have at least 20% of committee as a signatory in order to qualify for voting. If a signatory removes his signature and his actions cause a resolution to fail to meet the 20% threshold, the resolution in question shall be immediately withdrawn from the floor until enough signatories can be found.

**What to Say:** This motion shall be submitted either in writing or in person to the Chair.

**Vote:** None

**What it does:** Signifies to the committee that the delegate has removed his support for a certain resolution. The Chair will announce any motion to withdraw to the entire committee.

## Motion to Divide the Question

**Order:** Once all resolutions have been introduced to the committee, it is possible for a delegate to motion to divide the question (resolution) in a manner of his choosing.

**What to Say:** Motion to divide the question. Specify how you want the question to be divided (i.e clause by clause, separating one clause from the whole, etc.)

**Vote:** Simple Majority

**What it does:** Prompts a 2 speaker's for, two speakers against with 45 second speaking time. After all speakers have voiced their opinion, the vote will be held. If the motion to divide the question passes, then when the time comes to vote the resolution shall be voted on as instructed by the motion.



# Points

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## Point of Parliamentary Inquiry

**Order:** Can be used any time at any time

**What to Say:** Point of Parliamentary inquiry: Delegate's question here

**Vote:** None

**What it does:** Hopefully answers any question about procedure that a delegate may have.

## Point of Personal Privilege

**Order:** Can be used any time at any time

**What to Say:** Point of Personal Privilege: Your request here

**Vote:** None

**What it does:** Use this point when your ability to effectively participate in committee is impaired. For example, you can't hear the speakers, or the temperature in the room is too hot. Don't use this point too often though, as chairs typically don't like the disruption it causes. Only use this point if your ability to participate is truly impaired.

## Point of Clarification

**Order:** Can be used at any time after an amendment or resolution has been introduced.

**What to Say:** Point of Clarification: Your clarificative statement here

**Vote:** None

**What it does:** Allows the delegate to clarify a non-substantive point (e.g. grammatical, spelling, word choice, awkward phrases) in a resolution or amendment

## Point of Order

**Order:** Can be used at any time there is a violation of the rules of procedure.

**What to Say:** Point of Clarification: The rule that was broken

**Vote:** None

**What it does:** The Point of Order should only be used when a delegate is sure that the chair has broken a rule of procedure.

# Yields

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## Yield to the Chair

**Order:** After the completion of a speaker's list speech, a delegate may yield to the chair. The chair absorbs all time remaining in the speech, if any.

**What to Say:** I yield my time to the chair.

**What it does:** Chair absorbs all remaining time.

## Yield to the Questions

**Order:** After the completion of a speaker's list speech, a delegate may yield to questions.

**What to Say:** I yield my time to questions.

**What it does:** Allows other delegates to ask questions to the speaker that pertain to their speech.

## Yield to Another Delegate

**Order:** After the completion of a speaker's list speech, a delegate may yield their remaining time to another delegate from another country.

**What to Say:** I yield my time to [insert country here].

**What it does:** Yields remaining time to other country for speaking. If the other country does not wish to speak, they may yield their time to the chair. A country who has had time yielded to it may not yield their time to anyone else except the chair.

## Yield to Comments

**Order:** After the completion of a speaker's list speech, a delegate may yield their time to two thirty second comments.

**What to Say:** I yield my time to comments.

**What it does:** Yields the remaining time to two thirty second comments from other delegations.