

Rules for Colorado Model United Nations

I. SECRETARIAT AND OFFICERS

A. Rule 1- The Secretariat

- i. The Secretariat, all MUN staff, shall be headed by a Secretary General.
- ii. Any plenary sessions shall be overseen by the Secretary General or an appropriate designee.
- iii. All non-plenary committees shall be headed by a Presiding Officer (Chair, President) and an Assistant Presiding Officer, appointed by and reporting to the Secretary General.

B. Rule 2- The Secretary General

- i. The Secretary General shall have the authority to preside over any meeting at any time when deemed necessary by the SG or requested by the committee Presiding Officer.
- ii. The SG shall have the authority to appoint additional members of the Secretariat (i. e. Under Secretary General) when deemed appropriate.
- iii. The SG shall have the final decision-making authority in decisions made by the Secretariat. He/She may designate a member of the Secretariat to act on his/her behalf when deemed necessary.

C. Rule 3- Officers

- i. The officers for all sessions of MUN organs shall be appointed by the SG in conjunction with the Secretariat. The officers shall not represent any member-nation nor shall he/she vote at any time.
- ii. The Presiding Officers, or appointed representative, shall preside over all meetings of their respective committee, retaining authority of that committee.
- iii. The Presiding Officer shall declare the opening and closing of each organ meeting of the session, moderate discussions of the meeting, ensure the observance of the rules of the given body, ensure proper recording and administration of the body's work, and announce decisions as needed.
- iv. The Presiding Officer shall rule on points of order, and, subject to the rules, shall have complete control of the meeting proceedings.
- v. The Presiding Officer may use his/her position and rights to make suggestions to the body as to the use of time, in issues of allocation, regulation, and use of speaker's list; and on the length and/or opportunity for suspension and/or adjournment of the meeting.
- vi. The Presiding Officer may delegate any or all of his/her duties to other staff as long as such staff has approval by the SG prior to their assumption of any duties. The staff designee then takes on the rights and responsibilities of the Presiding Officer, as denoted.
- vii. Should, for whatever reason, the Presiding Officer be unable to fulfill his/her duties during the meeting of a MUN organ, the SG shall appoint a replacement until the Secretariat rules when the Presiding Officer may resume his/her duties.

D. Rule 4- Archiving and Distributing

- i. The Secretariat shall receive, print, and distribute documents, reports, and resolutions of MUN; have custody and proper preservation of the document of the MUN archives; advise and support the operations of committees; ensure the proper flow of information; and perform all other work that may be required for the smooth operation of MUN.

II. LANGUAGE

A. Rule 5- Official Working Language

- i. American English shall be the official working language during MUN proceedings and of all official documents

III. SESSIONS

A. Rule 6- Meeting Places

- i. The Secretariat shall determine the place of meeting for all MUN organs, and distribute that information appropriately

B. Rule 7- Schedule

- i. All organs of the MUN shall open and close in accordance with the schedule set by the Secretariat.

C. Rule 8- Committee Simulations

- i. The Secretariat shall determine all simulated committees, bodies, and organs of the United Nations, its specialized agencies, and other relevant international bodies.

D. Rule 9- Committee Membership

- i. The membership of each simulated committee shall consist of those member nations as determined by the Secretariat of each MUN Conference.

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IV. DELEGATIONS

A. Rule 10- Delegation Representation

- i. Each delegation of a member nation shall consist of no more than two (2) delegates per committee assignment.
- ii. Seating at the placard in each committee is limited to two (2) delegates at any given time.
- iii. Only duly accredited representatives to a given committee shall have the right to speak during committee sessions.
- iv. Advisors shall provide technical expertise to representatives during suspension of the meeting or outside of committee chambers. Additionally, advisors may not speak in or address the committee unless approved by the SG.

B. Rule 11- Security Council Participation.

- i. In accordance with the United Nations Charter, Article 31, a member of the United Nations may be invited by the Security Council to participate, without vote, in the discussions of any question before the Security Council.
- ii. Any member nation invited under Article 31, or non-member nation invited under Article 32, shall have the right to submit proposals and draft resolutions. Any proposals or draft resolutions may only be put to a vote at the request of a Council member.

V. AGENDA

A. Rule 12- Topic Agenda

- i. The topic agenda for all committees of the MUN conference shall be established by the Secretariat and published in a timely manner chosen by the Secretariat.

B. Rule 13- Order of the Agenda

- i. The order in which the agenda shall be addressed shall be set at the beginning of each committee session.

C. Rule 14- Amending or Deleting Agenda Topics

- i. Items on the agenda may be amended or deleted by the respective committee with the approval of two-thirds (2/3) majority of the members present and voting.

D. Rule 15- Additional Topics

- i. Additional topic items may be added to the agenda, with the approval of a simple majority of the members present, ONLY after all items on the topic agenda have been decided (Tabling a Topic is not an acceptable final decision).

VI. CONDUCT OF BUSINESS

A. Rule 16- Quorums

- i. The Presiding Officer shall declare a meeting open when at least one third (1/3) of the members of the session is present.
- ii. The presence of a majority of the members of a committee shall be required for any formal vote.

B. Rule 17- Recognition to Speak

- i. No delegate may address any committee without receiving recognition to speak by the Presiding Officer. Delegates wishing to raise points of order or motions must raise their placard to be verbally recognized by the Presiding Officer.
- ii. All speakers are to limit their remarks to those relevant/germane to the topic or specific question pending. The Presiding Officer reserves, based on his/her discretion, the right to call a speaker to order should the remarks not be germane.

C. Rule 18- Speakers' List

- i. The Speaker's List is the order in which speakers wishing to address the committee on a topic shall be recognized.
- ii. The Speakers' List shall be opened by motion by a recognized delegate. If no motion is made to open the Speakers' List, the Presiding Officer shall have the authority to declare it open when he/she deems it appropriate.
- iii. The Presiding Officer may declare the Speakers' List closed at the present composition, at the request of a majority of the committee. Furthermore, the Presiding Officer may declare the Speakers' List reopened, at the request of a majority of the committee. Motions for the opening/closure of the Speakers' List may come from the Presiding Officer's suggestion or by a recognized speaker.
- iv. If at any point, the Speakers' List has been exhausted, closure of debate is declared and all relevant items before the body are put to an immediate vote.

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D. Rule 19- Motions

- i. Motions may be made by recognized speakers, either through recognition at appropriate times from the floor or by the speaker holding the floor through the speakers' list.
- ii. The making of a motion by a recognized speaker closes his/her speech.
- iii. The delegate making a motion shall be recognized to speak on its behalf when the rules call for such a speaker. If the maker of the motion does not wish to speak on behalf of the motion, the Presiding Officer may recognize another delegate wishing to speak for the motion.

E. Rule 20- Points of Order

- i. During the discussion of any matter, a delegate may rise to a Point of Order for immediate decision by the Presiding Officer. A Point of Order is the only point that may interrupt a speaker and must pertain to questions of rules, procedure, and/or format demanding such attention. The Presiding Officer's decision shall stand unless an Appeal has been issued.
- ii. The decision of the Presiding Officer may be appealed through a motion by a recognized delegate. The Presiding Officer shall have the opportunity to explain the rationale for the decision. After an explanation is given, a vote shall be taken upon the motion to overturn the Presiding Officer's decision. If **two-thirds** of the members present and voting vote in favor of the Appeal, the decision is overturned and the prior question is addressed.

F. Rule 21-Point of Information

- i. A delegate may use a Point of Information for clarification before continuing with debate or voting.

G. Rule 22- Time Limits

- i. All speeches will be limited to three (3) minutes, and the speaker will have the option of entertaining up to three (3) questions after his/her speech. Such questions are not counted as part of the three (3) minute duration.
- ii. No two-part questions will be permitted by the Presiding Officer.
- iii. A delegate may only yield his/her time at any point in the speech to another delegate from the same delegation.
- iv. The Presiding Officer reserves the right to call a speaker out of order for violations of these limits.

H. Rule 23- Minimal Debate

- i. In order to allow for adequate discussion of the resolution, the chair will NOT allow for a motion for the previous question or postponement of the resolution indefinitely until six (6) speeches have been given.
- ii. Authorship speeches do not count as one of the six (6) required speeches.
- iii. Amendments do not have Minimal Debate requirements.

I. Rule 24- Right of Reply

- i. Should, in the course of debate, a delegate feel that a previous speaker has unreasonably slighted his/her nation or nation, he/she may submit a written request to the Presiding Officer for a Right of Reply. The Presiding Officer has the sole authority to decide whether to grant this right and the most conducive time. Should the Presiding Officer grant a Right of Reply, the delegate shall be recognized for thirty (30) seconds. No delegate shall be granted a Right of Reply to a reply.

J. Rule 25- Suspension of the Meeting (Moderated and Unmoderated Caucuses)

- i. During the discussion of any matter, any delegate may move for a Suspension of the Meeting for a particular purpose (such as caucusing), a specified amount of time, or until a particular time. Such motions are not debatable and shall be put to an immediate vote. The Presiding Officer reserves the right to establish pre-set limits on the length and/or use of suspensions. Such limits are not subject to appeal by the committee.
- ii. "Suspension of the Meeting for the Purpose of a Moderated Caucus" allows for free discussion on the topic/resolution (while seated) and is moderated by the Presiding Officer. The speaker's list is disregarded at this time. iii. "Suspension of the Meeting for the Purpose of an Unmoderated Caucus" allows free discussion without any direction from the Presiding Officer.

K. Rule 26- Tabling versus Postponement

- i. Tabling a resolution/amendment puts it aside temporarily to discuss more pressing matters (i. e. emergencies). This requires a second and majority vote.
- ii. Taking a resolution/topic item from the table brings the resolution/item back to the floor. This requires a second and a majority vote.

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- iii. If a delegate wishes to permanently dispose of a resolution/amendment, he/she must move to "Postpone Indefinitely". This requires a second and majority vote.

L. Rule 27- Authorship Speeches

- i. The Presiding Officer will call for authorship speeches on all resolutions to be considered under the appropriate subtopic. When debate on that subtopic is exhausted, new authorship speeches will be considered for the next subtopic.
- ii. Authorship speeches will be limited to no more than five (5) minutes. Up to three (3) clarification questions may be entertained IF the speaker yields to such questions.
- iii. During an authorship speech a delegate may introduce friendly amendments.

M. Rule 28- Resolutions

- i. Resolutions will be accepted by the host school prior to a date set before the competition. The only exception will be resolutions for the emergency topics, which are to be written jointly during the competition.

N. Rule 29- Amendments

- i. Amendments to draft resolutions shall be submitted in writing to the Presiding Officer for review. Once the Presiding Officer approves the resolution based on its relevance, the amendment will receive an assignment number. A delegate may now bring it to the floor for consideration for a reading by the Presiding Officer.
- ii. All amendments must have **one (1) author and at least three (3) signatories or 20 per cent (whichever is greater)** before becoming available for committee consideration.
- iii. Amendments sponsored by all of the original sponsors of the resolution will be considered as "friendly" amendments, requiring no vote. Once a friendly amendment is accepted by the original sponsors, it becomes part of the resolution without requiring a vote. Any "friendly" amendments must be submitted to and accepted by the original sponsors *before* the resolution is presented to the delegates for debate.
- iv. Amendments submitted by non-sponsors of the resolution are considered "unfriendly" unless approved by the original sponsors. All unfriendly amendments must be put to a vote. There may be only two amendments pending at any one time, and the Presiding Officer will conduct the vote in a manner that the last submitted amendment will be voted upon first. If it passes, the amendment becomes part of the previous amendment or the resolution.

O. Rule 30- Movement of Resolutions and Amendments to the Floor

- i. Approved resolutions or amendments may be moved to the floor by a member at any time within the discussion of the relevant topic area. Amendments to a resolution may only be moved after the relevant resolution has been moved.

P. Rule 31- Questions of Procedure

- i. Any question of procedure or rules is only directed to the Presiding Officer.
- ii. Should any discrepancies arise regarding rules or clarification, each committee Presiding Officer shall inform the SG. The SG shall have final authority upon any decision should a Presiding Officer bring it to the attention of the SG.
- iii. In any situation where a committee wishes to appeal the decision of the Presiding Officer when the Presiding Officer feels the appeal would be detrimental to the proceedings, the Presiding Officer shall defer to the SG. Should the SG agree that the appeal would be injurious to the proceedings, the original decision of the Presiding Officer shall stand.
- iv. All decisions of the SG on rules and procedures are final and are not subject to appeal.

Q. Rule 32- Voting

- i. Each member nation shall have one (1) vote in each of the MUN committees in which it has standing.
- ii. Voting rights within a committee may not be granted by the membership to a nation not previously granted such status by the Secretariat.
- iii. A majority of the approved members must be present for any substantive vote.

R. Rule 33- Voting Methods

- i. All procedural votes may be taken by a show of placards in either the affirmative or the negative. All delegates present must vote upon procedure matters.
- ii. All substantive votes shall be taken by a roll-call vote, in which the Chair or designee records the votes in alphabetical order. All members present may vote in the affirmative (Yes/Aye/Yea), in the negative (No/Nay), or abstention (Abstain).
- iii. The vote of abstention means that a nation does not wish to affect the final outcome of the vote.

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- iv. During a roll call vote, a delegate may Pass on his/her vote. The Presiding Officer will continue with the roll call, returning to any delegate having passed on the vote. If a delegate passes on a vote, he/she must vote in the affirmative or negative; no abstention is permitted at this time.
- v. If a delegate thinks that no opposition to the motion exists, he/she may call for a Vote of Acclamation before a vote is taken upon a substantive matter. The Presiding Officer asks if any objection to the matter exists. If no objection exists, the matter before the committee passes without further vote. If a delegate raises an objection, the matter is moved to an immediate vote without further amendments or divisions. A delegate who rises in objection signifies his/her intent to vote in the negative on the matter.
- vi. In most councils resolutions or amendments shall pass by a simple majority. However under Security Council rules, a resolution shall only pass with a simple majority of the Security Council including a YES vote of the Five Permanent Members (China, France, Russia, United Kingdom, and United States). An abstention by any Permanent Member is not considered to be a use of the veto power. A veto is strictly a NO vote by a Permanent Member.

S. Rule 34- Voting Procedures

- i. In order to close debate, a motion for Previous Question must be made. This motion means that the committee will decide whether or not to vote upon the resolution or amendment. This vote is NOT a vote on the resolution/amendment itself. If this passes by a 2/3-majority, the committee immediately takes a vote on the resolution/amendment currently under debate. If the motion for Previous Question fails, the committee resumes debate from the point it left off.
- ii. After closure of debate on a given issue, the Presiding Officer will announce the beginnings of voting procedure, requiring all delegates to restrict themselves to their placard seats.
- iii. No delegates or others may enter the committee chamber when voting procedures are in order. Should a delegate leave the chamber during voting procedures, they shall not be permitted to re-enter until after the conclusion of voting procedures.
- iv. Each resolution shall be debated and voted upon individually prior to moving onto debate and votes of other resolutions under the same topic.
- v. Delegates may vote on substantive issues with the Right of Explanation (voting "with rights"). Should the Presiding Officer grant the right, the delegate will receive thirty (30) seconds to speak. The use of this right should be restricted to extraordinary circumstances, in which the country's original position is changed due to substantial alteration from the original resolution. This may only be used with abstentions.

T. Rule 35- Division of the Question

- i. A delegate may move to Divide the Question (divide out a specific clause) on any substantive matter. In this motion, the delegate should state, with specific sections, the nature of the division he/she desires. If the Presiding Officer permits the division, the motion of division is put to a procedural vote. This procedural vote requires two (2) speakers in favor of the division and two (2) speakers opposed. If the procedural vote passes by majority, the question shall be so divided with a substantive vote taken upon the divided section(s) separately.
- ii. No division of the question is permitted on Preambles.
- iii. If multiple successful motions for division exist, the Presiding Officer will put them to a vote based on the most drastic division taking priority over the least radical.

U. Rule 36- Ties

- i. If a procedural vote is equally divided (Tied), the motion is considered to have failed.
- ii. If a substantive vote is equally divided, a second vote shall be taken immediately, prior to any other motions or business. If the second vote is equally divided, the substantive item is considered as rejected.

V. Rule 37-Suspension of the Rules

- i. A motion for Suspension of the Rules allows the committee to change the official rules in order to fit its needs (i. e. allowing for additional questions, extending voting privileges to invited countries).

W. Rule 38- Additional Rules or Procedures

- i. Should any rule or procedure not be covered by the MUN Rules of Procedure, the SG shall make a determination upon such rule. Once the decision is made, the decision will stand for the remainder of the conference without retroactive effect. The Secretariat shall disseminate the decision to each committee in a timely and appropriate manner.