



RULES OF PROCEDURE

CORNELL MODEL UNITED NATIONS CONFERENCE



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RULES OF PARLIAMENTARY PROCEDURE

Cornell Model United Nations Conference

Part I: General Rules

1.1 Scope

The rules outlined in this document shall apply to all regular sessions of the Cornell Model United Nations Conference (CMUNC) for all committees. These rules are self-sufficient and no other rules shall apply, unless otherwise stated in the supplementary rules for specialized agencies. In situations not covered by the rules, the Chair and Secretariat shall constitute the final authority.

1.2 Language

English shall be the official working language of the conference, and therefore all documents must be drawn up and speeches delivered in English. No translation services will be provided in any committee.

1.3 The Secretariat

The Secretariat shall consist of the Secretary-General and those people the Secretary-General has appointed to the Secretariat. Any member of the Secretariat may address any committee at any time. The ruling of a Secretariat member on any rule or regulation herein is final and overrides any other rulings or appeal. Any rule may be altered, suspended, or added by a member of the Secretariat at any time.

1.4 Technology

All delegates are required to act in accordance with the rules outlined in the Committee Tech Guidelines, which will be presented at the beginning of the Conference. To find a more in-depth guide on Zoom procedure, please refer to the section "Virtual CMUNC" on CMUNC's website. Inappropriate use of Zoom or other technologies may be grounds for dismissal from the conference.

Part II: Committee Staff

2.1 Composition

Each Committee shall have a designated Chair and one or more Directors, as designated by the Secretariat.

2.2 Responsibilities

The dais as a whole shall be responsible for maintaining the Speakers' List, recording the Roll Call at the beginning of each committee session, and recording of all votes in the committee

The Chair shall declare the opening and closing of each meeting, moderate discussion, grant the right to speak, equitably and objectively recognize points or motions, put questions to a vote, announce decisions, ensure the observations of these rules, and rule on disputed points.

The Chair is also responsible for the substantive content of the committee proceedings. The Chair and Directors may each authorize draft resolutions for their introduction to the floor.

2.3 Powers

After the Secretariat, the Chair shall be the final authority in each committee. The Chair may rule a motion dilatory or out of order and therefore refuse to entertain any procedural motion at his/her decision. At any time, the Chair may propose the adoption of a procedural motion without a vote by the committee.

2.4 Competence

The competence of the dais may not be questioned by the members of the committee. However, the appropriate Under Secretary-General, with the advice and consent of the Secretary-General, may remove any member of the dais if necessary.

Part III: Delegations

3.1 Credentials

The credentials of representatives and the names of delegates of a delegation shall be submitted to the Secretariat prior to the opening of the conference. All delegations will be assumed to have proper credentials to participate at the Cornell Model United Nations Conference.

3.2 Member States

Each committee shall be represented by one voting delegate on each committee, except in particular circumstances pre-approved by the Secretariat. In those cases where a double delegation is pre-approved, only one person may hold speaking and voting rights for the delegation at any given time.

3.3 Non-Member States/Observers Missions

A representative of a state that is not a member of the United Nations, or a representative who holds observer status, shall have the same rights as a full member except that he or she may not vote on substantive matters.

3.4 Censure

Delegates are expected to know their country's foreign policy. Delegates who clearly and persistently misrepresent their country's foreign policy in speeches and substantive votes are subject to censure. Additionally, all behavior inappropriate in the context of the committee will receive a censure. Chairs shall deliver censures upon their discretion. After the receiving a third censure, a delegate is barred from participation in the remainder of the conference and is ineligible for an award.

Part IV: Committee

4.1 Roll Call

At the beginning of each session, the Chair shall proceed to take a Roll Call. Each delegation will be called upon in alphabetical order, and may respond with "Present" or "Present and Voting." Any delegation that is "Present and Voting" has waived its right to abstain during voting of substantive matters. If a delegation is not present at the time the Roll Call is taken, it is expected to pass a note to the dais once it arrives.

4.2 Quorum

Before formal debate may begin, the committee must meet quorum. Quorum is defined as one- third of the members of the committee as determined by the number of delegations present in the first committee session of the conference. Any delegate may, at any time, request verification of quorum. The Chair will rule immediately on the motion, initiating roll call if he/ she deems it necessary. Quorum is assumed to be met unless it is shown otherwise.

4.3 Definition of Majorities

A simple majority is defined as a situation where there are more votes in favor than those opposed. A two-thirds majority is defined as a situation where there are at least twice as many votes in favor than those opposed. A unanimous vote is defined as a situation where every delegate present votes in favor. Delegations abstaining in substantive matters are not considered to be voting.

4.4 Procedural Voting

All delegations are required to vote in procedural matters. Only votes of "yes" or "no" are in order for such votes. A motion for roll call votes on procedural matters is never in order.

Part V: Debate

5.1 Agenda

A member may at any time move for closure of the speakers' list. This motion requires a two-thirds majority to pass and requires one speaker to speak against the motion. If the motion passes, no new speakers shall be added to the list. Once the speakers' list has been closed, it cannot be re-opened.

The Chair shall open a primary speakers' list and entertain a motion to set the first topic on the agenda. In the event of such a motion, the Chair shall call for two speakers for and two speakers against. If the motion carries, a secondary speakers' list shall be opening to discuss the agenda topic. If it fails, the committee shall continue general debate through the primary speakers' list.

Once an agenda 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.

Crises: In the event of a crisis, the Chair may call upon the committee to table debate on the current topic area so that a more urgent matter may be attended to immediately.

After the crisis has been resolved, the committee will return automatically to debate on the tabled topic.

5.2 Speakers' List

The speakers' list indicates delegations wishing to address the committee in formal debate and the order in which they will be recognized. A delegation may add its name to the list if it is not already on the list by submitting a written request to the dais. Debate is closed automatically upon exhaustion of the speakers' list. A member may at any time move for closure of the speakers' list. This motion requires a two-thirds majority to pass and requires one speaker to speak against the motion. If the motion passes, no new speakers shall be added to the list. Once the speakers' list has been closed, it cannot be reopened.

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

Secondary Speakers' List: Once an agenda topic is set, a secondary speakers' list dealing with the topic in question shall be opened. Separatists may be established for specific procedural motions on an as-needed basis.

5.3 Suspension of Debate

During the course of formal debate, a delegate may suspend debate by making a motion for an unmoderated or moderate caucus. When making such a motion, the delegate must specify a type, a time limit, reason, and in the case of a moderated caucus, a speaking time for the caucus. The two types of caucus are as follows:

Unmoderated Caucus: Delegates may leave their seats, leave the room, and speak without regard to a Speaker's List to converse with each other in a less formal setting or to work on draft resolutions. No points or motions shall be in order during unmoderated caucus.

Moderated Caucus: Delegates remain in their seats and are recognized at the Chair's discretion for a specified amount of time by the Chair. During a moderated caucus, the Chair shall call to order delegates who are making speeches not germane to the designated topic. No points or motions shall be in order during a moderated caucus except points of order and points of personal privilege.

5.4 Tabling of Debate

A motion to table debate on a topic may be used to stop debate on a given substantive issue without having voted on resolutions. If the motion is approved, the Chair may recognize two speakers for and two speakers against the motion, after which the motion is put to an immediate vote requiring a simple majority to pass. If a motion to table is passed, the topic is considered tabled and no action will be taken on it. Once a topic has been tabled, the committee shall immediately return to the primary speakers' list. A debate topic may be removed from the table by a two-thirds majority vote of the committee, with one delegation speaking for and one speaking against. If the motion passed, the secondary speakers' list created for that topic will be reopened and debate will resume on the tabled topic.

5.5 Closure of Debate

A motion for closure of debate on substantive matters under discussion may be made at any time. If the motion is approved by the Chair, the Chair shall recognize two speakers to speak against this motion. This motion requires a two-thirds majority to pass, and if it passes, all draft resolutions and amendments are brought to an immediate vote.

5.6 Motion to Recess

A motion to recess may be made starting from fifteen minutes before the scheduled end of a committee session and requires a simple majority to pass. If a motion to recess passes, the meeting is suspended until the next scheduled committee session. A motion to adjourn is in order when the committee has finished considering every topic on its agenda or if there are fewer than fifteen minutes remaining in the last committee session, and also requires a simple majority to pass.

5.7 Addressing the Committee

No member may address the committee without having first 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 or a point of order.

5.8 Yields

During formal debate, delegates must specify how they wish to yield their after his speech as concluded. If a delegate fails to specify how he or she will be yielding his or her time, the yield will default to the Chair unless otherwise specified by the Chair.

Delegates can yield their time in one of four ways:

To the Chair: The remaining speaking time is forfeit and the committee moves on.

To Comments: Two delegates will be recognized by the chair to make thirty-second comments pertaining solely to the speech just delivered. The Chair shall call to order a speaker whose comments are not germane to the preceding speech. If a delegate yields his or her remaining time to comments, two thirty-second comments are always granted, regardless of remaining speaking time.

To Another Delegate: The delegate may grant the balance of his or her speaking time to another delegate. A delegate who has been yielded to may not make further yields on speaking time.

To Questions: The delegate may use the remainder of his or her time to answer questions posed by other delegates. The Chair shall select delegates to pose questions, and only the time used to respond to questions shall be counted against the speaker's remaining time. The Chair may cut off a delegate who takes too long to ask a question.

5.9 Right of Reply

A delegate who feels that his or her personal or national integrity has been impugned by another delegate may request from the Chair a right of reply after the other delegate's remark. This request must be submitted in writing. If it is granted, the insulted delegate has thirty seconds to reply to the insult. A verbal request for a right of reply cannot interrupt a speaker, and furthermore, a right of reply cannot be requested for a right of reply. All decisions of the Chair regarding rights of reply cannot be appealed.

Part VI: Parliamentary Points

6.1 Point of Order

During the discussion of any matter, a delegation may rise to a point of order, and the point of order shall immediately be decided by the Chair, in accordance with the rules of procedure. A point of order cannot be substantive and must relate to the maintenance/observance of the rules, or to the way in which the Chair is exercising the power conferred by the Secretary- General. A delegation rising to a point of order may not speak on the substance of the matter under discussion. The Chair may refuse to recognize a point of order if the delegation has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature.

6.2 Point of Personal Privilege

During the discussion of any matter, a delegation may rise to a point of personal privilege, and the point of personal privilege shall be immediately addressed by the Chair. A point of personal privilege can be used to interrupt a speaker, but the point must refer to the delegate's personal comfort (e.g. cannot hear, too hot) and not to personally insult.

6.3 Point of Parliamentary Inquiry

If there is no speaker on the floor, a delegation may rise to a point of parliamentary inquiry. A point of parliamentary inquiry is a request for clarification of the rules of procedure. Points of parliamentary inquiry may not interrupt a speaker.

Part VII: Substantive Matters

7.1 Submission of Proposals

Working papers, draft resolutions, and amendments shall normally be submitted to the dais in writing. The Chair may permit discussion and consideration of proposals and amendments approved by the dais, even though such substantive matters have not been circulated through the committee.

7.2 Working Papers

A working paper is a mechanism for debate and as such does not have to conform to proper resolution format, nor does it require sponsors or signatories.

7.3 Resolutions

Draft Resolutions: Documents submitted to the dais in proper resolution format will be considered and referred to as draft resolutions. The term "resolution" is reserved for documents already passed either by the committee or by another United Nations body. The proper resolution format is outlined in the CMUNC Delegate Handbook. The copying, distribution, and introduction of draft resolutions will occur only after the draft resolution is approved by the dais.

Sponsors and Signatories: A draft resolution must have a set number of signatures and sponsors in order to be approved and introduced; the specific counts are to be determined by the Chair. Delegates may sign a draft resolution even if they do not support the document in question, as being a non-sponsor signatory for a draft resolution only indicates desire to discuss a draft resolution.

7.4 Amendments

Amendments for the purpose of correcting errors in spelling, grammar, or format are considered non-substantive and shall be incorporated into draft resolutions without a vote. The final decision on non-substantive amendments will be made by the Chair. Aside from non-substantive ones, amendments may only be made to the operative clauses of draft resolutions. Substantive amendments approved by all sponsors of the draft resolution and approved by the dais are considered to be friendly and are to be added to draft resolutions without a vote. Substantive amendments not receiving approval from all sponsors

of a draft resolution are considered unfriendly and require the sponsorship of one fifth of the total members of the committee. Unfriendly amendments are voted on separately upon closure of debate; amendments to unfriendly amendments are out of order. All substantive amendments must be approved by the dais.

7.5 Introduction

A delegation may make a motion to introduce a draft resolution or amendment, upon its approval by the dais and distribution to members of the body. Adoption of this motion shall be at the Chair's discretion, after which sponsors will be invited by the Chair to read out the text of the draft resolution or amendment to the body.

7.6 Question and Answer Period

Immediately following the introduction of a draft resolution, any delegate other than a sponsor may move for a question and answer period. When making the motion, the delegate must specify both a length for the question and answer period and a limit to the speaking time. The Chair may accept or refuse this motion at his or her discretion; this decision is not subject to appeal. If accepted, this motion requires a simple majority to pass, and delegates will be recognized by the Chair to ask questions to sponsors pertaining specifically to the draft resolution in question. Once the question has been posed, one sponsor may respond to the question within the allotted speaking time. This pattern shall continue until either the time allotted for the question and answer period has elapsed or if no more delegates wish to raise questions.

7.7 Withdrawal of Proposals

A delegation may withdraw sponsorship of a resolution or amendment at any time before voting has commenced. Such desires to withdraw sponsorship must be submitted to the dais in writing. If sponsorship falls below the required number of two sponsors, the proposal shall be considered withdrawn from debate. A proposal that is withdrawn may be introduced again provided that it is sponsored by at least two delegations and has at least one-fifth of the delegations as signatories.

7.8 Question of Competence

A motion to question the competence of a body to discuss a draft resolution or amendment is in order only if made immediately following the introduction of that draft resolution or amendment. The motion requires one speaker in favor and one opposed, and requires a two-thirds majority to pass. If the motion passes, the document in question will be withdrawn from the committee and cannot be reintroduced.

Part VIII: Voting

8.1 Voting Procedure

After the Chair has announced the beginning of voting procedure, no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Order

in connection with the actual conduct of voting. A member of the committee staff shall secure the doors during voting procedure, at which time no one will be permitted to enter or exit the committee room. During voting procedure, no note-passing or informal caucusing is allowed. Once in voting procedure, when there are no points or motions on the floor, the Chair shall put the unfriendly amendments, draft resolutions or parts thereof, to a vote. There shall be no further debate except as specifically provided for in these rules. Once voting on draft resolutions has finished, the Chair shall declare the end of voting procedure and the committee shall return to the primary speakers' list. If all topics have been exhausted, the Chair may entertain a motion to adjourn.

8.2 Method of Voting

Each delegation shall have one vote per committee, and all matters will be voted on by a show of placards. Delegates must vote "yes," "no," or in the case of substantive matters only, they may also abstain, effectively forfeiting their vote. No member may cast a vote on behalf of another member.

Roll Call Vote: On a substantive matter, any member of the body may request a roll call vote, the granting of which is at the Chair's discretion and cannot be appealed. The roll shall be done alphabetically, either from the beginning of the alphabet or from a randomly chosen letter.

Pass: During a roll call vote, a delegate may pass, in which case he or she will be placed at the end of the voting roll. However, a delegate may only vote in the affirmative or negative only; abstentions are not in order for passed votes.

Rights of Explanation: During a roll-call vote, members may request a right of explanation by responding "yes, with rights" or "no, with rights." At the end of the roll, all members who had voted with rights will be given the opportunity to explain their decision, if their decision was unexpected. The Chair may impose a time limit upon such explanations.

8.3 Ordering of Draft Resolutions

If two or more draft resolutions relate to the same question, the committee shall vote on the draft resolutions in the order in which they have been submitted unless a motion is made to reorder the draft resolutions. A motion to reorder must propose the new ordering, but the ordering does not need to be submitted to the Chair in writing first. The Chair will then entertain one speaker in favor and one against the proposal. This motion requires a simple majority vote to pass. If the motion passes, the draft resolutions will be voted upon in the new order.

8.4 Voting on Unfriendly Amendments

Unfriendly amendments to a resolution shall be voted on before voting on the resolutions as a whole. When two or more amendments are proposed to a resolution concurrently, the committee shall vote on them in the order in which the Chair received them. Amendments are substantive procedures and require an adoption by simple majority consent of the delegations voting. After all unfriendly amendments have been voted on, the resolution will be voted upon as a whole.

8.5 Division of the Question

A member may motion to divide the question during voting procedure on a particular resolution. The Chair will only recognize motions for a division of a resolution once all amendments on that resolution have been voted upon. If an objection is made to the request for a division, two speakers shall speak in favor of the procedural motion, and two against.

The procedural motion for a division requires a simple majority in favor to pass.

If the procedural motion for a division of the resolution passes, the Chair will take all requests for divisions at that time. All divisions must be submitted in writing to the Chair. The Director shall rank all divisions from most to least destructive. The Chair will then put the most radical to a substantive vote. The vote is to divide out the denoted part(s) and requires a simple majority to pass. If the vote fails, the Chair will then put to a vote the next most destructive division. If the vote passes, the divisions are put to an immediate vote, and only those that pass are incorporated into the final draft resolution. If at any time a draft resolution does not have any operative clauses, the draft resolution automatically fails and is removed from consideration.

8.6 Designation as an Important Question

Once in voting procedure, a delegation may motion to designate a draft resolution as an important question if the resolution under debate is of vital importance, namely in that it deals with at least one of the following categories: maintenance of international peace and security, admission of new members to the UN, suspensions of the rights and privileges of membership, expulsion of members, operation of the trusteeship system, and matters concerning the budget. Motions to designate a draft resolution as an important question are only in order in the General Assembly.

The Chair will recognize one speaker for and one against the motion, which requires a simple majority to pass. If passed, the resolution will require a two-thirds majority in order to pass and become a resolution.

8.7 Voting

More than one resolution may be passed on any given agenda topic.

Part IX: Precedence

9.1 Order of Precedence

Motions shall be considered in the following decreasing order of precedence:

1. Parliamentary Points

Points that may interrupt a speaker: Point of Order Point of Personal Privilege

Points that are in order when the floor is open: Right of Reply

Point of Parliamentary Inquiry

2. Non-debatable Procedural Motions, Time Limit on Speeches, Censure

Unmoderated Caucus

Moderated Caucus Adjournment of the Meeting Verification of Quorum

3. Other Procedural Motions:

Closure of Debate

Closure of Speakers' List

Tabling of Topic

Question of Competence

After the closure of debate:

Division of the Question

Important Question

4. Substantive Motions

Introduction of Draft Resolutions

Introduction of Amendments

Part X: Short Form Rules for Procedure

Parliamentary Procedure

RULE	POINT	DESCRIPTION
6.1	Point of Order	Used to indicate a procedural error; may interrupt a speaker.
6.2	Point of Personal Privilege	Used when a delegate's participation in the committee is hindered; may interrupt the speaker.
5.10	Right of Reply	Used when a delegate has been subject to a personal verbal attack or insult; cannot interrupt a speaker. The Chair's decision is not subject to appeal.
6.3	Point of Parliamentary Inquiry	Used to clarify a point of procedure; cannot be used to interrupt a speaker.

Documents and Submissions

RULE	POINT	DESCRIPTION
6.3	Draft Resolution	Requires at least 2 sponsors and 1/5 of the committee as signatories.
6.5	Introduction of Draft Resolution	A delegate may rise to introduce a draft resolution following its approval by the directorate.
6.4	Friendly Amendment	Requires the approval of all sponsors; is immediately incorporated without vote.
6.4	Unfriendly Amendment	Requires 1/5 of the committee as signatories; passes with a majority vote.
6.7	Withdrawal of Draft Resolution/Friendly Amendment	Requires approval of all sponsors.

Procedural and Substantive Motions

RULE	MOTION	SPEAKERS	VOTE	DESCRIPTION
5.8	Time Limit for Speeches	None	50%	Sets the time limit for speeches.
3.4	Censure	1	2/3	Used to reprimand delegates for diverging from policy.
5.3	Unmoderated Caucus	None	50%	Suspends meeting for a specified length of time.
5.3	Moderated Caucus	None	50%	Suspends formal debate for a specified length of time for debating moderated by the chair. Requires length, speaking time, and purpose.
5.6	Adjournment of Meeting	None	50%	Suspends committee functions until the next session or for the duration of the conference
5.5	Closure of Debate	2 Against	2/3	Closes debate on current topic and moves the body into voting procedure on unfriendly amendments and draft resolutions.
5.3	Closure of Speaker's List	1 Against	2/3	Prevents new delegates from being added to the speaker's list.
5.4	Tabling of Topic	2 For, 2 Against	50%	Postpones debate on a topic.
6.8	Competence	1 For, 1 Against	2/3	May be raised immediately following the introduction of a draft resolution, if passed, that draft resolution will be removed from consideration.
6.6	Question and Answer Period	None	50%	Establishes a Q&A session for a draft resolution immediately following introduction of that resolution. Length must be specified.
7.5	Division of the Question	2 For, 2 Against	50%	If passed, individual parts made up of operative clause are immediately voted upon. Those that pass remain part of the resolution.
7.6	Important Question	1 For, 1 Against	50%	Used to designate a resolution as one of vital or grave importance