

Main Model United Nations



28th of February to 03rd of March 2019

Goethe University Frankfurt am Main

Rules of Procedure

Table of Contents

General Introduction	4
General Rules.....	5
Delegations and Chain of Command.....	5
Decorum	6
Diplomatic conduct	7
The dais: the chair and his or her rapporteur(s)	7
A Note upon Notes.....	7
Dress code: western business attire	8
About procedural and substantive matters.....	8
Voting	8
About objection.....	9
Points and Motions.....	10
Making points, motions or anything else	10
Session	11
Minute of Silent Prayer and Mediation	11
Roll Call	12
(Re-)Opening the Speakers List	13
Setting the Speaker's Time	14
Point of Information to the Speaker.....	15
Right of Reply	16
Point of Information to the Chair / Permission to approach the Chair	17
Suspension of the Meeting for an Unmoderated Caucus.....	18
Suspension of the Meeting for a Moderated Caucus.....	19
Amendment of the Agenda.....	19
Adoption of the Agenda	20
Point of Order.....	21
Appeal the Decision of the Chair	21
Adjournment of Debate	22
Reconsideration of Topic	23
Decision of Competence of the Committee	24
Adjournment of Meeting.....	25
Closure of Debate	26
Seconds and Objections.....	27
Voting Procedure.....	27
Friendly and Unfriendly Amendments	28

Division of the Question	29
Adoption by Acclamation	32
Roll Call Vote.....	32
Clause by Clause	33
About Resolution Writing	35
Guidelines for Further Research	37
I. Annex	38
Flow of the Session.....	38
Preambular and Operative Clauses.....	39
Preambular Clauses	39
Operative Clauses	39
Division of the Question	40
Rules Index.....	41

General Introduction

Dear delegates, welcome to MainMUN2019!

The following pages will contain the rules of procedure that will be used during this conference. It is extremely important to familiarize yourself with the rules of procedures prior to the debate in order to thrive and to guarantee a great flow of debate.

MainMUN is a four-day international relations simulation for university and high school students held annually in the city of Frankfurt am Main. Each February, about 300 participants congregate at the Johann Wolfgang Goethe University to confront and debate about issues of international importance. Through participation, delegates at MainMUN experience first-hand the challenges of negotiation by assuming the roles of United Nations representatives and members of other decision-making bodies. MainMUN is considered one of the biggest German MUNs in present day history and has a long-standing tradition of high-quality debates.

This 14th session will consist of six UN committees: The General Assembly, the Human Rights Council, the United Nations Development Programme, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Security Council and the first committee of the General Assembly, Disarmament and International Security.

Next to this there will be five Non-Governmental Organizations, including the Human Rights Watch, Care International, Equality Now, Doctors without Borders and International Rivers. Additionally we feature an independent Press Team, which reports on the debates and events of MainMUN 2019.

MainMUN2019 will be a crisis-orientated conference. This means that one or several committees may be faced with a big international crisis at any time. Depending on the committee, the delegates will have the opportunity to act as a whole and within the jurisdiction to solve this crisis. Further explanation will be given at the time. Throughout the conference the time will be frozen and the MainMUN team will instead apply an alternative time line. This means that events, which have taken place right up to the conference might be considered, however most events taking place during the conference will not, unless they have been brought forward by the crisis team.

Lacking resources to imitate several logistical aspects of the UN the simulation will be tailored to our capabilities. This means that even throughout the crisis simulations we will remain as close to the spirit and actual practice of the UN as realizable and consequently the official Rules of Procedure (RoP) of the UN will be applied unless considered not feasible at the Frankfurt Model.

The following guide will introduce the rules applied in **all** committees at MainMUN. As each committee has its own supplementary rules, which only apply to that body, it is also necessary to carefully read the instructions provided in the background guide of your committee in addition to the rules presented here.

This guide consists of six main sections. In the first and the second of these, the rules and guidelines, which apply at all times and in all committees, will be introduced. In the third section, there is a short overview of writing resolutions and reports.. The fourth section contains more detailed information about where to find information about the country you are representing and is suited for further, more detailed research.

At the end of the RoP guide you will find annexes. Annex I provides a short overview of all rules – it is designed to be printed out and used at MainMUN as a quick reference. Annex II contains a list of preamble and operative clauses, while annex III shows a chart clarifying Divisions of the question, one of the more complex processes used during voting procedure. Annex IV provides you with a diagram with the “flow of the session”. This will help you to follow and participate in the first committee session.

Please do not hesitate to contact the committee directors if you have any questions concerning special rules and how the general rules are applied in the respective committees. Students who are new to MUNs are strongly recommended to visit one of the preparatory workshops taking place prior to the opening ceremony in order to ensure a smooth conference.

General Rules

Delegations and Chain of Command

A country can only fulfill its potential with a comprehensive strategy and delegations need to work together to realize their agenda in different committees. Communication between the delegates of one country within and between the sessions is encouraged and at least once a day the country delegation will meet at a specified time to discuss developments within the conference and plan the next steps. As a representative in a delegation you will not always agree with your co-delegates or interpret situations differently and deem a different course of action to be appropriate. In such a case it is best to solve the inner-delegation conflict with what you do in the committees – arguments and facts. But keep in mind that any country has a chain of command and in case of dispute settlement is up to the higher ranking member of your delegation. MainMUN distinguishes between 5 levels of hierarchy.

Level 1: Foreign Minister

The Foreign Minister is the highest ranking diplomat of a country and thus the highest ranking diplomat of your delegation. She/He decides on the general agenda, approves of any actions and settles disputes within your delegation.

Foreign Ministers are the delegation's representatives to the Disarmament and International Security Committee.

Level 2: Ambassador to the United Nations

The Ambassador to the United Nations coordinates the country's work within the entire organization and can if necessary represent the country in any committee.

The Ambassadors are the delegation's representative to the United Nations Security Council.

Level 3: Deputy Ambassador to the United Nations

The Deputy Ambassador co-manages the work within the United Nations.

She/He is the delegation's representative to the United Nations General Assembly.

Level 4: Delegate to the United Nations

The Delegates to the United Nations work on the country's agenda in the UN bodies. They are the delegation's representatives to the United Nations Development Programme, UN Women and the Human Rights Council.

Keep in mind that since not every country is present in every committee; thus your highest ranking delegation member might not be of the highest possible level of the conference.

NGOs are usually 2-member delegations with no fixed committee assignment.

Decorum

Decorum is one of the most important rules at the conference. It simply means being quiet and attentive during formal session and voting procedure. While this might sound trivial, a room full of people talking or whispering to each other will make it impossible to listen to speeches or to recognise statements made by the chair. Please stay in decorum at all times during formal session. Apart from the fact that the dais will not tolerate any aberration from this, it is easy to make yourself unpopular with your fellow delegates if you are disturbing speakers and those listening to speeches.

This also means to remain seated during speeches. If you have entered the room too late after a break and a delegate is holding a speech, please wait at the door until the speech is finished before taking your seat. There is a small time frame between each speech as every delegate has to rise and move to the front of the committee to deliver their speech: You can use this time to pass notes, find your seat or leave the room if necessary or to introduce points or motions. Moreover, decorum means not to applaud after speeches or to show disappointment, discontent or disapproval with a speaker after the deliverance of their speech. Furthermore, using notebooks during formal session is as well considered very impolite.

Diplomatic conduct

Diplomats always treat each other with dignity and respect. Even in circumstances which normally might provoke displays of indignation, diplomatic personnel adhere to diplomatic conduct – which means remaining polite. Even small breaches of diplomatic conduct are remembered for a long time and such grievances may grow over time, especially if they occur repeatedly and therefore might impede future negotiations.

Exceptions to this rule are delegates of some countries which are noted for this kind of behaviour. They do indeed push the limits in order to emphasise their position. Their comments, however, are of political nature and not personal or personally abusive. We are confident that the representatives of these nations at MainMUN will know who they are and, having done their research properly, know how far they can realistically go!

Part of polite behaviour is the use of the correct forms of address. You should always refer to your fellow delegates as “distinguished delegate”, “honourable delegate” or similar expressions. Even more polite would be to also mention the country name, i.e. “as the honourable delegate of France is surely aware...”.

The dais: the chair and his or her rapporteur(s)

Each committee will be chaired by a president and his or her assistants. The president is normally called “chair”, while the assistants are called “rapporteurs”. They are responsible for conducting the session and voting procedures of the committee and will ensure that all delegates act according to the RoP. Together they are called the “dais” and normally decide how the rules are interpreted, applied and who is recognised to speak. Although this sounds as if the chair has ultimate authority in regard of the rules, it is possible to challenge these decisions. While the chairs at MainMUN are experienced at UN models and at interpreting rules, they are not infallible. If a delegate thinks that the dais has made a mistake, they should rise for a point of order or even appeal the decision of the chair.

Contrary to the rules of the real UN or the rules of the National Model United Nations (NMUN) in New York City, the chair at MainMUN will not be elected from or by the committee. In the UN as well as the NMUN all delegates are prepared to fulfil the role of the chair and therefore have extensive knowledge of the rules and their interpretation. At MainMUN the members of the dais will be provided by the organising team.

A Note upon Notes

At MainMUN2019, information for each other or the dais is passed by a short note, since the rule of decorum forbids talking during speeches. The note is sent through the committee and note paper may be the only exception to the national symbol rule as it allows the delegates to know which delegation has sent a note. Note passing is not permitted during a speech and normally occurs between speeches. Depending on the committee, the chairs may appoint pagers. Pagers are people who collect notes, read and deliver them to other delegates or the dais. The chair will ask the delegates if anyone is willing to be a pager for a certain amount of time, i.e. a couple of hours.

. Any form of note passing is strictly prohibited during voting procedure.

Dress code: western business attire

To preserve the dignity of the body all delegates are obliged to dress in an appropriate and similar manner. The type of dress is normally referred to as "western business attire". This means a suit for male delegates and costume (including suits for women) for female delegates. All delegates at the MainMUN have to dress in western business attire.

Wearing national symbols is absolutely prohibited at UN conferences and thus also at MainMUN2019. We will not allow costumes and in respect of religious symbols a delegate may only wear religious symbols if the delegate himself, is a member of said religion. If they do not belong to the specific religion and are wearing these symbols as a part of their role at MainMUN, this could be interpreted as being disrespectful. Doing so has therefore been prohibited at MainMUN. Any delegate wearing national symbols or religious symbols merely as part of their role will be asked by the conference management to remove them. It is however allowed to wear a small United Nations/ or National pin as this shows respect to the UN as an Institution.

About procedural and substantive matters

There is a distinction between procedural and substantive matters. Issues related to the conducting of the conference: breaks, speaker's time, opening of the speakers list etc. are all procedural matters. Substantive matters are related to the content of a topic, such as resolutions.

How is the distinction being made during the session? When speaking for or against procedural matters you may only speak procedurally. For example, if you move to reduce the speaker's time (a procedural matter) you could be asked to justify this motion. In doing so you may give reasons like the fact that there are a large amount of delegates who have not had the opportunity to hold a speech yet, or that the allotted speaker's time has proved adequate so far. You may not give reasons regarding the content of the debate, for example, that certain points have not been discussed yet and need to be. This distinction is also important for voting: For procedural votes every delegate has to vote – there are no abstentions allowed. This is different to substantive votes in which delegates may abstain, unless they are present and voting (see page). Procedural votes are votes upon speaker's time, caucus and similar issues whereas substantive votes are normally limited to resolutions and their specific clauses.

As a rule of thumb you can make the distinction that all votes, points and motions during normal session are procedural, while all speeches held in front of the committee based on the speakers list and most votes during voting procedure are substantive. The exception of this rule is the Division of the question.

Voting

If a motion which requires a simple majority results in a "hung vote", this means one in which no majority is achieved, it is counted as the failure of that specific motion. In addition, a majority of "yes" votes is needed for the motion/resolution to pass. Abstentions do not count towards "yes" votes to reach a majority.

While this is the same in all committees for procedural matters, depending on the committee, the rules for substantive votes may differ. Please check your Background Guide for committee specific Rules of Procedure.

After the committee has finished debate on an agenda item, and at least one draft resolution has been accepted by the dais, the committee will enter voting procedure.

During voting procedure, the doors of the conference room will be closed; no delegate may return if they leave during voting. This is to prevent disorder during voting procedure by perpetual coming and leaving of delegates, which makes it impossible for the dais to conduct a proper voting procedure as majorities are constantly shifting. Besides, absolute decorum will be held. Note passing, walking around, talking and eating during voting procedure are strictly prohibited. This is to ensure a proper and efficient conducting of the voting procedure.

About objection

There are frequent debates about motions. Often, the chair will begin by asking if there were seconds. If no one seconds the motions, nobody will call for objections, with the only exception being the motion for adoption by acclamation. If there is any objection to the motion. If there are none, there is obviously no need to vote as everybody is in favour of the motion. If there is objection and the respective motion requires debate, the chair will ask for volunteers in the committee to speak, normally two in favour of and two against a specific motion. The chair will then grant each delegate a certain amount of time to speak, usually something between fifteen seconds and a minute. In the case that there is only one speaker in favour or against a motion, there will also be only one speaker opposing the speech.

Points and Motions

Making points, motions or anything else

A point or motion is something a delegate has to say outside their substantive speech. Such points and motions can be as diverse as moving for a lunch break, to set the speaker's time or to close the debate in order to start the voting procedure. They should, however, not be a response to a speech or a point substantive to the topic. Such points can only be made in a substantive speech in which every delegate is free to say whatever they wish. If delegates want to bring in a motion, they raise their placards and wait to be recognised by the chair who will ask on what point they wish to be heard.

Every time delegates recognized by the chair make a point, move for a specific action or deliver a speech, they rise from their chair and neither start speaking before standing nor sit down before finishing. While this might sound trivial, it not only shows respect for the committee, the rules and the dignity of the high body you are attending, it also makes it clear to the other delegates that a point is being made and by whom, not to mention making it acoustically easier to understand the point being made.

More important than rising is that points and motions should never interrupt the speech of a fellow delegate or a statement being made by the dais.

If there are several motions on the floor with the same context, for example, one motion to set the speaker's time to five minutes, one to set it to fifteen minutes, and one to set it to thirty minutes the chair normally starts voting with the most extreme. This means the most extreme deviation of the current speaker's time. If the speaker's time in the aforementioned example was two minutes to start with, the chair would start with the motion to extend it to thirty minutes. The first motion to reach a simple majority is considered to be the will of the committee, while all other motions of the same type are discarded. If after several similar motions of one kind a delegate again moves for the same one, the chair will probably consider it "dilatatory" – which means it will not be entertained – since the committee has already debated this kind of motion at length.

No motions are lost during a suspension of the meeting: the motions will be noted down and entertained when the committee is back in formal session.

The precedence of motions usually follows the following pattern: a motion to suspend the meeting always takes precedence. This is followed by motions which somehow disrupt or change the procedure of the committee such as adjournment of debate or closure of debate. Motions which only involve minor changes to the course of the committee, like changing the speaker's time, have the lowest priority. However, it always remains at the discretion of the chair which motions are entertained first.

Session

The following text is the account of a fictional session. Besides the dais, the following states are present: The Empire of Persia (Persia), the Polis of Athens (Athens), the Empire of Rome (Rome) and the Kingdom of Dalmatian (Dalmatian). The Kingdom of Babylon (Babylon) is late and therefore not present when the session begins. Before the substantive discussion on the topics can begin, a roll call will be conducted and the order of the topics must be decided.

Accepting points or motions during sessions remains at the discretion of the chair.

You should bear in mind that this is an idealised debate in which every rule will only be introduced once. Some motions such as setting the speaker's time actually occur more frequently during a real debate, whereas others such as adjournment of debate might not be brought in at all.

Minute of Silent Prayer and Mediation

A motion for a minute of silent prayer can be brought in at the very beginning of a session – just after the session has been opened and before the roll call has been started. You may also bring in the motion after the end of the voting procedure. It serves to remember recent disturbing incidents or commemoration days (for example, the 10th memorial of the genocide in Rwanda). During this minute all delegates as well as the chair will remain standing in silence. There will only be one motion for a minute of silent prayer entertained by the chairs. The motion is however not in order be abused for political purposes and motions which aim to offend other countries will not be entertained.

The motion for a minute of silent prayer is used to draw attention to a delegation. Since this motion passes without a vote, it is unusual to ask for several minutes of silent prayer (unless there were several disasters in the "real" world recently). You should not misuse this motion and ask to remember incidents, which are not regarded as calamity by all members of your committee. For example, the Palestinian Authority should not bring in a minute of silent prayer for an activist of Hamas, who was killed by the Israeli secret service, when the delegate of Israel is present.

Chair: Good morning distinguished Delegates. We hereby declare the session open and will now begin with the roll call. Distinguished Rapporteur, please start the roll call. One moment: Honourable Delegate of Persia, to what point or motion do you rise?

Persia: Distinguished Chair, honourable fellow Delegates, Persia moves for a minute of silent prayer for all the victims of the third Punic war.

Chair: This is in order at this time. Delegates, please rise for a minute of silent prayer. *(All delegates rise and a minute of silent prayer is held.)* Thank you, Delegates. Please take your seats again. *(Delegates sit down.)*

Roll Call

A roll call is useful to find out if a specific delegate is participating at the conference and if they are present or present and voting. If a member of the committee is missing more than once, it is upon the decision of the chair, to change the status to absent. If the member of the committee arrives during the session, he or she should write a note to the chair to claim his status.

At least at the beginning of each day of the conference as well as directly before the voting procedure there will be a roll call. The dais may decide to conduct further roll calls if it is deemed necessary. Each delegation will be called and has to state if the delegation is either present or present and voting. If a delegate is simply present they may abstain on substantive votes. If they are present and voting they cannot abstain in substantive votes. In a procedural vote there are no abstentions possible at all. The status of the delegates will be recorded by the dais. The status may be changed – to do so you must pass a note to the dais registering your new status.

While it might seem odd to give up the strategic advantage of abstention, it sends out a strong signal that you have a position which you are ready to fight for and let others with a strong position know this.

Chair: Madame Rapporteur, please start with the roll call now.

Rapporteur: The Polis of Athens?

Athens: Present. *(The rapporteur notes down the answer.)*

Rapporteur: The Kingdom of Babylon?*(Nothing happens.)* The Kingdom of Babylon? *(Small pause.)* The Kingdom of Dalmatian?

Dalmatian: Present and voting.

Rapporteur: The Empire of Persia?*(The delegate of the Kingdom of Babylon enters the room. She waits at the door until the roll call is finished before finding her seat.)*

Persia: Present.

Rapporteur: The Empire of Rome?

Rome: Present and Voting.

Chair: Thank you, Madame Rapporteur. We will now need some time to count the present delegations and calculate the majorities.

Rapporteur: There are currently four delegations present. The simple and the two-thirds majority for this session is three votes. In case of a draw the vote will be counted as a failure. Every Delegate who has come late shall send a note to the Dais stating his or her status in regard of voting. *(The delegate of Babylon finds her seat and sends a note to the dais, stating that the Kingdom of Babylon is present and voting.)*

Rapporteur: The majorities have changed. We will still need three votes for a simple majority, but now four votes for a two thirds majority, since there are five delegations present now.

(Re-)Opening the Speakers List

After the roll call at the very beginning of the conference there should be a motion to open the speakers list to enable the start of the substantive discussion. The first time this motion is introduced, it does not require a vote and therefore passes automatically. A speakers list will be opened without further motions at the beginning of the discussion of a new topic. During a caucus, the speakers list remains as it is. When a new speakers list is opened, the chair will ask those delegates who want to be put on it to raise their placards and will randomly pick out some delegations. In big committees it is normally not possible to recognise every delegate doing so. If you are not recognised immediately, please send a note to the dais and you will be put on the list.

You may bring in a motion to close the speakers list at any time during session. There will be a vote upon the motion, and if the motion passes with a simple majority, no more speakers will be added to the speakers list. The same procedure will be applied after a motion to re-open the speakers list.

As big committees will have a very long speakers list, you should try to be put on it at the very beginning of a session. Please bear in mind that the committee will directly go into voting procedure if the speakers list runs out! If there is no draft resolution which could be voted upon, the topic under discussion will be abandoned. If this is the case the next topic on the agenda will be discussed. Accordingly, you can bring in a motion to close the speakers list, if you want the voting procedure to start soon or to close a topic without substantive vote.

Chair: Are there any points or motions on the floor? Distinguished Delegate of Athens, to what point do you rise?

Athens: Honourable Chair, Athens moves to open the speakers list.

Chair: Thank you, honourable Delegate. The speakers list is now open. Every Delegate who wants to be put on the speakers list please raise your placards now and high. *(The chair calls out the names of several delegates. The rapporteur takes note of each country.)* Rome...., Babylon..., Persia..., and Athens. Since there are no further placards, any other delegations who want to be put on the speakers list, please send a note to the Dais.

Setting the Speaker's Time

At the beginning of a session, the speaker's time is unlimited. You can try to change the current speakers' time with a motion to increase or to reduce it. The minimum speakers' time is 30 seconds. Before the vote upon this motion, which requires a simple majority, two speakers in favour of and two against that motion will be heard. Each one of them is allowed to speak for 15 seconds procedurally. If there is more than one motion on the floor to set the speaker's time, the committee will first vote upon the most disruptive/extreme motion. Furthermore, if one motion passes, the others will be deleted from the current motions list.

To change the speakers' time is a very common motion. But in order not to hamper the substantive discussion in your committee, you should not overuse it (otherwise, the chair might decide not to entertain all of these motions). The motion is often used strategically, which means that you can try to increase the speakers' time, when a member of your "coalition" or you are on top of the speakers list or to reduce it if an adversarial member of the committee is about to speak (example: Cuba would try to reduce the speakers' time if the USA are about to hold a speech and vice versa). If you want to bring in this motion strategically, please be aware that you are not allowed to explain these non-procedural reasons in a pro/con-speech.

Chair: Are there any further points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Distinguished Chair, fellow Delegates, Rome moves to set the speaker's time to twenty minutes. Thank you, honourable fellow Delegates.

Chair: Thank you, Delegate. This motion is in order at this time. Setting the speaker's time requires debate and a simple majority. We expect the Delegate of Rome would like to speak in favour? *(The delegate of Rome nods.)* Who else would like to speak in favour? *(Babylon and Persia raise their placards.)* The Chair recognises the honourable Delegate of Babylon. We now have two speakers in favour; we will also need two speakers against: Who would like to speak against a speaker's time of twenty minutes? *(Athens and Dalmatian raise their placards.)* The Chair recognises the honourable Delegates of Dalmatian and Athens. Distinguished Delegate of Rome, the floor is yours for fifteen seconds.

Rome: Distinguished Chair, honourable Delegates; the Empire of Rome thinks that twenty minutes are enough to state all issues in regard of the topics under discussion. Thank you, fellow Delegates.

Chair: Thank you, honourable Delegate. The Chair recognises the distinguished Delegate of Athens for fifteen seconds.

Athens Thank you, honourable Chair. Distinguished Delegates, twenty minutes are far too long. We should make better use of our time and adopt a more appropriate length of speaker's time.

- Chair:** Thank you, honourable Delegate. Distinguished Delegate of Babylon, the floor is yours for fifteen seconds.
- Babylon:** We agree with the statement of my dear colleague from Rome and consider twenty minutes as an appropriate time. Moreover, we should all keep in mind that international negotiations are quite difficult and therefore... *(After her speaker's time expires, the chair interrupts her politely.)*
- Chair:** Thank you, honourable Delegate. The Chair grants the floor to the honourable Delegate of Dalmatian for fifteen seconds.
- Dalmatian:** Most distinguished Delegates, Dalmatian firmly believes, that the Empire of Rome only wants to exploit and abuse a long speaker's time for his own ends.... *(The chair interrupts the delegate bluntly.)*
- Chair:** Delegate, this is not in order! You must remain procedural during such a speech; in your substantive speeches you will have plenty of time to state the general position of your country. Honourable Delegates, after listening to the speeches we will now vote upon the motion. All those in favour, please raise your placards now", *(Three placards are raised.)* All those against? *(Two placards are raised.)* With a vote of three in favour and two against, this motion passes and the speakers' time is now twenty minutes. *(The delegate of Dalmatian grunts loudly and derogatively over the result. The chair recognises this and calls the committee to order.)* Delegates, decorum please.

Point of Information to the Speaker

Sometimes a speaker does not need all of their time. In this case the speaking delegate can allow questions from the committee by stating that he/she may be open for questions. If you have a question, you may simply raise your placard and the chairs will call upon you. To maintain diplomatic conduct, please remain standing as long as the speaker is answering your question.

Such questions are a good way to go more in depth of the speech of a delegate. If you are in agreement with the speaker, they can be used to emphasise the points made by picking up on the issues already stated. Alternatively, you could try and pick out weak areas of argument and emphasise them. However, you do not have the right of reply in this case! Furthermore, there is no cross-talking allowed. This means that you can only ask one question at a time and will receive an answer which you cannot refer to immediately by posing a second question. You have to wait until you are recognised again by the dais if you wish to receive more information of the speaker. As the speaking delegate you may also reserve the right to not answer a question posed to you.

Chair: Are there any further points or motions on the floor? Seeing none, we will now proceed with the speakers list. Honourable Delegate of Rome, I grant you the floor for twenty minutes. *(Rome delivers a speech of fifteen minutes instead of twenty minutes.)*

Chair: Thank you, distinguished Delegate. There is some of your speakers' time left. Are you open for points of information?

Rome: Yes, we are.

Chair: Thank you, honourable Delegate. Are there any questions to the speaker? *(Persia raises his placard.)* The Chair recognises the distinguished Delegate of Persia. Honourable Delegate of Persia, please rise and state your question. *(Persia rises and states his question. After that, the delegate of Rome answers and this takes the last five minutes.)* Thank you, distinguished Delegate. As the speakers' time has elapsed, there will be no further points of information to the speaker.

Right of Reply

Should a delegate insult, question the integrity of or make arguably false statements in regard to the affairs of another state in formal speech, then the delegation of that state can ask for the right of reply. If the chair decides that the respective delegation is entitled to a right of reply, the replying delegate may write a statement and submit it to the dais so it can be corrected. This is a security measure to ensure that the replying state does not use the opportunity to merely fling the insult back or in turn make false accusations. The statement will then be read out to the committee. Normally, a delegate has between 30 and 180 seconds for a statement depending on the size of the committee. There is no right of reply to a right of reply. Note that a right of reply cannot be invoked during moderated or unmoderated caucus. You may of course at all times approach the dais if you feel personally insulted by another delegate.

Rights of reply are a good possibility to dominate the floor and proclaim the innocence/righteousness of your state and also to delegitimise the position of the insulting state. They should however be used carefully, as they can be as poisonous to the cooperative atmosphere of a committee as the original insult. They are also a possibility to clarify specific issues, to draw attention to your state or even to say something substantive about the current topic by subtly integrating the topics under discussion. Keep in mind that the committee will notice this if it is done too bluntly and might be disappointed by such an abuse. Generally, the right of reply is a motion rarely raised.

Chair Are there any points or motions on the floor at this time? Seeing none, we will now proceed with the speakers list. The Chair grants the floor to the honourable Delegate of Babylon for twenty minutes. *(Babylon delivers a speech of twenty minutes. In between, she refers a few times to the third Punic war and directly attacks the policy of Rome accusing it, inter alia, of war crimes.)*

- Chair:** Thank you, honourable Delegate. Are there any points or motions on the floor?
- Rome:** *(exclaiming)* Right of Reply!
- Chair:** Distinguished Delegate of Rome, please rise and state your point.
- Rome:** Honourable Chair, distinguished fellow excellencies, Rome moves for a right of reply as we feel deeply insulted by the speech of the Delegate of Babylon who has accused us of several crimes we did not commit!
- Chair:** Your right of reply is granted. Please submit a written form of your reply to the dais. Afterwards, you may read it out to the committee.

Point of Information to the Chair / Permission to approach the Chair

If you are not sure about a procedural matter you may rise to a point of information to the chair, who will explain the issue to you. If you have an important (!) question concerning your delegation, you can also ask for the permission to approach the chair.

Since these two motions should not hamper the work of your committee, please make sure that your question/request is of common interest and not already answered in your RoP or background guide. Remember there is always the possibility to talk to the dais during CAUCUS.

- Chair:** Are there any further points or motions on the floor? Distinguished Delegate of Athens, to what point or motion do you rise?
- Athens:** Honourable Chair, fellow Delegates, Athens moves for a point of information: Is it possible to ask the Delegate of Rome further questions? *(Babylon has already delivered a speech of 20 minutes since Rome had spoken. This is only possible in within the remaining speaker's time directly after a speech.)*
- Chair:** No, this is not possible now, since Rome has spoken before the Delegate of Babylon and so it is not possible to question him anymore.

Suspension of the Meeting for an Unmoderated Caucus

While speeches during formal session are helpful to get to know the point of view of your fellow delegates, most of the work (such as finding support for your standpoint among your fellow delegates, writing working papers etc.) is done during informal negotiations, i.e. unmoderated caucuses. The length of an unmoderated caucus can vary between five minutes and several hours. Votes upon motions for an unmoderated caucus will be held without preceding debate and only a simple majority is needed for it to pass. You can also motion for a moderated caucus. This might help to structure the informal session and hear different opportunities on a certain topic.

An unmoderated caucus is primarily meant as a time for informal negotiations, even though it can be combined with a coffee-, cigarette- or meal break. It is useful to move for an unmoderated caucus before the beginning of a voting procedure, as you are not allowed to eat, drink or leave the room during that time.

- Chair:** But you might of course introduce a motion to suspend the meeting, so you may state your questions personally to him. Are there currently any motions on the floor? Honourable Delegate of Athens, to what point do you rise?
- Athens:** Distinguished Chair, Athens moves for a suspension of the meeting for the purpose of thirty minutes caucus. Thank you, honourable Chair.
- Chair:** This is in order at this time. This motion requires no debate, but a simple majority. All those in favour, please raise your placards! *(Two votes in favour.)* Against? *(Two votes against.)* With two votes in favour and two against, there is one vote missing. Distinguished Delegates, the dais remind you, that this is a procedural vote and every delegation has to vote? We will retake this vote: Who is in favour of a thirty minutes caucus? *(Three placards are raised.)* And who is against? *(Two placards are raised.)* With three in favour and two against, this motion passes. We will reconvene in half an hour. *(The delegates stand up and start talking to each other.)*

Suspension of the Meeting for a Moderated Caucus

If you want to discuss a matter fast while finding out the different positions of other nations about a specific topic in an ordered way, a moderated caucus is a good way to do this. The length of a moderated caucus can vary. When rising to your motion you need to specify the total time the caucus should have, the individual speakers time that will be allocated to each speaker and the topic of the caucus. There will be a vote upon this motion without preceding debate and a simple majority is needed to pass.

A moderated caucus can help to put structure into the debate. As you can directly answer to statements given by other delegates (contrary to formal speeches, where it often takes a while until it is your country's turn again) it is usually fast paced and very helpful to gain information on the topic. In contrast to an unmoderated caucus where you can walk around, you do not move around during this caucus, which helps to discuss the issues on hand in an orderly manner.

Amendment of the Agenda

If you have a strong interest in discussing a topic which is not part of the agenda, you can try to amend it. To do so, you must hand in a corresponding note to the dais. If the chair considers the request reasonable they will ask you to explain your reasons to amend the agenda in a speech to the committee or to read out your note. There will then be a vote on the amendment without pro/con speeches; a simple majority is needed. Amending the agenda could for example be necessary if an urgent situation or a crisis arises and delegates think the situation needs to be addressed by the committee. At MainMUN the dais will entertain motions to set the agenda directly after a motion to amend the agenda passed, even if the committee is not debating agenda-setting anymore.

Since the delegates have prepared themselves comprehensively for previously announced topics, amendments of the agenda are usually uncommon. However, if a crisis of utmost importance has taken place the committee has the capacity to address this crisis.

- Chair:** Please, honourable Delegates, come to order. We are back in formal session now. Are there any points or motions on the floor at this time?
Distinguished Delegate of Rome, to what point do you rise?
- Rome:** Distinguished Delegates, honourable Chair, we have received grave news from the north: Germanic tribal war bands are invading our realm and we must unite to fight them back otherwise the whole Mediterranean world will be threatened. Therefore, we move to amend the agenda with the topic 'Germanic tribal war bands'.

Chair: Thank you, honourable Delegate. There is currently a motion on the floor to amend the agenda with the topic 'Germanic tribal war bands'. Although normally there has to be a written form of such a suggestion prior to the start of the conference, this motion will be entertained because of its urgency. An amendment of the agenda requires no debate and a simple majority. All those in favour of amending the agenda, please raise your placards now and high. *(Four placards are raised against, and one in favour.)* This motion clearly fails. The agenda remains unchanged.

Adoption of the Agenda

This motion only applies if there is more than one topic on the agenda of the committee. You should bring in this motion if you have a proposal on how to set the agenda. Every proposal to set the agenda in a certain way can be brought in only once (i.e., the dais will not entertain two motions proposing topic number one first, then topic number two and then topic number three). The committee will vote upon the proposals in the order they have been brought in. When a motion passes with a simple majority (without debate), the agenda is set. If no such motion passes and the speaker's list runs out when in agenda setting, the agenda will be set in the order they were presented by the conference.

In order to find a majority before your committee actually votes on the agenda setting, it is useful to move for a caucus prior to the first motion to set the agenda. Please note, that as soon as the agenda is set, the speakers list will be erased and the chair will ask if somebody would like to be set on the speakers list (the speakers' time will remain).

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Persia, to what point do you rise?

Persia: Distinguished Delegates, honourable Chair, Persia moves to adopt the agenda in the following order: first topic II, then topic I, and finally topic III.

Chair: Thank you, honourable Delegate; this is in order at this time. Are there any further points or motions at this time? Seeing none, we will now vote upon the adoption of the agenda. All those in favour of this agenda order please raise your placards now. *(Three placards are raised in favour and two against. But the chair and the rapporteur both count wrong.)* With two in favour and three against, this motion fails.

Point of Order

If you want to make a procedural remark to the chair (such as to show the second page of the speakers list, if the first page is nearly exhausted) or draw the attention of the chair to a (possible) misdemeanour of a fellow delegate, you can raise your placard to bring in a point of order and state your issue after your point has been entertained by the chair.

There are multitudes of opportunities to move to a point of order, therefore you should use this motion only in appropriate cases (for example, if a fellow delegate does not stick to diplomatic conduct or wears a national symbol).

Chair: We will now continue with the formal session. Honourable Delegate of Persia, to what point do you rise?

Persia: Distinguished Chair, Persia moves for a point of order. We are afraid the Dais made a mistake and miscounted the votes.

Appeal the Decision of the Chair

In case of a possible procedural error, you may move to appeal the specific decision of the chair. If you bring this motion and after it was entertained by the chair, the committee decides upon the decision of the chair with a vote. A simple majority will appeal the decision and cancel it. It must always be preceded by a point of order. If no decision can be reached within the committee, you may request a decision of the secretariat. However, this should only be used in very extreme cases.

Chairs are only humans and sometimes make mistakes. If the committee thinks that a decision was wrong it may correct the chair by force with this motion. You should use this motion carefully and only when you think that the chair committed an obvious violation of the rules, as it would be the case with counting votes wrongly.

Chair: Thank you, distinguished Delegate, but we think the result was quite clear. You may of course appeal our decision, if you wish to.

Persia: Distinguished Chair, with all respect, but indeed, we appeal your decision.

Chair: This is in order at this time. Appealing the decision of the Chair requires no debate and just a simple majority. *(All delegates raise their placards.)* This motion clearly passes. The Chair stands corrected and apologises.

Adjournment of Debate

An adjournment of debate will end the debate on a topic without substantive voting, even if there are already draft resolutions which have been approved by the chair. Such a motion requires two speakers in favour and two speakers against, each speaking for 15 seconds procedurally. After the debate a procedural vote takes place and simple majority is enough to adjourn the debate. The draft resolutions are simply discarded.

This motion is normally only used when it is obvious that positions are so contrary to each other, that consensus seems impossible. On the other side, this is a way to skip a topic that your state is uncomfortable with, especially if the work of the committee is moving in the wrong direction in your opinion. But keep in mind that a majority is needed for this motion and that an adjourned topic can still be reconsidered (by introducing the motion to reconsider the topic).

Dalmatian: Distinguished Chair, honourable Delegates, the Kingdom of Dalmatian moves for an adjournment of debate. Thank you, distinguished Excellencies.

Chair: Distinguished Delegate, we have had no substantive debate about the topic currently under discussion. The Chair recommends hearing some speeches before considering this topic dilatory and kindly asks you to withdraw your motion.

Dalmatian: We will not withdraw our motion.

Chair: This is in order at this time. An adjournment of debate requires two speakers in favour and two speakers against. Honourable Delegate of Dalmatian, would you like to speak in favour? (*The delegate of Dalmatian nods.*) Who else would like to speak in favour? (*No one raises the placard.*) No one? In this case, there will also be only one speaker against. Who would like to speak against the adjournment of debate? (*Athens raises their placard.*) The dais recognises the distinguished Delegate of Athens. Honourable Delegate of Dalmatian, the dais grants you the floor for fifteen seconds.

Dalmatian: Distinguished Delegates, honourable Chair. Although we have not discussed this topic at all, it should be kept in mind that these Germanic tribal war bands the honourable Delegate of Rome just mentioned are still a great concern to us. However, amending the agenda is inappropriate. Rather, we should move on to the next topic where these urgent issues could be discussed as well. Thank you, most distinguished Excellencies.

Chair: Thank you, honourable Delegate of Dalmatian. Distinguished Delegate of Athens, we grant you the floor for fifteen seconds.

Athens Thank you, honourable Chair. Excellencies, we are against this proposal as it will disrupt our working procedure and, as just stated, obviously draws the attention of this committee to something that is essentially a national issue and therefore not of relevance here. Please vote 'no', fellow Delegates.

Chair: Thank you, honourable Delegate. All those in favour of adjourning the debate please raise your placards now. *(Three votes in favour.)* All those against? *(Two votes against.)* With three votes in favour and two against the debate is adjourned. We will now directly move to the next point on the agenda, which is topic number I.

Reconsideration of Topic

After the conclusion of one topic and after having moved on to the next on the agenda, the committee may move to reconsider the first topic and debate it anew. Two speakers against will be heard, each for fifteen seconds. Immediately after both speeches there will be a procedural vote. If the necessary two-thirds majority is reached, the topic will be discussed again.

This is a rarely used motion as normally a committee completely and exhaustively debates a topic before it moves on the next. But it is possible that new information has become available during the debate of the second topic, or the topic was prematurely adjourned due to strategic reasons, and so the committee can decide to re-open the debate.

Chair: Are there any points or motions on the floor at this time? Honourable Delegate of Athens, to what point do you rise?

Athens: Most distinguished Chair, Athens move for a reconsideration of topic II, as we had no substantive debate. Thank you, Chair.

Chair: Thank you, Delegate, this is in order at this time. There is a motion on the floor for the reconsideration of topic II. This motion requires no speakers in favour but two speakers against. Who would like to speak? *(Dalmatian and Rome raise their placards.)* The Chair recognises the honourable Delegates of Dalmatian and Rome. Distinguished Delegate of Dalmatian, the floor is yours for fifteen seconds.

Dalmatian: Thank you, honourable Chair. Distinguished Delegates, it seems dilatory to reconsider a topic which we have voted to skip as a result of the concerns we all have in regard of the invasions. We can return to this point again later when the more immediate threat has been dealt with. Thank you, fellow Delegates.

- Chair:** Thank you, distinguished Delegate. Distinguished Delegate from Rome, the floor is yours for thirty seconds.
- Rome:** Thank you most honourable Chair. Even without the pressure from the tribal war bands mentioned by my colleague, every one of us is well aware of the important issues at stake in topic I. Therefore we should not reconsider topic II until, as my previous speaker just suggested, we have dealt adequately with topic I. Thank you for your attention, fellow Delegates.
- Chair:** Thank you, honourable Delegates. We will now vote upon reconsidering topic II. This requires a two-thirds majority. We would like to remind all of you that this is a procedural vote and therefore everyone has to vote. All those in favour, please raise your placards now. *(One placard is raised. All those against. (Four placards are raised.)* With one vote in favour and four against this motion clearly fails. We will now proceed with topic I.

Decision of Competence of the Committee

The committee may at every time declare itself incompetent to deal with a specific issue. In this case no debate is necessary; the motion is simply followed by a procedural vote. If a simple majority is reached the body declares itself incompetent and will not further discuss the topic.

This is an even stronger motion than adjournment of debate. While it is, of course, possible to go back and reconsider a topic, it is an extreme action for the committee to declare itself unable to deal with an issue. If the committee reconsidered the topic it would lack credibility. The chair will seldom entertain a motion to reconsider a topic if the body has declared itself unable to deal with the item. So unless you want to remove a topic permanently it is inadvisable to use this motion.

- Chair:** Are there any points or motions on the floor at this time? Honourable Delegate of Athens, to what point do you rise?
- Athens** Honourable Chair, Athens moves decide upon the competence of this body to deal with this issue. Thank you, honourable Chair.

Chair Thank you, honourable Delegate. There is currently a motion on the floor to decide upon the competence of this committee to deal with the current issue. The decision requires no debate, and a simple majority is needed. Everyone who considers this body incompetent to deal with this topic, please raise your placards now. *(Two placards are raised.)* Thank you. Against? *(Three placards are raised.)* With two votes in favour and three against, this committee is considered competent to debate topic I.

Adjournment of Meeting

The adjournment of the meeting will end the entire meeting of the committee only to be continued the following year. To adjourn the meeting no debate is required, just a procedural vote with a simple majority.

This motion is normally only used to end the conference on the very last day. In reality it could be used earlier if continued talks will probably only lead to more disagreement or even outright conflict between the delegates and the negotiation process as a whole is endangered. At MainMUN this motion will not be entertained by dais until the last day of the conference. Appealing the decision of the chair is ruled out in this case.

Chair: Are there any points or motions on the floor at this time? Athens, to what point do you rise?

Athens: Distinguished Chair, Athens moves to adjourn the meeting. This farce my fellow Delegates are conducting here is [...] *(Athens is interrupted by the chair.)*

Chair: Delegate, this is out of order! There is no necessity for justifying your reasons for this motion, please do not waste the time of this high body by abusing motions to make statements. There is currently a motion on the floor for adjournment of the meeting. This motion requires no debate, only a simple majority. All those in favour, please raise your placards now. *(Only Athens raises his placard.)* All those against? *(Four other delegates are raising their placards.)* With one vote in favour and four against this motion also clearly fails. We will now continue with the debate.

Closure of Debate

The motion to close debate means the end of any discussion about the topic and the committee moves directly into voting procedure. In contrast to the motion for a closure of the speakers list, which means that the remaining speakers on the list will be heard, the speakers on the list will be skipped in the case of a closure of debate. This motion requires two speakers. Both will speak against the motion, each for 30 seconds (this is at the discretion of the chair). Then there will be a procedural vote. This motion requires a two-thirds majority.

This motion discards the speakers list and consequently is a quicker but more impolite way to end discussion on a topic and to move to substantive voting. Because of its abruptness, its strategic use is to prevent any further working papers being handed in or to prevent any speakers from persuading against the paper you support. But as it needs a two-thirds majority this motion is normally only brought in when the vast majority of a committee is ready to end debate and move to voting procedure. Once this motion has passed, the committee is automatically in voting procedure, and this means no one can enter the room any longer. If you decide to leave the room, you will not be able to re-enter. If you think this motion will pass, a short caucus for the purpose of using the toilet beforehand might be wise!

Chair: Are there currently any points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Distinguished Excellencies, the Empire of Rome moves for a closure of debate.

Chair: This is in order at this time. There is currently a motion on the floor for closure of debate. Is there objection to this motion? (Two placards are raised.) Seeing objection, we will have to vote. There will be two speakers against and a procedural vote upon this motion. Who would like to speak against? (Persia raises his placard.) Only the honourable Delegate of Persia? In this case, the Dais recognises the Delegate of Persia. Distinguished Delegate of Persia, I grant you the floor for thirty seconds.

Persia: Distinguished Delegates, honourable Chair. There are still several working papers on the floor and we have neither seen all of them nor discussed them. We should wait with closure of debate until we have more than just one draft resolution on the floor. Thank you, Delegates.

Chair: Thank you, honourable Delegate. We will now vote upon the closure of debate. This requires a two-thirds majority. All those in favour, please raise your placards now and high. (Four placards are raised) All those against? (Only Persia raises his placard) With four votes in favour and one against the debate has now been closed. We will now move directly into voting procedure.

Seconds and Objections

Any delegation needs support by the majority of the committee for her/his motion. When a delegate brings in a motion the Chair may ask for seconds to the motion before debate and the procedural vote. Any other delegate may now raise their placard to second the motion. If there is no second, the motion is immediately discarded. Only if there is at least one second to a motion, the chair may proceed and will ask for objections to the motion. Any delegate who did not second the motion may now, by show of placard, object to the motion. In case of no objection, the motion automatically carries. If there is at least one objection, the Chair must proceed with a vote (and if necessary, debate upon the motion).

Voting Procedure

Chair: Honourable Delegates, we are now in voting procedure. Absolute decorum is to be maintained in the committee room at all times – this means that walking, talking, eating and note passing are not allowed any longer. Those of you who leave the room will not be able to re- enter. *(The doors are closed by the rapporteur.)* Prior to voting we will conduct a roll call. When the name of your country is called, please state if you are either present or present and voting. Please bear in mind that being present and voting means that you are not allowed to abstain in a substantive vote. *(Rapporteur conducts the roll call. Present are Athens, Babylon, Dalmatian, Persia and Rome. No country is present and voting.)*

Chair: Thank you, honourable Delegates. Please note, that during the voting procedure, the Chair will only entertain six specific motions:

A point of order to correct a procedural error

An appeal of the decision of the chair

A motion for division of the question

A motion for voting clause by clause

A motion for a roll call vote

A motion for adoption by acclamation

Two draft resolutions have been submitted to the Dais and distributed to the committee. We will start with draft resolution 1/1. Does every member of the committee have a copy of this resolution? *(Delegates affirm by nodding.)* Are there any points or motions on the floor?

Friendly and Unfriendly Amendments

Friendly and unfriendly amendments are effective tools to change specific parts of a draft resolution or a report. The changes might vary in their size, from striking out or adding a single word to rephrasing entire clauses or even adding new ones and erasing old ones. As outlined above, the main difference between friendly and unfriendly amendments is the acceptance of the original sponsors of a draft resolution.

To draft an unfriendly amendment you also need sponsors and signatories, but less than for a working paper. Again, the chair decides upon the actual number of sponsors and signatories and whether the amendment is formulated correctly or not. Approximately you need 10 per cent of the committee, 2 per cent sponsors and 8 per cent signatories. After the dais has accepted the amendment, they will call the sponsors to the front to present it to them. If they accept it, the resolution or report text will be changed and a new draft resolution or report will be distributed to the committee. If only one sponsor disapproves of the proposed amendment it will be not added. But assuming it has the requisite amount of sponsors and signatories it remains relevant as the committee will vote upon it during voting procedure as an unfriendly amendment. The chair will decide which unfriendly amendment will be voted upon first, normally starting with the one which proposes the most extreme changes. Additionally, the sponsors will be asked if they agree upon all friendly amendments, if they could not be included in the printout of the draft resolution, at the start of the voting procedure.

Chair: We will now proceed with draft resolution 1/2. The dais has received two amendments. These amendments have been copied and submitted to the committee. Is there anyone in the committee missing the amendments who needs the dais to read them out? *(Placards are raised.)* Madame Rapporteur, please read out the first amendment. *(Rapporteur reads it out slowly.)* Thank you, Madame Rapporteur. Are each of the sponsors of the draft resolution in favour of this amendment? *(Sponsors affirm by nodding.)* Thank you, Delegates, the amendment becomes a friendly amendment and is now part of the draft resolution 1/2. We will now proceed with the second amendment. *(Rapporteur reads it out.)* Are each of the sponsors of

the draft resolution in favour of this amendment? *(Sponsors shake their heads.)* The sponsors did not agree with this amendment, therefore it becomes an unfriendly amendment. We will now vote upon this unfriendly amendment; a simple majority is needed. All Delegates in favour of the inclusion of this amendment please raise your placards now and keep them high. *(Two placards are raised.)* All those against? *(Again, two placards are raised.)* Any abstentions? *(One placard is raised.)* Thank you, Delegates. With two votes in favour, two against and one abstention the amendment fails and will not be part of this resolution.

Division of the Question

Dividing out clauses is a two-step procedure. The committee first votes procedurally whether to divide out a clause or not. This requires debate, with two speakers in favour and two against. A simple majority is necessary for this procedural vote. If the vote fails, the committee proceeds with the regular voting procedure. If the committee votes in favour of dividing out a clause, a second vote, this time substantial, will be taken on whether to make the clause an annex to the resolution or to erase it from the draft. This vote is substantive and also requires a simple majority. If the substantive vote passes, the clauses will become part of the annex and therefore their content will be highlighted. It is important to note, that the annex will survive, even if the resolution as a whole would fail. If the substantive vote fails, the clause will no longer be part of the resolution.

This motion is intended to highlight certain clauses by making them an annex to the resolution. Delegates may also make use of the division of the question to strike out operative clauses from a draft resolution.

- Chair:** Are there any points or motions on the floor? Honourable Delegate of Persia, to what point do you rise?
- Persia:** The Empire of Persia moves to divide out operative clause number 3.
- Chair:** Thank you, Persia. This motion is in order at this time. Are there any further points or motions on the floor? Honourable Delegate of Dalmatian, to what point do you rise?
- Dalmatian:** The Kingdom of Dalmatian moves to divide out clause number 5.
- Chair:** Thank you, honourable Delegate. This motion is in order at this time. Are there any further points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

- Rome:** Honourable Chair, the Empire of Rome moves to divide out clauses number 2 and 4 as a block.
- Chair:** Thank you, honourable Delegate. This motion is in order at this time. Are there any further points or motions on the floor? Seeing none, there are currently three divisions of the question on the floor, one to divide out clause number 3, one to divide out clause number 5 and one motion to divide out clauses number 2 and 4 as a block. We will start with clause number 3. Is there any opposition to divide out clause number 3? *(A few placards are raised.)* Seeing opposition, we will have to vote. As stated before, this motion requires two speakers in favour and two against. Who would like to speak in favour? *(Rome and Persia raise their placards.)* We recognise the honourable Delegates of Rome and Persia. Who would like to speak against? *(Athens and Dalmatian raise their placards.)* The honourable Delegates of Athens and Dalmatian. Honourable Delegate of Rome, we grant you the floor for 30 seconds.
- Rome:** Thank you, distinguished Chair. Fellow Delegates, by dividing out operative clause number 3 and putting it into an annex, we may highlight the most essential part of this resolution. Therefore, honourable Delegates, please vote yes and yes. Thank you, fellow Excellencies.
- Chair:** Thank you, honourable Delegate. Distinguished Delegate of Athens, the floor is yours for 30 seconds.
- Athens:** Thank you. Most distinguished Excellencies, we beg you not to tear this resolution into pieces by dividing out clause number 3. This resolution will be hollow if we do so. Thank you, distinguished Chair.
- Chair:** Thank you, honourable Delegate. Distinguished Delegate of Persia, we grant you the floor for 30 seconds.
- Persia:** Thank you, honourable Chair. Fellow Excellencies, the imperialist contents of this operative clause in particular have to be erased out of the resolution... *(Persia is interrupted by the chair.)*
- Chair:** Delegate, this is out of order! This is a procedural matter and we strongly request you to show more respect for this high body by sticking to its rules.
- Persia:** We apologise, distinguished Chair. May we make a new start?
- Chair:** Distinguished Delegate, we will grant you a second try.
- Persia:** Thank you, honourable Chair. Fellow Excellencies, operative clause number 3 is alien to the rest of the resolution and should therefore be erased. Therefore, please vote in favour of dividing it out, but do not vote in favour of putting it into the annex. Thank you, most distinguished Excellencies.

Chair: Thank you, distinguished Delegate. We will now vote upon the division of clause number 3. All those in favour, please raise your placards now. *(Four placards are raised.)* All those against. *(One delegate raises his placard.)* With 4 votes in favour and 1 against, clause number 3 is divided out of this draft resolution. Now we will vote upon clause number 3 substantively and decide if it should be put into the annex or be erased completely. *(Persia raises her placard.)* Honourable Delegate of Persia, to what point do you rise?

Persia: Persia moves for a roll call vote.

Chair: Thank you, honourable Delegate. This motion is in order at this time. We will now vote upon clause number 3 by roll call. When the name of your country is called, please say yes, no, abstain, or pass. Voting "yes" means to vote for putting clause number 3 into an annex: this clause will survive even if the whole resolution fails. If you vote no, you vote to discard clause number 3 completely. Distinguished Rapporteur, please conduct the roll call vote. *(Rapporteur calls the countries, they vote.)* Thank you, Delegates. With 1 vote in favour, 2 against and 2 abstentions, clause number 3 is no longer part of this draft resolution. Please strike it out on your papers. We will now proceed with clause number 5. Is there any opposition to the division of clause number 5? Seeing opposition, we will have to vote. This motion requires two speakers in favour and two against. Who would like to speak in favour? *(Again, speakers are recognised, but this time only one on each side, as there was only one against dividing out clause number 5.)* Thank you, Delegates. We will now vote upon the division of clause number 5. *(The dais conducts the vote, first asking who is in favour and then who is against.)* With 4 votes in favour and 1 against, clause number 5 is divided out of the resolution. Now we will vote upon clause number 5 substantively. *(The dais conducts the vote, first asking who is in favour, then who is against, and finally who abstains.)* All those in favour of clause number 5 becoming an annex, please raise your placard now. All those against? Any abstentions? Thank you. With 4 votes in favour and 1 abstention, clause number 5 becomes an annex. We move on to the motion to divide out clauses number 2 and number 4 as a block. Is there any opposition to this motion? Seeing opposition, we will have to vote. This motion requires two speakers in favour and two against. Who wants to speak in favour? *(As above, four speakers are recognised, each speaking procedurally for 30 seconds.)* Thank you, Delegates. We will now vote upon the division of clauses number 2 and 4. *(The dais conducts the vote, first asking who is in favour and then who is against.)* With 1 in favour and 4 against, the motion to divide out clause number 2 and 4 as a block, fails.

Adoption by Acclamation

A resolution may be adopted by acclamation without actually voting on it. This signifies that the committee is in consensus about the contents of a draft. There is neither debate nor vote upon this motion; however, objection by a single delegate is enough for it to fail.

Delegates who intend to vote in favour of a draft or abstain should generally be in favour of this motion. Those delegates intending to vote against a resolution should be opposed to adoption by acclamation. Nevertheless, if there seems to be consensus, it is a quite useful way to shorten the voting procedure.

Rome: The Empire of Rome moves to adopt this resolution by acclamation.

Chair: Thank you, Delegate. This motion is in order at this time. Is there any opposition to this motion? *(Several placards are raised.)* Seeing opposition, the motion to adopt this resolution by acclamation fails.

Roll Call Vote

A roll call vote may be requested in voting procedure at any time on substantive votes only and passes without a vote. This means that the following vote will be conducted by roll call without first voting on whether to go into roll call or not. The delegates may answer during roll call vote only with “yes”, “yes, with rights”, “no”, “no, with rights”, “abstain”, or “pass”. If a delegate says “pass”, the roll call will be continued with the next delegate. After all delegates have been asked, the delegates who answered “pass” in the first round will be asked again. This time, they are not allowed to use “pass” again OR to abstain and have to vote “yes”, “yes, with rights”, “no” or “no, with rights”. If a delegate answers “yes, with rights”, or “no, with rights”, the delegate has the opportunity to hold a speech of 30 seconds after the roll call vote has been concluded and after the dais announce the final result. In this speech the delegate is supposed to explain its voting decision to the committee.

However, be aware that it is the decision of the dais if voting “yes, with rights” or “no, with rights” is possible during a roll call vote.

A roll call vote is of interest for delegations who wish to either emphasise their own vote on an issue or make it public to the whole committee, or for delegations that wish to know how certain other delegations vote on a topic. Especially “pass” is quite useful to get an overview about the vote in total, before you have to give your vote. And you should not use a roll call vote too often; it is quite a time consuming procedure, especially in larger committees. You can of course introduce a motion for a roll call vote anytime. However, in larger committees roll call votes may only apply to votes upon a resolution as a whole.

Rapporteur: The Empire of Persia?

Persia: Pass.

Rapporteur: The Empire of Rome?

Rome: Yes.

Rapporteur: The Kingdom of Babylon?

Babylon: Yes.

Rapporteur: The Kingdom of Dalmatian?

Dalmatian: No, with rights.

Rapporteur: The Polis of Athens?

Athens: Yes.

Rapporteur: The Empire of Persia?

Persia: Abstain.

Rapporteur: Honourable Delegate, you may not abstain when passed once.

Persia: We apologise and vote no.

Rapporteur: Thank you, this concludes the roll call.
Honourable Delegate of Dalmatian,

Chair: With 3 votes in favour and 2 against, the draft resolution becomes resolution 1/1. *(Delegates clap.)* Honourable Delegate of Dalmatian, since you voted "no, with rights", you now have 30 seconds to explain your vote to the committee.

Dalmatian: Thank you, honourable Chair. *(The Delegate then explains his voting decision to the committee).*

Clause by Clause

A delegate may move for voting on a resolution clause by clause. Before voting on resolution as a whole, each operative clause will first be voted upon separately. This motion passes without a vote or debate and a simple majority is required for each clause. If a vote on a clause passes, the clause will remain part of the resolution; if a vote on a clause fails, it will be erased from the resolution.

Note: You may not vote upon clauses which have been divided out by division of the question.

This motion is useful if delegations want to erase certain operative clauses from a draft in order to be able to vote in favour of a resolution. While it might be more time consuming than divisions of the question, it is more accurate and does not include the risk that clauses you intend to erase become part of an inerasable and highlighted annex. Please note that preamble clauses can neither be changed by amendments, nor can they be divided out or voted upon clause by clause! They will always remain, unless of course the whole resolution fails.

Chair: Are there any points or motions on the floor? Honourable Delegate of Rome, to what point do you rise?

Rome: Honourable Chair, the Empire of Rome moves to vote clause by clause.

Chair: Thank you Delegate, this motion is in order at this time. Since this motion passes automatically without a vote, draft resolution 1/2 will be voted upon clause by clause. We start with clause number 1. All those in favour of clause number 1 remaining part of this draft resolution, please raise your placards now. *(The dais conducts the vote.)* With 1 vote in favour and 4 abstentions, clause number 1 remains part of this draft resolution. We proceed with clause number 2. All those in favour of clause number 2 remaining part of this draft resolution, please raise your placards now. *(The dais conducts the vote.)* With 4 votes in favour and 1 abstention, clause number 2 remains part of this draft resolution. We proceed with clause number 4. All those in favour of clause number 4 remaining part of this draft resolution please raise your placards now. *(The dais conducts the vote.)* With no one in favour, 4 against and one abstention, clause number 4 is no longer part of this resolution. Please strike it out.

Chair: Are there any points or motions on the floor? Seeing none, we will now vote upon draft resolution 1/2 as a whole. It now consists of the preamble clauses and of the operative clauses number 1 and number 2. Clause number 5 has become part of an annex; it will survive even if this draft resolution does not. All those in favour of draft resolution 1/2, please raise your placards now. *(The dais conducts the vote.)* Thank you, Delegates. With 3 votes in favour, 1 against and 1 abstentions, the resolution is adopted and becomes resolution 1/2 of the General Assembly. *(Delegates applaud.)*

Chair: After conclusion of the voting procedure in respect to topic I, we will now directly move to topic III on the agenda. Are there any points or motions on the floor? Honourable Delegate of Athens, please rise and state your point.

Athens: The Polis of Athens moves for an adjournment of the meeting.

Chair: Thank you, honourable Delegate of Athens. Your motion is very well taken. Is there any opposition to this motion? Seeing none, the meeting is adjourned. We will reconvene next year. (*Session ends.*)

About Resolution Writing

The aim of each conference is to write resolutions. A resolution is the condensed opinion of the delegations which participated in the conference and normally consists of a variety of options, ranging from general remarks to concrete suggestions to complete, for example, plans of action. Such final papers normally come in one of two forms: resolutions or reports. Both have a preamble and an operative section. The preamble section normally contains the spirit of a topic or issue under discussion and under which perspective possible solutions should be considered. Very often resolutions and important documents written in past conferences on the same topic are also mentioned here. Specific ideas and plans for action resulting from the debates in conference will be listed in the operative section. Preamble and operative clauses have specific phrases with which they begin. A list of these wordings can be found in the annex – this is of course only a selection; in reality there are many more options.

However, we do ask you to draw your introductory phrases from this list unless you can prove that other phrases in respect of the topic under discussion have been used as well, in which case you may of course also use them.

Resolutions and reports start as working papers written by the delegates. Normally, such papers are written during caucus so you will need to move for caucus frequently if you want to have time to finish a paper. After they have been written they need a specific number of sponsors and signatories. Sponsors are normally the delegations which have played a major role in writing the paper and who are advocating the ideas presented. Signatories are normally delegates who have not significantly contributed to the content but support the general idea behind the paper or are willing to discuss proposals therein. Sometimes, for strategic reasons, countries are asked to sponsor a specific paper, without having contributed to it or others, which have worked intensively on the respective paper, are only named as signatories. The biggest difference between sponsors and signatories can be seen when delegates who did originally not take part in the writing process approach the authors of a resolution and want to amend their paper. In that case ALL of the sponsors (but not the signatories!) have to agree on the amendment – if they do, it becomes a “friendly amendment” and will be included in the draft resolution immediately. If not every sponsor or none of them agree with it, the amendment becomes an “unfriendly amendment” – it then has to be handed in to the dais prior to the voting procedure and the committee will vote upon its inclusion in the respective resolution.

Normally, the combined number of sponsors and signatories has to amount to about 15 to 20 per cent of the number of delegates of the entire committee (if 20 per cent of the committee are sponsors, no signatories are needed). The chair will decide and announce how many sponsors and signatories are actually needed. Please bear in mind that a sponsor is automatically a signatory – meaning that all of the supporters of a resolution or report could be sponsors, you do not have to search for extra signatories if your number of sponsors is already reaching the necessary fraction of the committee. This might especially be the case within smaller committees, where you might need only a few sponsors and signatories.

Before becoming a resolution or report, working papers have to be handed in to the dais, in order for the paper to be corrected. As detailed questions have to be clarified, this will take a while in most cases and it is not unusual that the dais recommends revising a paper several times. The dais will usually not interfere with the actual substance of the paper but will merely correct language mistakes as well as wrongly cited organisations or treaties. Moreover, the dais will draw the attention of the sponsors to logical errors in the paper, for example if an operative clause interferes with another clause. Apart from such formal errors, the proposals made by the dais are not mandatory. After the delegates have corrected their paper, the dais will accept the working paper and it becomes a draft resolution or draft report, which will be distributed to every delegate. If the committee approves the draft resolution or report during voting procedure, the draft will finally become a resolution or report.

The difference between reports and resolutions lies in their respective length. A resolution is normally a lot shorter and far more general in nature than a report. A report normally encompasses a broad range of measures to be undertaken to handle specific issues. Moreover reports are usually not as structured alongside the topics of the agenda as resolutions are. These distinctions are blurred, because a report will encompass the entire conference and not only one specific topic. At the end of this guide you will find an example of a resolution.

The universal rules regarding plagiarism are of course as relevant at this MUN as at all others. It is not acceptable to re-use resolutions and speeches formulated by other people or bodies. Also, pre-written resolutions will not be accepted at the MainMUN since they harm the dynamics of the negotiations.

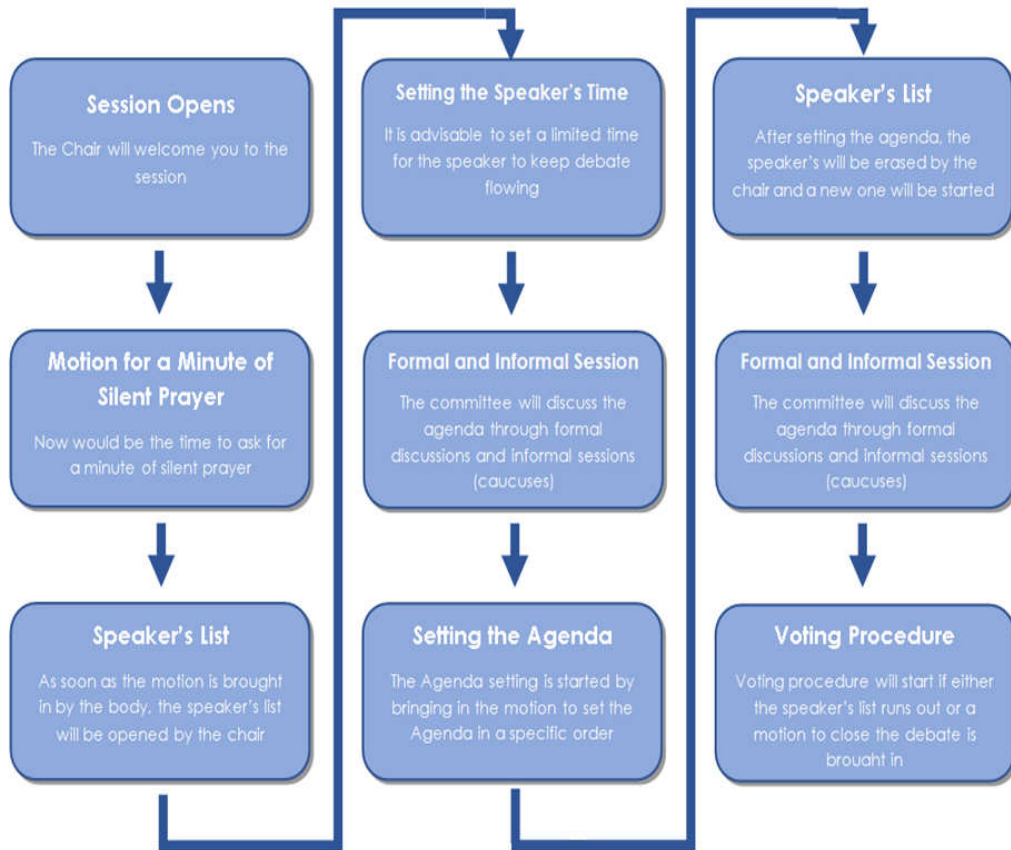
Guidelines for Further Research

In preparing to represent your country your approach should be twofold. First, you should search for general information about your country, for example, how large is the population? What cultural background does it have? What regional aspects are important? The internet links below provide different perspectives and give you a more textured picture of your country – be aware that you ARE actually representing this country. For example, if you would represent a country which is cloaking its oppressive policy with the mantle of fighting terrorism, you will have to take this position during the conference, even if you personally totally disagree with it. Secondly, you should find out which relevant treaties your country has signed or ratified.

It is very helpful to study the speeches of your country's representatives, which can be easily accessed through the UN Bibliographic Information System. This way you can identify typical phrases you may use when holding speeches. It is also the best way to find out how your country frames problems and what matters most to your country.

I. Annex

Flow of the Session



Preambular and Operative Clauses

Preambular Clauses

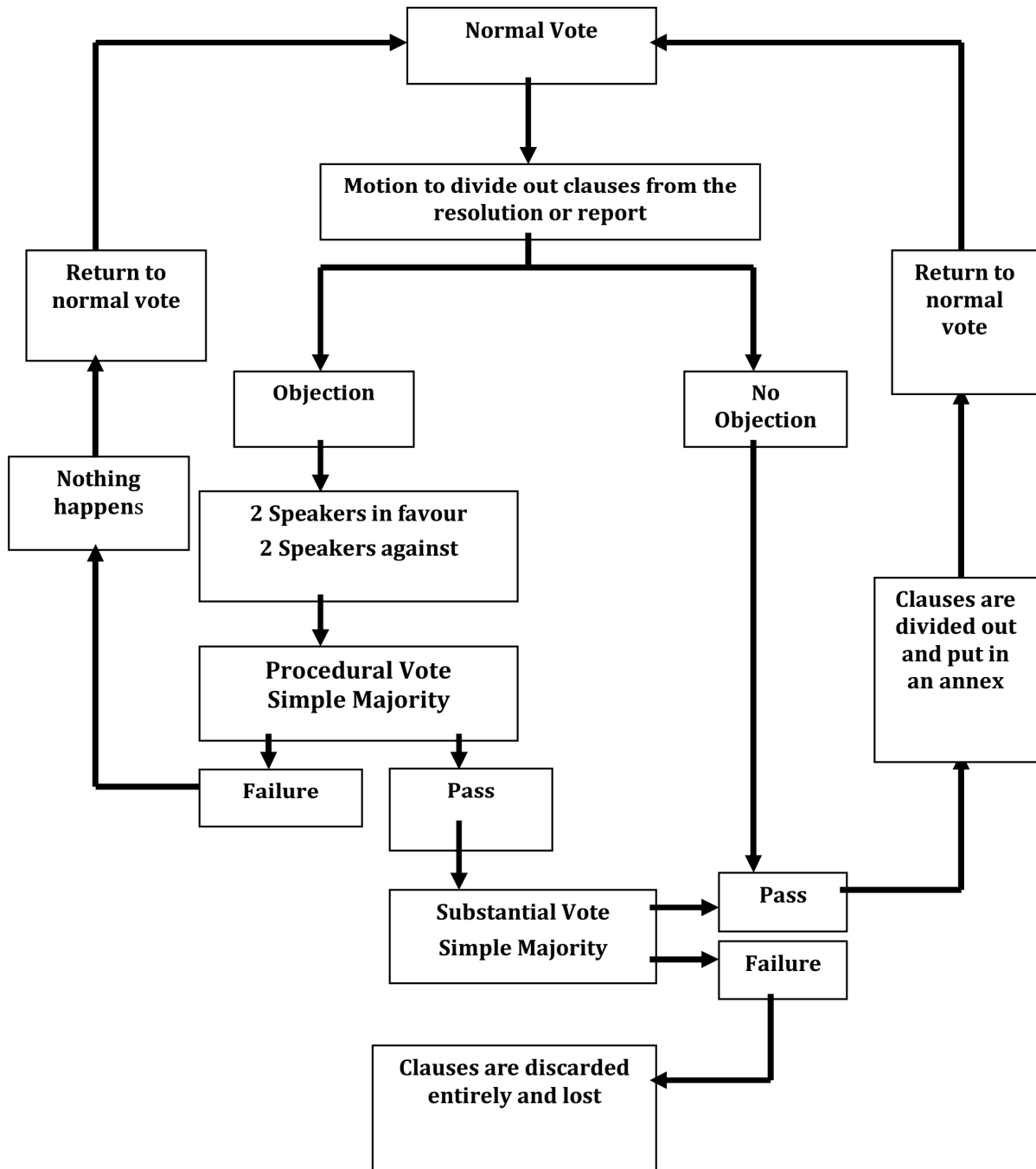
Affirming	Deeply disturbed	Having adopted	Noting with satisfaction
Alarmed by	Deeply regretting	Having considered	Observing
Aware of	Desiring	Having considered further	Realizing
Bearing in mind	Emphasizing	Having devoted attention	Recalling
Believing	Expecting	Having examined	Recognizing
Confident	Fulfilling	Having heard	Referring
Contemplating	Fully alarmed	Having received	Seeking
Convinced	Fully aware	Having studied	Taking note
Declaring	Fully believing	Keeping in mind	Welcoming
Deeply concerned	Further deploring	Noting further	
Deeply conscious	Further recalling	Noting with deep concern	
Deeply convinced	Guided by	Noting with regret	

Operative Clauses

Accepts	Declares accordingly	Further recommends	Reminds
Affirms	Deplores	Further reminds	Requests
Approves	Designates	Further requests	Resolves
Authorizes	Draws attention	Further resolves	Solemnly affirms
Calls	Emphasizes	Have resolved	Supports
Calls upon	Encourages	Notes	Takes note of
Condemns	Endorses	Proclaims	Urges
Confirms	Expresses its hope	Reaffirms	
Considers	Further invites	Recommends	
Decides	Further proclaims	Regrets	

(The Security Council may use "decides", since it establishes international law. All other committees may use "Decides to remain seized of the matter." as the last operative clause of a resolution.)

Division of the Question



Rules Index

Motion	Purpose	Debate	Vote	Formulation examples
Adjournment of debate	End debate without vote	2 pro / 2 con	Simple majority	Australia moves to adjourn the debate.
				Sweden rises to introduce a motion for an adjournment of debate.
Adjournment of the meeting	End the meeting	None	Simple majority	Algeria moves for an adjournment of the meeting.
				Papua New Guinea rises to bring in a motion to adjourn the meeting.
Adopt by acclamation	Adopt a resolution without voting upon it. This motion is only possible if there is no objection by the committee.	None	None	Burundi moves to adopt draft resolution 1/1 by acclamation.
Adoption of the agenda	Approval of a specific order of the agenda	None	Simple majority	Nauru proposes to set the agenda as follows: first topic III, second topic I and finally topic II.
Amendment of the agenda	Add a new agenda item to the primary agenda	None	Simple majority	<i>Unless a serious crisis occurs during session, the amendment has to be handed in prior to the conference.</i>
Appeal the decision of the chair	Challenge a decision of the Dais	None	Simple majority	The Islamic Republic of Iran moves to appeal the decision of the chair.
Closure of debate	Move to substantive voting Immediately	2 con	Two-thirds majority	Equatorial Guinea rises to bring in a motion for a closure of debate.
				China moves to close debate.
Close/re-open the speakers list	No further speakers can be added to the speakers list	None	Simple majority	Morocco rises to introduce a motion for the closure of the speakers list.
				The Syrian Arab Jamahiriya moves to close the speakers list.
Decision of competence	Declare the committee incompetent to deal with a particular issue	None	Simple majority	Macedonia moves to decide upon the competence of this body to deal with this issue. Thank you, honourable Chair.
Declare a topic an important question (restricted to the General Assembly)	Recommendations about the maintenance of international peace and security	2 pro / 2 con	Simple majority	Lebanon moves to declare this topic an important question. <i>This motion will only be entertained at the very onset of the voting procedure. If a topic is important, it requires a two-thirds majority on substantive votes.</i>

Motion	Purpose	Debate	Vote	Formulation examples
Division of the question (first vote)	Vote on specific operative clauses separately (see chart on page)	2 pro / 2 con	Simple majority	Denmark moves to divide out clause number 7.
Point of information to the chair / permission to approach the dais	Ask the chair about the rules of procedure	None	None	Costa Rica kindly asks for the permission to approach the dais.
				Point of information to the Chair. Honourable Chair, may you please explain what a closure of debate means?
Point of information to the speaker	Pose questions to the current speaker when the speaker's time has not yet elapsed	None	None	Honourable Delegate of Kenya, would you please elaborate your statement about the African Union a bit further?
Point of order	Correct a procedural error or a disregard of diplomatic conduct	None	None	Point of order, honourable Chair. Honourable Chair, is it in order that the honourable Delegate of the United States of America is wearing a national symbol?
Reconsideration of a topic	Resume negotiations about a topic which has already been concluded	2 con	Two-thirds majority	Belarus moves to reconsider topic II.
Roll call vote	Vote by roll call	None	None	Germany moves for a roll call vote.
Set the speaker's time	Set or change the speaker's time limit	2 pro / 2 con	Simple majority	The Democratic People's Republic of Korea moves to decrease/reduce the speaker's time to 30 seconds.
				Niger moves to increase the speaker's time to 2 minutes.
				Iraq moves to set the speaker's time to 90 seconds.
Suspension of the meeting	Suspends the meeting, usually for the purpose of a (moderated) caucus	None	Simple majority	Rwanda moves to suspend the meeting for a 10 minutes' caucus.
				South Africa moves for a suspension of the meeting for 2 hours for the purpose of having lunch.
Voting clause by clause	Vote upon each clause of a draft resolution separately	None	None	Canada moves to vote clause by clause.
Withdrawal of a motion	If a delegate changes his / her opinion, a motion can be withdrawn	None	None	Malawi moves to withdraw its motion. Switzerland withdraws its motion.

