

ZISMUN

Zurich International School MUN

Rules of Procedure



General:

1. Language

English will be the official and working language of the conference. Any member of the committee wishing to address the committee or provide a document in any language other than English must provide a translation into English. Delegates who wish to address the committee in a language other than English are strongly encouraged to refrain from doing so.

2. Conduct

- a. Delegates shall show respect while speaking to other delegates, addressing the committee, or when addressing the Chair(s), admins, and directors. Delegates who violate this will immediately be called to order by the presiding Chair / Chair or director. Should a delegate repeatedly violate this rule, at the Chairs' or directors' discretion, be expelled from the session for a limited amount of time.
- b. Each member state must be represented by one delegate with one vote.
- c. Delegates representing respective countries must not refer to themselves in the first person, such as saying I, you, etc., but rather in the third person, as they are representing a member state. If a Delegate speaks in the first person, they shall be reminded by the Chair to refrain from using personal pronouns. If the Delegate

continuously addresses themselves in this manner, they may be prevented from making a speech for a short period.

- d. Interpretation of these mentioned rules or those hereafter will be exclusively reserved for the Chair(s) and directors of the conference. Delegates can raise a point if they believe that the Chair has made an incorrect interpretation of these rules; however, the final verdict is that which is relegated to the presiding Chair and/or Chair.
- e. Decisions made by the Chair and/or presiding Chair are final. If a delegate believes that the Chair has made a mistake, they can raise a point of order; however, the final decision is that of the Chair and/or presiding Chair.

Rules governing Quorum and Agenda:

- f. Roll Call
 - i. A Roll call shall be conducted at the beginning of each session, which shall have the presiding Chair call on Member States in alphabetical order to state their status of attendance. Member States may reply 'present' or 'present and voting', where 'present and voting' means the Member State cannot abstain.
- g. Setting the Agenda
 - i. The first order of business for the committee will be the consideration of which topic the committee shall debate. A motion should be made to set the agenda to one of the topics provided by the secretariat in advance of the conference. A

Speakers' List will be established "for and against" the motion. Speakers from both sides will speak in alternating turns, given one minute each. A 'Motion to Close Debate on the topic of setting the Agenda' will be in order after the Committee has heard at least two speakers for the motion and two against. In cases where fewer than two Delegates wish to oppose the motion, an equal number of speakers for and against the motion shall be heard, after which a Motion to Close Debate shall be entertained. When the debate is closed, the Committee will move to an immediate vote on the motion to set an agenda, wherein a simple majority is required to pass the motion. If the motion fails, the other agenda item will automatically be placed on the Agenda. The vote is procedural, and hence all Delegates will be required to cast a vote. There shall be no abstentions.

Rules governing the debate:

h. Speakers List

- i. After the committee's vote has set the Agenda, a sustained open speakers' list, known as the 'General Speakers List or GSL, will be established. The Chair will ask the committee for those who would like to be added to the Speakers' list when it is first open, and ask again occasionally; the Chair shall keep a copy of those added to the GSL and will revert to the list of delegates at any time that the floor is not open to motions, the

committee is not in closed debate, no amendment on a resolution is being debated, and no resolution is being debated. A Delegate representing a member state may not be present twice or more in the order of the GSL simultaneously.

i. Raising Motions

- i. Once the GSL has been exhausted, the chair will call for any motions to introduce a draft resolution. If there are any such in the house, then at the chair's discretion, one delegate will be chosen, and debate will move into their resolution. The resolutions will be read and vetted in advance by the chairs, so it is their responsibility to choose the most disruptive resolution. For the motion of Introducing an Amendment, the amendment, friendly or unfriendly, must be vetted and approved by the Chair first.

j. Order of motions

- i. The order in which motions will be heard and voted upon first will be governed by the list below, other than the motion to submit a resolution:
 1. Setting the Agenda
 2. Adjourning the session
 3. Suspending the session
 4. Motion to Table The Debate / Closing Debate
 5. Adjourning Debate
 6. Resuming Debate
 7. Right to Reply
 8. Introducing an Unfriendly Amendment

9. Introducing a Friendly Amendment

10. Unmoderated Caucus

11. Moderated Caucus

k. Motions governing the voting on substantive matters

i. Delegates may, at any point, raise the following motions before the voting on a substantive matter occurs:

1. Move into Voting Procedure, including:

a. Move into Voting Procedure on a Draft Resolution as a whole

b. Move into Voting Procedure on an Amendment

2. Vote by roll call

ii. Delegates may raise the following motions after the voting on a substantive matter has occurred.

1. Split the house / Divide the Question.

l. Acceptable motions and their meanings

i. Setting the Agenda:

1. This motion is used to set the debate topic at the beginning of the conference or when the debate on the first topic has ended.

ii. Adjourning the session:

1. This motion ends the session and will only be entertained on the last day of the conference. Any delegates attempting to use this motion before the last

day of the conference will be brought to order by the Secretariat.

- iii. Suspending the session:
 - 1. This motion temporarily ends the session and will only be entertained at the end of a session on the first and second days of the conference. When this motion is brought and entertained by the Chair, all delegates are expected to vote in favour.
- iv. Motion to Table The Debate:
 - 1. This motion is used to close debate on a specific topic and move the debate to the second topic of discussion. This motion will only be entertained after significant debate has occurred on the first topic in the committee.
- v. Suspending Debate
 - 1. This motion is used to briefly adjourn the debate for short periods of time (breaks or lunch). The time period of the suspension will be stipulated by the Chair.
- vi. Resuming Debate:
 - 1. This motion is used to resume debate after a short break. Delegates must raise this motion to resume debate.
- vii. Introducing a draft resolution:
 - 1. This motion is used to introduce a resolution to the committee. If this motion is accepted by the chair at the chair's discretion, the debate moves to open debate upon the resolution and is followed by the Chair reading all operative clauses, which are then followed by the main submitter reading a speech that can be at a maximum of

2 minutes in length. Afterward, points of information shall be entertained by the main submitter.

- viii. Introducing an Unfriendly Amendment:
 - 1. This motion is used during open debate upon a resolution to introduce an Unfriendly Amendment. If this motion passes, open debate upon the amendment immediately begins.
- ix. Introducing a Friendly Amendment:
 - 1. This motion is used during debate upon a resolution and can only be entertained if all the main submitters and co-submitters of a resolution have illustrated in writing to the Chair that they have agreed with an amendment. If that is the case, the amendment shall be presented to the committee, and open debate upon the resolution as a whole immediately follows.
- x. Unmoderated Caucus:
 - 1. This motion, which can be up to 20 minutes in length, allows delegates to freely move around the room and talk amongst themselves. It is primarily used for the writing of amendments and the drafting of resolutions.
- xi. Closed Debate:
 - 1. This motion, moves into closed debate which will only entertain speeches for and against with no POIs
- xii. Move into Voting Procedure, including:
 - 1. Move into Voting Procedure on a Draft Resolution as a whole.
 - 2. Move into Voting Procedure on an Amendment.
- xiii. Vote by roll call:

1. This motion allows delegates to vote on a resolution individually, with each member state required to give a brief justification (20 seconds maximum in length) for their vote.
- xiv. Split the house / Divide the Question;
1. This motion is entertained after voting on a resolution has occurred, in which the number of abstentions, if added to either in favour or against a resolution/amendment, would change the vote from what was announced by the Chair. This motion is not voted upon and is purely at the discretion of the Chair. Member states, cannot abstain from voting if this motion passes and voting is recommenced.
- xv. Right-to-Reply
1. This motion is entertained when a speaker has intentionally attacked a delegate's member state in a manner that infringes upon the sovereignty of that state or has insulted the member state to a high extent, as deemed appropriate at the discretion of the chairs. Delegates must wait until the end of a speech to motion for a right of reply, and if accepted, approach the floor and make a 1-minute speech. The delegate must provide a brief spoken explanation of the reasons behind their motion. This motion does not require a vote and is up to the chair's discretion.

m. Acceptable Points

- i. Point of personal privilege

1. To address a Delegate's discomfort
- ii. Point of order
 1. To indicate improper parliamentary procedure on behalf of the Chair. This point cannot be made consecutively upon the same issue.
- iii. Point of parliamentary enquiry
 1. To ask the Chair about the parliamentary procedure. This point cannot be raised while a delegate is making a speech, addressing the committee, or during POIs
- iv. Point of information
 1. This point is only entertained when a speaker yields to points of information. It is a question directed to the speaker. Multiple questions at one point of information are not in order.

n. Acceptable Yields

- i. Yield to another Delegate.
 1. That Delegate can accept the yield, and the floor will be given to said delegate, who may not, however, make any further yields.
- ii. Yield to Points of Information.
 1. Delegates wishing to ask a question will be selected by the Chair. The Chair has the right to call to order any Delegate whose question is, in the opinion of the Chair, rhetorical, leading, or not designed to elicit information from the delegate.
- iii. Yield to the Chair.

1. Such a yield should be made if the Delegate does not wish to yield to questions or another Delegate.

o. Resolutions

- i. A draft resolution must follow the UN standard template and include the relevant committee, topic, submitting Member State, and Operative Clauses. At least one Preambulatory Clause must be included.
- ii. Draft resolutions cannot contain clauses that do not support a conducive debate, which will be determined by the Chair and cannot be appealed.
- iii. Draft resolutions may have only one main-submitter, but may have 3 co-submitters and an unlimited number of signatories. A co-submitter has contributed significantly to the draft resolution together with the main submitter. Signatories may not support the draft resolution, but support it being debated.
- iv. For a draft resolution to be introduced, it will need:
 1. To be previously sent to the Chair and approved
 2. To follow the required resolution format
 3. In total, eight co-submitters and/or signatories
 4. A minimum of six operative clauses of a decent length
 5. A maximum of fifteen preambulatory clauses
- v. The main submitter of a draft resolution will then start with a speech after the committee has voted to introduce it.

p. Amendments

- i. Amendments to operative clauses may be introduced when the floor is open.

- ii. Amendments can be amended to the second degree only. If the amendment to the second degree passes, the debate moves back into open debate upon the original amendment.
- iii. Only one clause can be amended at a time.
- iv. The following types of amendments are in order:
 - 1. Adding a clause or Striking a clause
 - 2. Amending a clause (adding/removing subclauses)
 - 3. Replacing a clause (striking one and replacing it with another clause)
 - 4. Rephrasing a clause in a manner that is deemed significantly different from the original clause
- v. If no Delegate speaks against an amendment, the amendment automatically passes. A delegate who presents the amendment is required to speak in favour of it when the amendment is presented.
- vi. If a friendly amendment is presented, it is considered to be automatically passed and is only shown to the committee. Friendly amendments are only grammatical and spelling changes, not changes to the content of the resolution.