

# Rules of Procedure

## Crisis Committee

Adapted from **World MUN, Budapest International MUN,**

### **GENERAL RULES**

#### **RULE # 1: SCOPE**

The rules included in this guide are applicable to all committees of the General Assembly, the Economic and Social Council, and the Specialized Agencies. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on what procedure to follow. For committees in the Specialized Agencies and some committees in the ECOSOC, the rules can be adapted by the Committee Chair to reflect the rules of the actual body that is being simulated, and these adapted rules will take precedence unless explicitly specified by the Committee Chair.

#### **RULE # 2: LANGUAGE**

English will be the official and working language of the conference. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the committee staff that will then distribute the translated version to the rest of the committee. The only exception will be in special language committees of the Specialized Agencies, and these exceptions will be announced in advance by the Committee Chair.

#### **RULE # 3: REPRESENTATION**

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one or two delegates and will have one vote on each Committee. If two delegates represent a Member State of a Committee, the delegates can present speeches together without formally yielding as long as only one delegate speaks at any given time.

#### **RULE # 4: CREDENTIALS**

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

#### **RULE # 5: PARTICIPATION OF NON-MEMBERS**

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. These representatives reserve the right to vote only on procedural matters but not on substantive matters. A representative of an organization that is neither a member of the United Nations nor an Accredited Observer may address a Committee only with the prior -2-approval of the Chair.

#### **RULE # 6: PARTICIPATION OF NON-GOVERNMENTAL ORGANIZATIONS**

Representatives of Non-Governmental Organizations (“NGOs”) reserve the same rights as a full member of the committee, with the exception of the right to vote on substantive matters. NGOs may be signatories on draft resolutions. At the discretion of the committee Chair, delegates of NGOs hold certain unique procedural rights stated below:

- **Introductory Statements to Committee:** If desired, an NGO holds the right to submit a written introduction to the Committee Chair that elaborates on the position and powers of the NGO. The Chair reserves the right to postpone the introduction of the NGO if necessary.
- **Written or Oral Announcements:** An NGO is allowed to address the committee in oral or written form, stating its stance on the topic being discussed and the possible contributions it can make. This announcement will also be made at the discretion of the Committee Chair.

## **RULE # 7: STATEMENTS BY THE SECRETARIAT**

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time.

## **RULE # 8: GENERAL POWERS OF THE COMMITTEE STAFF**

The Committee Dais Staff consists of the Committee Chair and several Assistant Chairs. Each Committee session will be announced open and closed by the Committee Chair, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Committee Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Dais staff. Committee Dais staff members may also advise delegations on the possible course of debate. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chair. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary General.

## **RULE # 9: QUORUM**

Quorum denotes the minimum number of delegates who need to be present in order to open debate. When at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present, quorum is met, and the Chair declares a Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum. In order to vote on any substantive motion, the Committee must establish the presence of a simple majority of members. For double delegation committees, at least one delegate from -3-each pair must be present during substantive voting.

## **RULE # 10: COURTESY**

Every delegate will be courteous and respectful to the Committee staff and to other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action.

## **RULE # 11: DELEGATE CONDUCT**

Delegates are warned that WorldMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that their countries' policies merit such conduct are advised to consult the Chair before taking any action.

## **RULE # 12: ABSENCES**

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated. In order to receive fee waivers and scholarships, delegates are required to attend all sessions.

## **RULES GOVERNING DEBATE**

### **RULE # 13: AGENDA**

In the Crisis Committee, there is no set agenda. Agendas will be distributed in the format of newspapers once the conference has started. In the newspapers, there will be one or more issues which can range from terrorist attacks to natural disasters. Delegates will have to account for changes in their foreign policy, if any and avert the crisis which will have the potential to dissolve the UN. After the newspapers have been distributed, the floor will be opened to all delegates if there is any question regarding the issues in the paper. The chair of the Crisis Committee will be responsible to answer all the questions.

### **RULE # 14: FIRST LOBBYING TIME**

If the delegates have no questions concerning the crisis or parliamentary inquiries, the first lobbying time begins. Unlike other committees, Crisis Committee debate is

based on lobbying time, not the Speaker's List. The delegates should discuss the issue, exchange ideas about the crisis in order to find prospective supporters. As the Crisis Committee is an emergency committee working under time pressure, it is the President who sets the time for the lobbying, however the time limit might be voted on.

During the lobbying time the delegates may exchange ideas concerning the crisis, search for solutions of the problems and for prospective co-submitters of the resolution. The purpose of the first lobbying time is to adapt to the crisis situation, but it is also a chance to start drafting a resolution.

### **RULE # 15: FORMAL DEBATE**

After the first lobbying time, the formal debate starts. The Chair asks all delegates wishing to address the committee to raise their placards. Once delegates are recognized, they are added to the Speaker's List. Each state is allowed to be on the Speaker's List once at a time. The Chair may limit the length of the Speaker's List. Once the Speaker's List is closed, the delegates signed for the Speaker's List may deliver speeches, also known as "Action Plans". The duration of a speech may be limited either by motions from the committee or the Chair who may restrict the time, due to the time pressure faced by the Committee.

### **RULE # 16: SECOND LOBBYING TIME**

After the Speaker's List has been exhausted, the Chair opens the lobbying time. This time the delegates focus on their draft resolutions or working papers which have to be co-submitted by at least 3 other delegates. The main aim of the delegates during the caucus is to draft a resolution and find co-submitters.

### **RULE # 17: DEBATE ON THE RESOLUTIONS**

After all the resolutions have been submitted to the Chairs, the debate on the resolutions starts. The resolutions are debated in order of submission. The resolution is read by the main submitted, who then proceeds with a speech in favour of the resolution. Then a speech against may be delivered. Chair allows 2 speeches in favour, together not exceeding the time limit of 5 minutes and 2 speeches against, together not exceeding 5 minutes. Once the delegate is open to Points of Information, the delegates are entitled to raise those. After all speeches, the delegates are also entitled to raise Rights of Reply.

When there are no points or motions on the floor, the formal debate on the resolution begins. Amendments may be submitted to the Chair on the special Amendment Forms provided by the Organizers during the debate and then debated by the committee. If two or more amendments to a motion or draft resolutions are proposed, the President shall rule on the order in which they are to be voted upon. Ordinarily, the Crisis Committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed until all amendments have been put to the vote, but when an amendment adds to or deletes from the text of a motion or draft resolution, that amendment shall be voted on first. When an amendment has been submitted by all the submitters of the resolution, it is adopted automatically as a friendly amendment. If an unfriendly amendment is submitted, one speech in favour and one against follows the recognition of the amendment. Each speech should not exceed the time limit of 3 minutes. Then a debate over the amendment takes place before the delegates vote.

Once all the amendments have been voted on, voting on the resolution is carried out. It shall not be necessary for any motion or draft resolution proposed by a delegate of the Crisis Committee to be seconded before being put to a vote. A motion or draft resolution can at any time be withdrawn so long as no vote has been taken with respect to it. A resolution passes once there is a simple majority vote in favour

### **RULE # 18: SUSPENSION OR ADJOURNMENT OF THE MEETING**

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may rule such motions dilatory; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee. In the case of a real emergency as declared by the Secretary-General, members of the Secretariat or the Committee Staff, debate will automatically be suspended without any exceptions.

## **RULE # 19: POSTPONEMENT AND RESUMPTION OF DEBATE**

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favor and one opposed. Resumption of debate will cancel the effects of postponement of debate.

## **RULE # 20: RECONSIDERATION**

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize up to two speakers opposing the motion after which the motion will be immediately voted upon. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered.

## **RULE # 21: APPEAL**

An appeal can only be made to procedural matters, but not substantive ones. A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the rules of procedure. The delegate can only appeal a ruling immediately after it has been pronounced. The delegate will be given thirty seconds in order to explain the reasoning behind the appeal. The Chair may speak briefly in defense of the ruling. The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by two-thirds of those members present and voting. The Chair’s decision not to sign a draft resolution or amendment is never appealable. A “Yes” vote indicates support of the Chair’s ruling; a “No” vote indicates opposition to that ruling.

## **RULES GOVERNING SPEECHES**

### **RULE # 22: YIELDS**

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. A delegate must declare any yield at the conclusion of his or her speech.

- Yield to another delegate: His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. The second delegate speaking may not yield back to the original delegate. To turn the floor over to a co-delegate of the same member state is not considered a yield.
- Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading, and/or not designed to elicit information. Only the speaker's answers to questions will count toward the remaining speaking time.
- Yield to the chair: Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker. Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter. A delegate must declare any yield by the conclusion of his/her speech. Delegates cannot yield if they run out of time. Yields only need to be made when debate proceeds according to a Speakers List.

### **RULE # 23: COMMENTS**

If a substantive speech involves no yields, and if the speaker does not use all of the time allotted, the Chair may recognize up to two delegates, other than the original speaker, to comment for thirty seconds on the specific content of the speech just completed. Commentators may not yield. No comments shall be in order during debate on procedural motions.

## **RULE # 24: RIGHT OF REPLY**

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order.

## **RULES GOVERNING POINTS**

### **RULE # 25: POINTS OF PERSONAL PRIVILEGE**

Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

### **RULE # 26: POINTS OF ORDER**

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a point of order must wait till the end of the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.

### **RULE # 27: POINTS OF PARLIAMENTARY INQUIRY**

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the dais. Points of Information do not exist.

## **RULES GOVERNING VOTING**

### **RULE # 28: PROCEDUAL VOTING**

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including representatives of Accredited Observers and of NGOs must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes. If there is not the required number of speakers for or against a motion, the motion will automatically fail or pass.

### **RULE # 29: SUBSTANTIVE VOTING**

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers are sealed, and no interruptions will be allowed. The only motions and points that will be in order are: Division of the Question, Reordering Draft Resolutions, Motion to Vote by Acclamation, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order. If there are no such motions, the Committee will vote on all draft resolutions. For substantive voting, each member will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast. A simple majority requires more “Yes” votes than “No” votes (i.e. more countries voting in the affirmative than the negative); a two-thirds majority requires twice as many “Yes” votes as “No” votes. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area. In the Security Council, the five permanent members have the power to veto any substantive vote. A “No” vote by one of the five permanent members in the Security Council is considered a veto. NGOs, Observer Nations, and Third Party Actors will not be able to vote on draft resolutions and/or amendments.

### **RULE # 30: VOTING BY ACCLAMATION**

Before the beginning the vote on a particular motion, draft resolution or amendment, the Committee Chair has the right to ask his or her members if there are any objections to a vote by acclamation. In addition, if no speakers against the motion to close debate are recognized, the Chair will propose a vote by acclamation, subject to objections from the delegates. If the committee members have no objections, then the motion will automatically be adopted without the committee going into voting procedure. A single objection to voting by acclamation will mean that the committee will go into normal voting procedure.

### **RULE # 31: REORDERING DRAFT RESOLUTIONS**

A Motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. The Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion to reorder passes with a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order.

### **RULE # 32: DIVISION OF THE QUESTION**

After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be altered by division of the question.

- The motion can be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.
- The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division has been passed with a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution. If all of the operative parts of the

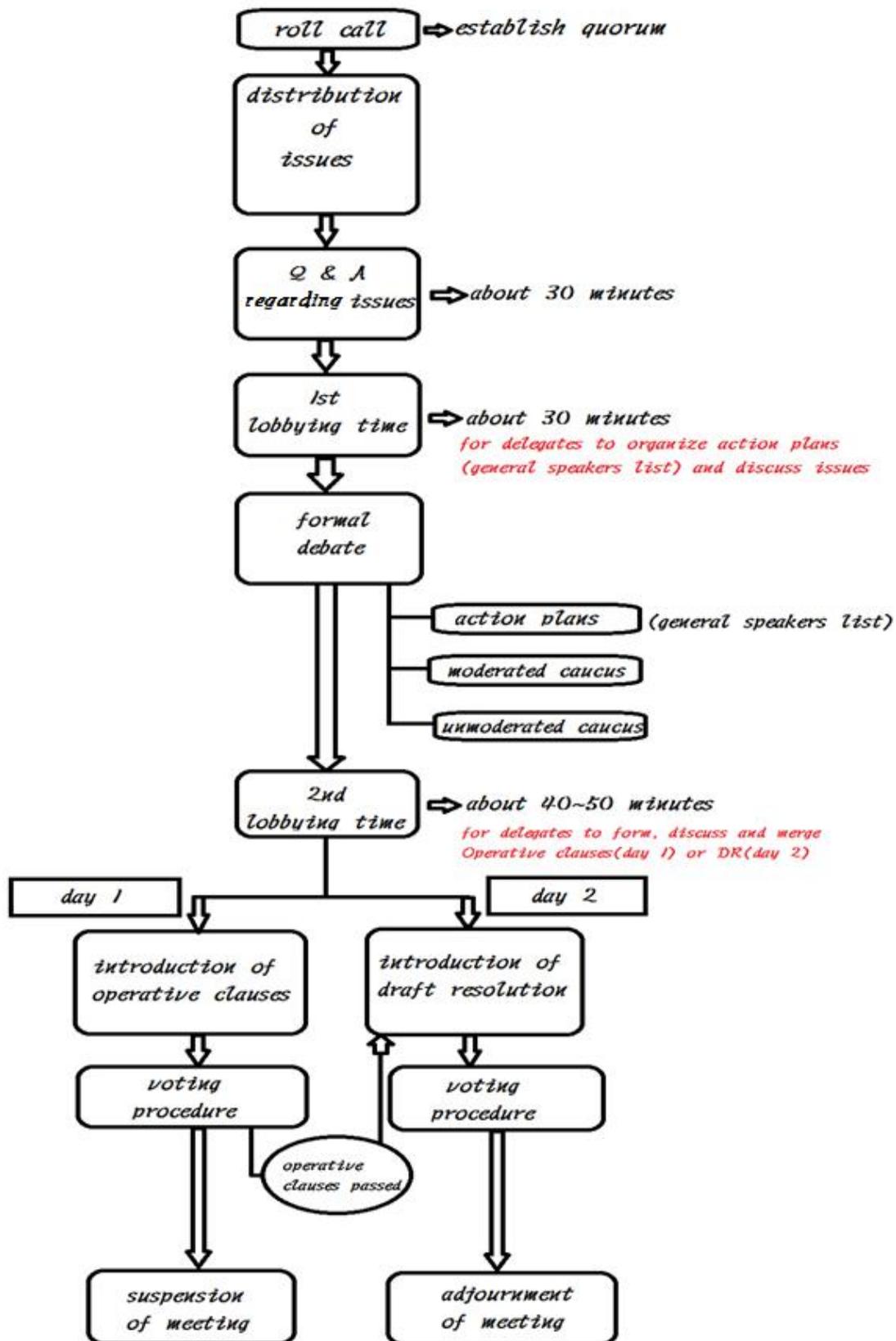
substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.

- Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

### **RULE # 33: ROLL CALL VOTING**

A delegate has the right to request a roll call vote after debate on a draft resolution is closed. A roll call vote can only be in order for substantive votes. A motion for a roll call vote may be made from the floor and seconded by 20 members of the General Assembly, 10 members of the Economic and Social Council and Regional Bodies and 5 members of the Specialized Agencies. The required number of seconds is subject to modification by the Committee Chair.

- In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. In the first sequence, delegates may vote “Yes,” “Yes with Rights”, “No,” “No with Rights”, “Abstain,” or “Pass.” Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain -12-an affirmative or negative vote, not an abstention from voting.
- A delegate who voted “Pass” during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.
- The Chair shall then call for changes of votes; no delegate may request a right of explanation if he or she did not request on in the previous two sequences. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.



\*operative clauses passed in day 1 will be merged into the final draft resolution in day 2