

# **SMMUN RULES OF PROCEDURE**

## **1. The Rules of Procedure**

The Rules of Procedure contained in this packet are the official Rules of Procedure for the SMMUN conference.

## **2. Officers**

All officers are appointed by the Secretary-General for the duration of the conference.

## **3. Language**

English shall be the official and working language of the conference. The use of other languages is permitted if both of the following conditions are met: 1) The Secretariat is given prior notice; and 2) An approved translation into English is made readily available.

## **4. Credentials**

The Secretariat will approve the credentials of accredited representatives. The Secretary-General has the right to revoke the credentials at any time during the conference. This includes groups with Official Observer status. Delegates from groups with Observer status will be allowed access to all committees except the Security Council.

## **5. Diplomatic Courtesy**

The primary principle of diplomatic protocol is courtesy or decorum. Any delegate or visitor who persists in an attempt to divert the conference from its educational purposes shall be subject to action from the Secretariat and may have his/her credentials revoked.

## **6. Quorum**

A majority of voting members answering to the roll at each day's first meeting shall constitute a quorum for that day. A quorum will be assumed unless questioned through a Point of Order (see Rule 5).

## **7. Order of Consideration**

The order of consideration of the topic agenda shall be established by each committee. Amendments to the order of the agenda topics are permissible and require a two-thirds vote of the committee. The motion shall be made in writing to the Director. Debate is limited to one speaker for and one speaker against.

## **8. Powers of the Committee Director**

In addition to exercising the powers which are conferred elsewhere in these Rules, the Director shall:

- a) Declare sessions opened and closed.
- b) Direct all discussions in the body.
- c) Ensure observance of the Rules of Procedure and provide interpretations of the Rules.
- d) Put questions and announces decisions to the Committee.
- e) Rule on Points of Order and have control over all proceedings to insure the smooth functioning of the body unless specified in the Rules.
- f) Limit the number of speakers and the time allotted to each speaker.
- g) Limit the number of times each representative may speak on a question.
- h) Declare necessary recesses.

### **9. Speaker's List**

The Committee Director shall keep a Speaker's List for each topic (not each resolution or amendment). Resolutions will be debated simultaneously using a singular Speaker's List. The speaker's list may be closed upon a motion from the floor. Permission to speak shall be accorded to one speaker for and one against. A simple majority is required for passage. The vote will be by placard. The Committee Director may refuse to entertain a motion of closing the Speaker's List at the Director's discretion. If delegates are absent when they are called upon to speak, they will lose their position on the Speaker's List and must be recognized by the Director to be placed on it again. A delegate may only be present on the list once, but may re-enter after he/she has spoken.

### **10. Yields**

If a delegate completes a speech within a pre-designated time limit, the remaining time may be yielded to another delegation. There will be no yields when a time limit has not been set. A delegate who yields speech time also yields questioning time. Yields apply only to substantive matters and remaining time may only be yielded once.

### **11. Points of Order**

Points of Order will only be recognized for the following items:

- a) To complain of errors in voting, tabulation, or procedure.
- b) To question incorrect placement on the Speaker's List.
- c) To question a quorum.

A Point of Order may interrupt a speaker and **it is to be used sparingly.**

### **12. Points of Inquiry**

When there is no discussion on the floor, a delegate may direct a question to the Committee Director or to another delegate. Any question directed to another delegate may only be asked immediately after the delegate has finished speaking on a substantive matter. The question must conform to the following format:

Delegate from Country A: Raises placard to be recognized by the Committee Director.

Committee Director: "To what point do you rise?"

Delegate, Country A: "Point of Inquiry."

Director: "State your Point."

Country A: "Will the delegate from Country B (who must have just concluded a substantive speech) yield to a question?"

Director: "Will the Delegate Yield?"

Country B: "I will." (If not, return to the next business item)

Country A asks their question - **it must not be a rhetorical question.**

Country B: The Delegate may choose to respond or to decline.

### **13. Points of Personal Privilege**

Points of personal privilege are used to move an amendment, request information or clarification, and all other business of the body except those specifically designated as Points of Order or Point of Inquiry.

\*\*\*\* Please note: The Director may refuse to recognize Points of Order, Points of Inquiry or Points of Personal Privilege if the Committee Director believes the decorum and restraint inherent in the exercise has been violated, or if the point is deemed dilatory (unnecessary) in nature.

#### **14. Rights of Reply**

At the Committee Director's discretion, any member nation or observer may be granted a Right of Reply to answer serious insults directed at the dignity of a country represented. This procedural motion must be submitted to the Director in writing. The Director has the **ABSOLUTE AUTHORITY** to accept or reject Rights of Reply, and the decision **IS NOT SUBJECT TO APPEAL**. Delegates who feel they are being treated unfairly may take their complaint to any member of the Secretariat.

#### **15. Appealing the Decision of the Committee Director**

A delegate may appeal any ruling of the Committee Director except: those in regard to the granting of roll-call votes, explanation of votes, rights of reply, and all other decisions specifically exempted elsewhere. The appeal must be put to an immediate vote. The Director's ruling shall stand unless overruled by a two-thirds vote of the members present and voting.

#### **16. Resolutions**

Resolutions must be co-sponsored by one-sixth of the quorum, or a minimum of five nations, whichever is greater.

#### **17. Caucusing**

A caucus may be called for by the Delegates or the Director. A caucus' time limit is determined solely by the Director.

#### **18. Amendments**

Any member nation may propose an amendment to a resolution during debate. Amendments must be submitted in writing to the Director. Any amendment may be proposed from the Speaker's List, or on a Point of Personal Privilege. The Director may request that members submitting similar attempts attempt to achieve a common one. Amendments must be co-sponsored by one-sixth of the quorum, or a minimum of five nations, whichever is greater. A vote must be taken on an amendment before any other amendment may be proposed. Amendments themselves are not amendable. Amendments will be debated requiring 2 speakers for and 2 speakers against.

#### **19. Friendly Amendments**

Friendly amendments may be accepted to a resolution under debate, but must be approved by all sponsors. It is immediately incorporated into the resolution.

#### **20. Withdrawal of Sponsorship**

Sponsorship of a resolution may be withdrawn at any time. If and when this occurs, any other nation present may assume sponsorship. If the number of sponsors falls under the required amount, the resolution in question will be withdrawn and debate will continue.

#### **21. Closure of Debate**

A motion for closure of debate, bringing an issue to an immediate vote, is in order only after there have been three speakers on a substantive motion. Permission to speak shall be accorded to two speakers in favor and two against closing debate.

#### **22. Adjournment of Debate**

A motion for adjournment of debate, if successful, allows the delegates to end debate on one topic without having to vote on the resolutions for that topic. This motion is in order only after there have been eight speakers on a substantive motion and requires a simple majority to pass. The delegates may return to the topic if there is a successful motion to adjourn off a different topic and return to the original one.

### **23. Voting**

Voting will be conducted by placard or roll call. The type of voting will be at the discretion of the Director, but any member nation may request a roll call vote on any substantive question. In the General Assembly Plenary, amendments to resolutions shall require a simple majority, while resolutions shall require the affirmative support of 2/3 of the member nations present and voting. In the Security Council, procedural motions will require at least 9 member nations voting in favor and resolutions will require at least 9 votes in favor to pass with no Permanent Member of the Security Council voting against the resolution.

A majority vote requires the concurrence of 50 percent plus one of those member nations voting yes and no. A 2/3 vote requires the concurrence of 67% or more of those members voting yes and no. Abstentions are not included in the calculation of the vote.

### **24. Conduct During Voting**

After the Director announces the beginning of a vote, there will be no moving, speaking, or caucusing until the vote is over and has been announced by the Director. The one exception is on a Point of Order in connection with the actual conduct of the vote. Repeated violations of this rule shall constitute grounds for expulsion.

### **25. Explanation of a Vote**

A member nation, at the discretion of the Director, may explain its vote after a roll call vote has been taken. This must be requested at the time the nation announces its vote. Length of time allowed for an explanation will be set by the Director, and is not appealable.

### **26. Change in Vote**

A nation may change its vote only when the Director asks if there are any such changes. A change in vote may only be called for roll call votes on resolutions and amendments.

### **27. Motion in Writing**

All motions that must be in writing must be delivered to the Director prior to being moved.

### **28. Recess and Adjournment**

Motions to recess or adjourn shall be permitted at the discretion of the Director. The Director may declare necessary recesses. Such decisions are not subject to appeal.

### **29. Reconsideration**

Reconsideration is the only way that delegates may vote a second time on a substantive resolution and it requires that a delegation that had previously voted with the prevailing side indicates to the Director in writing that he/she wishes to change his/her vote and to reconsider the particular resolution. This motion must be then moved from the floor and requires a second and a 2/3 majority to pass. There will be 2 speakers for and 2 against and if successful, the delegates will return to original resolution and vote again. If any amendments have been written for the resolution, they must be moved immediately after a successful vote for reconsideration is conducted.