

# American College of Sofia Model United Nations

## *Rules of Procedure*

### ACSMUNC IV

#### **Scope and Conduct**

##### 1. Scope

The rules outlined in this document shall apply to all committees in the American College of Sofia Model United Nations Conference II unless specifically stated otherwise.

##### 2. Language

The official language of the conference is English. No other languages are permitted inside committee meetings, during the conference.

##### 3. Formal Conduct

Delegates are expected to maintain formality for the duration of the conference. This extends to the dress code, which is Western Business Attire, for the entire conference. Furthermore, delegates should demonstrate courtesy and civil behavior for the duration of the conference.

#### **Opening the Session**

##### 1. Roll Call

At the beginning of each committee session, the chairs will conduct a roll call of the delegates. In alphabetical order, each delegation will be asked to state if they are “present” or “present and voting.” Delegates that are marked “present and voting” will not be able to abstain from voting on resolutions or amendments. Abstaining on procedural matters is not allowed. Delegates representing organizations or UN observer states are not permitted to state “present and voting.”

##### 2. Quorum

For a committee to begin a session, there must be a quorum of delegates present. The required quorum is half the committee plus one. Quorum is automatically presumed

unless a delegate asks for it to be verified. In case a quorum is not present, the chairs must immediately inform the Secretary-General or another member of the organizing team.

### 3. Primary Speaker's List

Immediately after conducting the roll call, the chairs will open the primary speaker's list, assuming no other topic is being discussed from the session immediately preceding. After the PSL has been opened, delegates will be asked if they wish to be added to the list. If any delegate wishes to be added to the PSL at a later time, they must inform the chairs via a note passed by an admin. The Primary Speaker's List will be in use until an agenda is set.

### 4. Setting the Agenda

After several speeches from the PSL have elapsed, the chairs will ask if there are any points or motions on the floor. At this point, delegates are advised to raise a Motion to Set the Agenda and choose one of the topics facing their committee. This motion requires a simple majority (half plus one) to pass. Afterward, the committee will move on to debating the chosen topic.

## **General Rules**

### 1. Secondary Speaker's List

The Secondary Speaker's List will be opened by the chairs as soon as the agenda has been set. Delegates will once again be asked if they would like to be added to the SSL, and can add themselves later by messaging the chairs directly. The Secondary Speaker's List is to be used until the given topic has been concluded, at which point it will be closed, and the PSL will be reopened.

### 2. Communication

- a. Delegates are forbidden from talking to each other directly, except during unmoderated caucuses. If delegates wish to send a private message to another delegate or the chairs, they may do so via a note passed by an admin.
- b. Delegates are expected to address the committee at the beginning of their speeches. This usually amounts to both the chairs and the other delegates, with a few exceptions to be found under the "Motions" section.

### 3. Yielding

After a delegate has made their speech, they are expected to say to whom they yield the floor. They may yield in the following manners:

- a. To the chairs, in which case the session will proceed regularly,
- b. To another delegate. In this case, the named delegate will be asked if they accept the floor. If they do, they will be allotted the rest of the former speaker's time. If not, the delegate who has just delivered a speech will be asked once more whom they wish to yield the floor to. We recommend that delegates only use this option if they have a sizable portion of their time remaining or if the delegate they named is the next one in the queue. Otherwise it may be ruled out of order. In that case, the remaining speaking time will be merged with the regular speaking time of the delegate to whom the floor has been yielded.
- c. To points of information. In this case, other delegates will be asked to raise points of information to the speaker, should they have any. The maximum amount is determined by the speaker unless the chair overrules the number due to time constraints.
- d. No yield. After a particularly controversial speech, a delegate may choose not to yield the floor, in which case the chairs will ask for one speaker in support of what the delegate has just said and one against. If the circumstances do not necessitate such a yield, the chairs may rule it out of order.

## **Points**

### 1. Point of Parliamentary Enquiry

A point addressed to the chair, which is to be used if a delegate has a question regarding the rules of the conference or the method of a specific procedure. Once the delegate has been recognized, they may state their question. This point may not interrupt a speaker.

### 2. Point of Information to the Chair

This point is similar to the Point of Parliamentary Enquiry; however, it only concerns matters not related to the rules of procedure, such as the status of a working paper or whether a particular delegate was "present" or "present and voting." This point may not interrupt a speaker.

### 3. Point of Information to the Speaker

As explained above, this point is to be used for a delegate to ask a question to another delegate who has just delivered a speech. It may only be raised after the chairs have asked for Points of Information at the request of the speaker.

### 4. Point of Personal Privilege

This point may be used if a delegate is feeling uncomfortable, and would like the chair and/or committee to accommodate and/or excuse them. This point may not interrupt a speaker unless it is referring to the audibility of their speech.

5. Point of Order

A Point of Order is to be raised by a delegate if they believe the chairs to have committed a mistake in regard to the procedure of the committee. This point may not interrupt a speaker.

6. Right to Reply

A delegate may exercise their right of reply after a speech that has been harmful to their personal or state integrity. They must say what the speaker before them said to cause offense in the speech itself and may not use it just to disagree with the contents of a speech. If the chair believes that the latter is the case, this may be ruled out of order. A delegate may raise it in the same manner, as they would any other point.

## **Motions**

1. Motion to Set the Agenda

Delegates may move to set the agenda in the manner specified above, at the beginning of the first committee session at the request of the chairs, as well as after each topic has been concluded. This motion requires a simple majority.

2. Motion to Set the Speaking Time

The default speaking time for the Speaker's List(s) is set at 45 seconds, but delegates may move to either extend or limit it. This motion requires a simple majority.

3. Motion for a Moderated Caucus

Delegates may motion for a moderated caucus on a specific topic. The delegate must state the exact topic, number of speakers as well as the duration of the caucus. If the motion passes, the delegate who proposed it will be asked if they wish to speak first or last. The maximum length of a moderated caucus is 20 minutes. No delegate may speak more than once. This motion requires a simple majority.

4. Motion for an Unmoderated Caucus

Delegates may motion for an unmoderated caucus, during which they may work together with their blocs on their working papers. The delegate must specify the length of the unmoderated caucus in their motion. The maximum length of an unmoderated caucus is 40 minutes. Delegates are not expected to talk formally amongst each other, but common courtesy is still advisable. This motion requires a simple majority.

5. Motion for extending a Caucus

Immediately after a caucus has elapsed, a delegate may motion for an extension. The extension must be at most half the time of the original caucus. Delegates may not motion for an extension more than once. This motion requires a simple majority.

6. Motion for a Round Robin

Delegates may motion for a Round Robin on a specific topic. The delegate will be asked to name the topic and duration of the Round Robin before proceeding. In this mode of debate, all delegates will be asked to speak on a topic set by the motioning delegate going in alphabetical order. This motion requires a two-thirds majority.

7. Motion for a Consultation of the Whole

Delegates may motion for a Consultation of the Whole for a duration of up to 20 minutes. In this debate form, the delegate who motioned will have the floor for as long as they need it, provided it is within the bounds specified in the motion. The delegate may choose to use the entire time in a speech or yield the floor to another delegate, who will then have the same options. When taking the floor delegates are not required to address the chairs. This motion requires a simple majority.

8. Motion to Divide the House

Immediately after a particularly close vote, or one which had a large number of abstentions, a delegate may move to divide the house. The vote will be retaken, this time with no abstentions allowed. This motion requires a second and is at the chair's discretion.

9. Motion to Suspend the Meeting

Delegates may move to suspend the meeting by specifying a time during which the committee session will resume. This motion requires a two-thirds majority.

10. Motion to Adjourn the Meeting

Delegates may move to adjourn the meeting once either all topics have been exhausted, or there is little time remaining, and the delegates and chairs have deemed it unnecessary to continue the committee session. This motion requires a two-thirds majority.

#### 11. Motion to Appeal the Chairs' Decision

If a delegate believes the chairs have made a decision that impacts the work of the committee negatively, they may move to appeal the decision. This does not apply to procedural mistakes, in which case a Point of Order must be used. This motion must be made right after the chairs' decision. The chairs may not rule it out of order. This motion requires a two-thirds majority.

#### 12. Motion to Censure

If a delegate is acting blatantly against their nation's policies or is being a serious impairment to the work of the committee, another delegate may move to censure them. Should this motion pass, the delegate will be removed until the start of the next committee session. This motion requires a two-thirds majority.

### **Resolutions and Relevant Motions**

The goal of this conference, and by proxy all of its committees, is to pass resolutions on the relevant topics. Resolutions are meant to be created during committee time. Pre-written resolutions are NOT allowed at ACSMUNC III. Writing during breaks is allowed, though we strongly recommend that the majority, if not all of the work, is done during committee meetings.

A document that has been written by a bloc/working group is not automatically considered a resolution but instead a working paper. Once a bloc has finished their working paper, they must submit it to the chairs for review. If it is considered adequately made, it will become a draft resolution, and its sponsors will be notified. A draft resolution must have between 2 and 5 sponsors, and the number of sponsors and signatories must be at least a third of the present committee members.

After it has been approved, the draft resolution may be introduced to the committee by its sponsors. The chairs will put the resolution on screen, and the sponsors will be asked to read it clause by clause. After that, they will have five minutes to present the merits of their resolution to the committee. The sponsors must decide amongst themselves how that time shall be divided. Afterward, the committee will enter a 10-minute open debate. During this time, delegates will deliver speeches discussing the resolution and specifically asking the sponsors any questions they may have.

After the debate is over, the committee shall move to the amendment phase. During this time, delegates may propose amendments to the resolution being discussed. After that, each sponsor shall be asked if the amendment is “friendly” or “unfriendly.” If all sponsors agree that it is “friendly,” it gets passed automatically. If one or more vote “unfriendly,” it is automatically discarded. However, if a sponsor votes to “table the amendment,” then the sponsors will convene for a maximum of five minutes before coming to an agreement on whether the amendment is friendly or not. Keep in mind that due to time constraints, some amendments may not be able to be entertained. To avoid such a situation, we encourage delegates to convene between blocs to discuss possible changes to working papers before they become draft resolutions.

After the amendments have elapsed, the committee will move into voting procedure on the resolution. A draft resolution requires a simple majority to pass. Abstentions are not counted. Not all resolutions need to be passed at once, so after the first one gets voted on, the committee resumes debating the topic until all resolutions have been debated and the topic exhausted.

With that in mind, here are the motions to be used for resolutions and amendments:

1. Motion to Introduce a Draft Resolution

After the sponsors of a working paper have been notified of its acceptance as a draft resolution, one of them may move to introduce it. This motion is at the discretion of the chair and is not voted on.

2. Motion to Introduce an Amendment

After proceeding to the amendment phase, a delegate may introduce an amendment by reading the proposed change to the resolution.

3. Motion to Move to the Previous Question

If a delegate believes a resolution possesses nothing further to be discussed, they may motion to Move to the Previous Question, thus bringing the resolution to an immediate vote. This motion requires a second. If there are any objections, it fails automatically.

4. Motion for a Vote by Roll Call

A delegate may motion to vote by roll call on the resolution. In this case, the chairs will call upon every delegate individually to state if they vote “for,” “against,” “abstain,” or “pass.” If a delegate passes, they will be called to vote again after

everyone else has voted, this time without the option of passing. The motion requires a second.

5. Motion for a Clause by Clause Vote

A delegate may motion to vote clause by clause on a resolution. This motion requires a second.

6. Motion to Divide the Question

A delegate may choose to divide a resolution into parts with this motion. They are required to say which clauses go together with which. This motion requires a second and a simple majority to pass.

7. Motion to Reconsider a Resolution

A delegate may move to reconsider a previously discussed resolution regardless of whether it was successful or not. This would entail a new round of amendments and speeches for and against. This motion requires a second and a two-thirds majority.