



Massachusetts Institute of Technology Model United  
Nations Club

MITMUNC XVI 2024 Conference  
Rules of Procedure (ROP) Guidebook

# Rules of Procedure for MITMUNC XVI 2024

The MITMUNC conference follows the general Rules of Procedure (ROP) of typical Model United Nations conferences. This document specifies the motions, points, and yields of our conference this year to help delegates prepare better for the conference.

## Definitions

The following are definitions of important terms used throughout this document to help delegates better prepare for the conference.

- **Quorum:** number of members present in a committee.
- **Simple majority:** 50% + 1 of the quorum.
- **Two-Thirds majority:** 2/3 of the quorum.
- **Interruptive point:** could be announced during any time in the committee session.
- **Non-interruptive point:** could only be announced when the floor is open for points or motions.
- **Friendly Amendment:** accepted by all sponsors and is added to draft resolutions after introducing it.
- **Unfriendly Amendment:** not accepted by all sponsors. Delegates speak for and against the amendment and is added to draft resolutions after successful voting.

## Motions

- **Setting the Agenda:** used to decide the topic to be debated in the committee. A second is required to accept this motion. Simple majority voting is needed for this motion to pass.
- **Yields:** used ONLY during speakers' list to yield the remaining time. Delegates can yield their time to the chairs, to another delegate, or to questions.
- **Suspend the Debate:** used to suspend the debate for moderated or unmoderated caucuses or consultations of the whole. A second is required to accept this motion. Simple majority voting is needed for this motion to pass.
  - **Move to a Moderated Caucus:** used to discuss a subtopic in an order less formal than the speakers' list, where delegates share their opinions in a limited speaker's time and total time.
  - **Move to an Unmoderated Caucus:** used to open a public, informal discussion on the topic, in addition to formation of blocs with a limited total time.



- **Table the Debate:** used to table the topic to move into voting procedures before moving to the other topic. A second is required to accept this motion. Two-thirds majority voting is needed for this motion to pass.
- **Adjourn the Meeting:** Used to adjourn the meeting at the end of each committee session (could be for break or lunch). A second is required to accept this motion. Simple majority voting is needed for this motion to pass.
- **Closure of Debate:** Used to close the debate on the topic and move into voting procedures. A second is required to accept this motion. Two-thirds majority voting is needed for this motion to pass.
- **Open the Speakers' List**
- **Move to a Consultation of the Whole:** used to discuss a subtopic in an open, informal debate method, in which delegates take turns in responding to each other and / or to the question being discussed. A second is required to accept this motion. Simple majority voting is needed for this motion to pass.
- **Introduce the Working Paper:** used to present a working paper to the committee. A second is required to accept this motion. Simple majority voting is needed for this motion to pass.
- **Introduce Amendment:** used to discuss a friendly or an unfriendly amendment to the draft resolution. Voting on an unfriendly amendment requires simple majority.

### Points

- **Point of Order:** used to call out a mistake committed by the dais. This point is interruptive.
- **Point of Personal Privilege:** used to express discomfort or to be excused (such as the room is too cold/hot, using the bathroom, unable to hear the delegate, ...). This point is interruptive.
- **Point of Inquiry:** used to ask clarifying questions about the rules of procedure, the committee, or the topic. This point is non-interruptive.
- **Right of Reply:** granted upon the chair's discretion to a delegate that feels offended/targeted by another delegate's speech. This point is interruptive.

### How to phrase motions

- "Country **X** motions to suspend the debate and move to an/a **unmoderated caucus/consultation of the whole** to discuss **t** for total time **y** minutes."
- "Country **X** motions to suspend the debate and move to a **moderated caucus** to discuss topic **t** for speaker's time of **y** minutes and total time **z** minutes."



## Voting

The voting procedure takes place after the draft resolutions and amendments are discussed and a working paper is finalized. During the voting procedure, no delegate is allowed to leave the room. Countries have the right to vote either yes or no if they stated that they are **present and voting**, whereas countries that indicate they're only **present** have the right to vote yes, no, or abstain.

## Ideal Committee Timeline

1. Roll Call
2. Setting the Agenda
3. Speaker's list
4. Moderated caucus
5. Unmoderated caucus  
*(alternate between 3,4, and 2)*
6. Draft resolutions
7. Amendments
8. Working paper
9. Voting
10. Closure of Debate

