



MITMUNC Official Rules & Procedures

MITMUNC adheres to standard Model United Nations protocol as follows:

Committee Timeline Overview:

- **Roll Call** - happens in the beginning of each committee session to take attendance of all present delegates and calculate voting majority amounts. Delegates must say “present” or “present and voting” once their delegation is called.
 - **Present** means that a delegate is present at the current committee session.
 - **Present and voting** means that a delegate commits to being present at the current committee session and **also** commits to voting and not abstaining during each voting session.
- **Setting the Agenda** - determines which topics are addressed in the committee session
 - Motion to set the agenda: This motion sets forth the specific committee topics that will be addressed throughout debates
 - (eg: “The delegation of [name] motions to place [topic A] first on the agenda, followed by [topic B]”)
 - 2 delegates speak in favor of the motion, 2 delegates speak against the motion
 - Requires a simple majority vote to pass.
- **Debate** -
 - Formal Debate - each committee session starts in formal debate
 - Motion to open debate - required at the beginning of the session
 - Motion to open the speaker’s list - see the “Types of Debate” section below for a comprehensive description
 - Speeches in the beginning of session should focus on individual country positions and recommending solutions
 - Later, after resolution blocs have formed, speeches should focus on explaining draft resolutions, encouraging others to support draft resolutions, raising questions about resolutions, or explaining why the delegate agrees / disagrees with the resolution
 - Speeches at the end of debate should focus on presenting amendments to resolutions made to address any concerns raised during debate
 - Informal Debate - requires motion to move into an unmoderated caucus
 - Committees start forming resolution blocs to develop positions
 - Writing starts as countries bloc to draft resolutions
 - Countries gather support for their specific draft resolutions
 - Delegates finalize draft resolutions
 - Countries gather more support for their resolution by accommodating others’ ideas via friendly amendments
- **Voting Bloc** - starts if speaker’s list is exhausted or if a successful motion is made to close debate and move into voting procedure
 - Formal roll call taken before voting to check if there is quorum for the vote
 - No one may enter / exit the committee room during the entirety of voting bloc
 - Delegates vote on amendments first and then resolutions
 - Resolutions pass with a simple majority
- **Start of next topic** - the entire timeline repeats for the second topic



Types of Debate:

There are 2 types of debate during committee sessions, formal debate and informal debate (caucusing).

Formal Debate

During formal debate, delegates will make speeches, answer questions, and introduce and debate resolutions in front of the entire committee. The order in which delegates are allowed to speak is determined by the **speaker's list**, a list of delegate names which opens at the beginning of the committee session and is updated throughout committee session by the chair. When the speaker's list is first created, delegates may request to be placed on the list by raising their placards. Once a delegate on the speaker's list is allowed to speak and exhausts their time, they are removed from the speakers list and may add themselves to the bottom of the list by passing a request in a note to the dais if they wish to do so. Each delegate may only be on the speaker's list once at a particular time but may re-add themselves multiple times throughout the conference. The amount of time given to delegates per speech is set by the chair at the start of committee. If delegates do not take up all of their allotted time in their speech, they must choose to yield any remaining time to another delegate, to questions from the committee, or to the dais.

Informal Debate

There are two types of informal debate: unmoderated caucus and moderated caucus.

A committee can go into moderated caucus if a motion by a delegate to enter into moderated caucus is successful after being voted on by the committee. In moderated caucus, delegates raise their placards to be called upon to speak by the chair. The speaking time per speech and the total length of the moderated caucus is set by the original motion made to enter moderated caucus. All unused time is yielded to the dais.

A committee can go into unmoderated caucus if a motion by a delegate to enter into an unmoderated caucus is successful after being voted on by the committee. During unmoderated caucus, delegates will talk informally with one another with the goal of writing resolutions to be presented to the entire committee by discussing potential resolutions, analyzing viewpoints, forming resolution blocs, negotiating possible amendments or merging of resolutions, and garnering signatories.

Here is a simplified chronology of a typical committee:

- Agenda is set
- Speaker's List is created
- Formal debate will begin. First delegate on the list will be recognized by the chair (eg: "Brazil, you have the floor") and make a speech
- Process is repeated down the list until there is a successful motion to go into unmoderated caucus or moderated caucus
- The committee switches between moderated caucus, unmoderated caucus, and formal debate
- Once resolutions are all written and presented, the committee goes into voting bloc

The Chair / Director:

The **dais**, which comprises of the chairs, controls the flow of committee sessions. The dais is mainly responsible for guiding committee developments.



Basic MITMUNC X Motions and Points:

A **motion** is used in committee when a delegate wants to have an action passed that will affect the entire committee. Considering a motion usually requires a general committee vote, and motions are voted on in order of disruptiveness (from most disruptive to least disruptive).

- **Motion to open the Speakers' List** - starts the speaker's list at the beginning of each topic & allows delegates to sign up to speak (delegates who wish to speak will raise their placards after this motion is passed and their names are recorded by the chair)
- requires an immediate vote and simple majority to pass.
- **Motion to set the agenda** - sets the order in which the topics will be debated; requires a simple majority to pass.
 - Eg: "Motion to place [topic A] on first on the agenda, followed by [topic B]"
- **Motion to set the speaking time** - sets or changes the amount of time each delegate has to speak; requires simple majority to pass.
- **Motion for a right of reply** - allows a delegate to respond if a member of the committee makes a personal attack on them (but not if the member attacks a delegate's position); chair makes ultimate ruling.
- **Motion to suspend debate (specify amount of time, type of informal debate, and purpose)** - moves the committee from formal debate to caucusing; requires simple majority to pass.
 - Eg: "Motion to suspend debate and move into a 10 minute moderated caucus with 1 minute speaking time in order to discuss draft resolutions."
 - Eg: "Motion to suspend debate and move into a 10 minute unmoderated caucus."
- **Motion to introduce Working Paper / resolution / amendment** - used to introduce (read it to the committee and make it an official document) a working paper/ resolution/ amendment; no vote necessary.
- **Motion to close Speaker's List** - means that no more countries will be added to the speakers list; voting bloc automatically happens as soon as all the speakers on the speakers list have spoken
- **Motion to close debate and move into voting procedure** - moves the committee into voting bloc, usually when there are enough draft resolutions on the floor and all have been discussed thoroughly; requires 2 speakers against and 2 for; requires 2/3 majority to pass.
- **Motion for a roll call vote** - means that each country will be called on individually to cast their vote (as opposed to raising placard); automatically adopted with the chair's approval. During roll call, a country can vote yes, no, yes with rights, no with rights, abstain, or pass:
 - Yes - in favor of the resolution
 - No - against the resolution
 - Abstain - does not wish to vote
 - Yes / No with rights - the delegate wishes to explain their vote, and will get a chance after the completion of the roll call vote to give a 30-second speech explaining their position
 - Pass - unsure of how to vote and will be called upon to vote at the end of the roll call vote (if the delegate passes, they can't vote with rights)
- **Motion to adjourn committee** - ends the committee session until the next session (eg: next year's conference, after lunch or dinner); requires simple majority to pass.
- **Motion to adjourn committee / motion to table debate** - suspends all of the work that the committee has completed on a particular topic and switches the committee topic; requires 2 speakers for and 2 speakers against; requires 2/3 majority to pass.
- **Motion to question the competence of the committee to discuss...** - used to remove a discussed topic from a resolution/discussion if a delegate believes the topic is out of the



jurisdiction of the committee; requires 2 speakers for and 2 speakers against; requires 2/3 majority to pass.

A **point** allows a delegate to ask a question.

- **Point of order** - used when a delegate believes the chair has made a parliamentary procedure error
- **Point of inquiry / point of parliamentary procedure** - used when a delegate asks the chair a question regarding the rules of procedure
- **Point of personal privilege** - used to inform the chair of a physical discomfort a delegate is experiencing, such as not being able to hear another delegate's speech.
- **Point of clarification** - used to clarify a non-substantive point (eg. grammar, spelling) in a resolution / amendment
- **Point of information** - used in order to pose a question to a speaker during formal debate