

MUN Rules and Procedures



UCIMUN 2005



Forms of Debate

General Debate

General debate occurs in the beginning of committee. In this period of the conference, delegates are encouraged to give a policy speech relating to their country's policy towards the issue at hand. In this way, delegates have a chance to listen to the different policies before any group policies are formed and written in resolutions. Due to the fact that only policy will be discussed during General Debate, resolutions should not be written or discussed at this time. Also during General Debate, comments on speeches are not allowed. Resolutions and amendment proposals are to be discussed and produced during Substantive Debate. The time allowed for speeches varies and is set at the discretion of the chair. The chair will also suggest if a speakers list should be taken during General Debate or if the committee should proceed alphabetically. The length of speeches and the order of General Debate speeches are subject to change if a motion to alter them is entertained. When policy speeches are exhausted, the committee will proceed to Substantive Debate without a vote, unless motioned for by a delegate.

Substantive Debate

In Substantive Debate, delegates are now free to discuss solutions in detail and include them into their Resolution or Amendment Proposals. When Substantive Debate begins, following a motion from a delegate, a speakers list will be taken and delegates are free to form blocs, call for caucus sessions, write resolutions and amendments and submit them for consideration. In addition, comments are allowed on all speeches. Please note that our policy is to allow comments on both speeches and yields, since yields are considered a part of the original speech unless a delegate yields to the chair or to questions. The amount of speaking time, number of comments, and other matters relating to speeches are determined by the committee, but may be originally set by the chair.

Informal (Unmoderated Caucus)

With a motion to suspend debate, delegates can motion to move into an informal caucus, which is also referred to at our conference as an unmoderated caucus. During this caucus, delegates can get out of their seats and form blocs according to their region or interests in relation to the topic at hand. Resolutions can begin to form ONLY when we have reached Substantive Debate. During General Debate, caucuses are allowed, yet resolution writing or discussion of solutions in depth should not occur. Delegates are encouraged to remain in the room during this period unless they need to take care of personal matters. When making the motion for an informal (unmoderated) caucus, the delegate should mention for how long and for what purpose the caucus is being called.

Moderated Caucus

Also, with a motion to suspend debate, delegates can motion to move into a moderated caucus. During a moderated caucus, delegates will raise their placards if they wish to speak when the chair at the moment asks for those wishing to speak. At random, the chair will choose delegates to speak for an allotted amount of time. Delegates may make a comment, refer to progress of proposals, ask questions or discuss anything in relation to the issue at hand during this speech. Depending on the committee, delegates can give their speech from their seats or they can address the committee from the front of the room. While making the motion for a moderated caucus, the delegate should mention for how long each comment will be and how many speakers he wishes to hear, or for how long the moderated caucus will carry on.

Formal Caucus

Also, with a motion to suspend debate, delegates can motion to move into a formal caucus. During a formal caucus, delegates will present their proposals to the committee. The representatives of the sponsor group of the proposal can:

Present their Proposal to the Committee

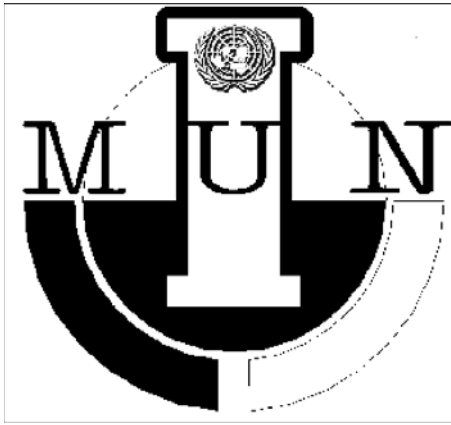
Present their Proposal to the Committee and Yield the Remaining Time to Questions

Yield All Time to Questions

If a group decides to yield to questions, the chair will then ask for those delegates wishing to ask a question. The time remaining from the allotted time will be the time allowed for questions. The chair will choose those delegates who will speak. While making the motion for a formal caucus, the delegate should mention for how long each group will be allowed to present their proposal.

Forms of Caucus





Procedure

Parliamentary Motions

Motion to Open the Speakers List

Motion usually taken when a new topic is being discussed. Delegates can add their names to the speakers' list after it has been taken in the form of a note submitted to the chair.

Motion for Submission of Proposal

Call to submit a Resolution or an Amendment.

Personal Motions

Point of Personal Privilege

A delegate may rise under this point if there is any source of personal discomfort that needs to be corrected during committee.

Point of Parliamentary Procedure or Information

A delegate that wishes to question a procedure or has an inquiry regarding procedure during committee will rise under this point.

Motion to Reply or Right of Reply

A delegate who has felt PERSONALLY insulted by another delegate may reply to voice any grievances. This does not apply to insults towards a country or its policy, but rather to the delegate. There is no time limit on a right of reply.

Type of Motion	Motion Ruling
Motion to Change Speaking Time	Majority
Motion to Change Number of Comments/Speeches	Majority
Motion to Reorder Topics	Majority (first Majority wins)
Motion to Postpone/Suspend Debate	Majority (caucus, lunch, end of day)
Motion to Move to Next Topic (Table Current)	2/3 vote (2 speakers for and against)
Motion to Move into General Debate	None, Majority (if requested)
Motion to Move into Substantive Debate	None, Majority (if requested)
Motion to Move into Voting Bloc (Close Debate)	2/3 vote (2 speakers for and against)
Motion to Reorder the Resolution Order	Majority (first Majority wins)
Motion for a Roll Call Vote (Director's Discretion)	None, Majority
Motion to Divide the Proposal	Majority to Divide; Majority to Pass
Motion to Close/Reopen the Speakers' List	Majority
To Pass a Resolution or Amendment	Majority (50% + 1)
To Raise an Important Question (Resolution)	Majority to Consider; 2/3 to Pass
Motion to Reconsider a Proposal	2/3 to Reconsider; Majority to Pass
Motion to Move to Next Topic (Completion)	None, Majority (if requested)
Motion to Adjourn Debate (End of Conference)	Majority

All delegates must vote either Yes or No on all procedural matters, this includes observer nations.

Moving to Voting Bloc

Moving to Voting Block requires a 2/3 majority of the present committee. Two speakers for and two against will be requested if this motion is entertained.

Re-Ordering Proposals

Delegates can motion to change the order of resolution voting. All proposals for a new order will be taken and the first to receive a majority vote will be accepted, but if none are accepted, the original order will be used.

Voting Bloc Procedure

No one is allowed to enter the room during Voting Bloc. If a delegate chooses to leave during Voting Bloc, they will not be allowed to return for any reason. No note passing or open communication will be allowed, except between co-delegates. Everyone must vote either Yes, No or Abstain (Roll Call)

Voting Order

Amendments are voted on first, then divisions of proposals, and finally the resolutions (amended as a whole). Passing amendments that contradict others will void any following conflicting amendments. Contradictory resolutions cannot be passed, therefore if one passes, then the other is considered void.

Dividing Proposals

Only operative clauses can be divided out of a resolution. The separate clause does not become a new resolution, rather it is apart of the resolution and the vote is to decide whether or not to include it in the draft. Divisions will be done AFTER amendments, but BEFORE the final resolution vote.

Roll Call Vote

Roll call vote will be entertained by the chair at any time. The chair reserves the right to rule that motion dilatory or to put it to a vote. Delegates can respond: Yes, Yes with Rights, No, No with Rights, Abstain, Pass. If a delegate passes, they can only vote Yes or No. A delegate can vote with rights only if their vote does not coincide with their policy. They will be allowed to address to committee.

Voting Procedure

An abstention does not count as a vote since the delegate has decided not to vote Yes or No and thus is refraining from voting. If the number of Yes votes exceeds the number of No votes, the resolution passes. Again, abstentions are not included in the vote. If an important question is raised and qualifies, then the resolution requires a 2/3 majority.

Important Question

A resolution qualifies as an important question if it includes a "recommendation with respect to the maintenance of international peace and security, the election of non-permanent members to the Security Council, the election of the members of the Economic and Social Council, the elections of members of the Trusteeship Council ... the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the trusteeship, and budgetary questions" according to article 18 section 2 of the United Nations Charter. If a resolution is deemed an important question by the majority of the committee, the resolution must be passed with a 2/3 majority vote of the committee.

Voting Procedure



Proposal Clauses

Preambulatory Clauses

Acknowledging	Contemplating	Having Considered	Recalling
Affirming	Declaring	Having Devoted	Recognizing
Alarmed	Deploring	Having Examined	Regretting
Anxious	Desiring	Having Heard	Reiterating
Appreciating	Determined	Having Recognized	Seeking
Approving	Distressed	Attention To	Shocked
Aware	Disturbed	Having Regard For	Stressing
Bearing in Mind	Emphasizing	Having Resolved	Supporting
Being Convinced	Encouraged	Having Reviewed	Taking Into Account
Believing	Examining	Having Studied	Taking Into
Cognizant	Expressing	Hearing	Underlining
Concerned	Expecting	Keeping in Mind	Urging
Confident	Fulfilling	Mindful	Welcoming
Conscious	Having Adopted	Noting	Consideration
Considering	Having Approved	Reaffirming	

Operative Clauses

Accepts	Decides	Instructs	Resolves
Adopts	Declares	Invites	Stresses
Affirms	Demands	Notes	Suggests
Appeals	Desirable	Proclaims	Supports
Appreciates	Deplores	Reaffirms	Takes Note Of
Approves	Designates	Recognizes	Transmits
Authorizes	Determines	Regrets	Urges
Calls Upon	Directs	Reiterates	Welcomes
Commends	Draws Attention To	Rejects	
Confirms	Emphasizes	Reminds	
Congratulates	Encourages	Renews	
Considers	Endorses	Repeats	
Considers It Desirable	Expresses	Requests	

Enhancements to Clauses

Accordingly	Gravely	Urgently	With Sympathy
Again	Keenly	With Appreciation	
Also	Nevertheless	With Approval	
Deeply	Once Again	With Concern	
Firmly	Once More	With Interest	
Further	Profoundly	With Regret	
Furthermore	Solemnly	With Satisfaction	

Heading should be in the upper left-hand corner, single-spaced. The first line gives the name of the committee. The second line states the topic name. The third line states the sponsoring countries.

Committee Name:

Topic:

Sponsors: Official Name of Sponsors

Title

Main Body [(The General Assembly, The Economic and Social Council) - NOTE Specialized Committees may differ in listing the main body],

Recalling that five (5) spaces should be indented before each preambulatory phrase,

Recognizing that one (1) line should be skipped after the title and before and after each phrase,

Gravely concerned that delegates may forget to use a comma at the end of each preambulatory phrase,

Noting that every resolution begins with the name of the committee,

Taking note of the suggestion that three (3) or more documents be cited with their dates, titles and numbers,

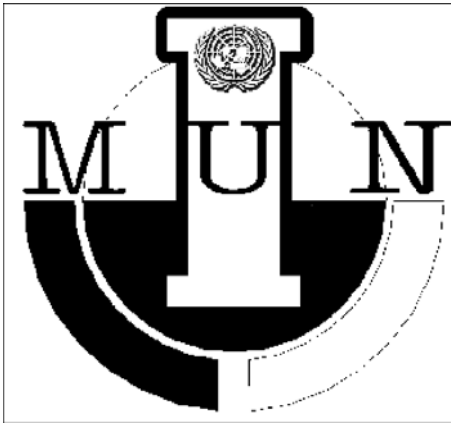
Recalling that preambulatory phrases cannot be amended,

Aware that the format of a resolution may be changed by a chairperson,

1. Nevertheless recognizes that this format is used at most conferences;
2. Urges that (3) lines separate the preambulatory portion from the operative portion of the resolution;
3. Welcomes clear and simple wording, and splitting complex ideas into sub-operatives;
 - (a) With a colon introducing the first sub-operative;
 - (b) With one (1) line between each sub-operative;
 - (c) With no underlining within the suboperative;
 - (d) With a semicolon at the end of each sub-operative and operative;
4. Observes that a resolution, being only one sentence, always ends with a period.

Resolution





Amendment

Title is centered in CAPS and is called: AMENDMENT TO RESOLUTION #__.

You have a choice of only three phrases to use in introducing amendment clauses. Do not underline these phrases. Number each phrase with a capital letter (A, B, C, etc.)

These phrases are:

Amends operative clause #__ to read:

Deletes operative clause #__ to read:

Includes a new operative to read:

End your amendments with the following phrase:

Renumbers Accordingly.

If you have only a few changes to an operative, amend it by retyping the entire operative and underlining the new words.

If you have many changes, delete the original operative and add a new operative.

You must leave at least one original operative intact for the resolution to be valid.

Sample Amendment:

Committee:

Topic:

Sponsored By:

AMENDMENT TO RESOLUTION 1/1

A. Amends operative clause #1 to read:

1. Nevertheless recognizes that this is the format used at most conferences, with the possible exception of the Harvard Conference;

B. Deletes operative #3.

C. Includes new operative to read:

Notes that amendments should be brief and purposeful;

D. Renumbers Accordingly.

Evaluation of Delegates

Delegates are evaluated based on all aspects of the conference. We feel that delegates should be strong in all aspects from research to negotiation to debate. At the end of the last session, directors will submit their final award sheets. The awards will be based on the amount of points that each delegate receives during all sessions. We will also stress that delegates should be active throughout the entire debate, seeing that our system allows us to evaluate delegates until the conference ends on the final session. Delegates will be evaluated on the following criteria, which will determine who receives awards:

Position Papers

General Debate Speeches

Substantive Debate Speeches

Comments, Questions, Yields

Caucus [Informal, Moderated, Formal]

Resolution and Amendments

Rapporteur Votes

Also included in the totals will be any negative points that delegates received during the conference for various reasons. Delegates will receive a warning (directly or indirectly) from the chair before any negative points are given.

Individual Awards

Gavel

The top delegate or co-delegation in each committee will be awarded the Gavel, which recognizes the best delegate of the committee.

Outstanding

The next best delegate or co-delegate will receive the Outstanding Delegate(s) award.

Commendation

The remaining delegates or co-delegations who will be recognized for their excellence will receive a Commendation.

Rapporteur

At the end of final committee session, the delegates in the committee will select the delegate who they feel best exemplified their nation during the course of the conference. The delegate with the most votes compiled will be declared the Rapporteur of the committee.

Research Awards

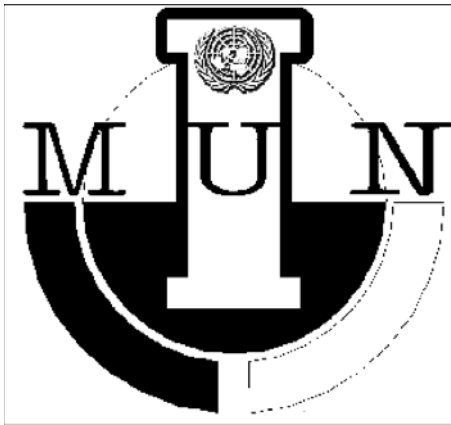
If a delegate has submitted their position paper by May 3rd, they will be eligible for a position paper award. Following the evaluation of the director, the papers will be ordered according to score and the top scores will be awarded a research award for their excellence.

Delegation Awards

Delegation awards at Model United Nations Irvine are awarded by school. Because of the difference in delegation size between the smallest and the largest school, they are divided into three categories: Large School, Medium School and Small School. These awards are based on the number and type of individual delegate awards. The school with the most delegate awards in respect to their school size will receive a delegation award.

Voting Procedure





Amendment

In order to provide the best experience for everyone, we must enforce certain rules for our conference. We ask that you take note of these simple courtesies in consideration of our staff and the attendees of the conference.

- Do not be disruptive in committee or hallways.
- Do not caucus in front of other committee rooms.
- Do not pass non-committee related notes.
- Do not involve yourself in actions that others may find offensive.
- Delegates are not allowed to visit other committee rooms.
- Delegates who are caught in another committee room will be asked to leave and their director will be notified. If the situation arises more than once, the advisor of that delegate will be contacted.
- Delegates are not allowed in the advisors' lounge unless special provisions have been made with the upper secretariat. If such an occasion arises, a delegate should contact a staff member, who in turn will contact a member of the upper secretariat.
- Delegates are not allowed to wander around campus during session. If a delegate is caught outside of committee, their director will be contacted. If multiple infractions occur, the advisor will be contacted.
- Delegates are responsible for their own trash. We ask that delegates throw away their trash into the bins in each room. In the event that this becomes a problem, food and drinks may not be allowed in committee.
- Do not leave valuables unattended. UCI MUN is not responsible for lost or stolen property, therefore the utmost care needs to be taken with personal valuables.

The list of regulations to the left is not wholly inclusive. Just because a rule is not mentioned, it does not mean that we allow it. If you are unsure, please contact a staff member as soon as possible before attempting anything that you consider questionable.

Delegate Misconduct

In the case that any delegate is caught in the act of misconduct or is accused of doing so, the staff will take the proper steps in the contact of the proper authorities. The advisor will be contacted to discuss what action they feel needs to be taken. The Secretary-General will then make the final decision on what MUNI will proceed to do. Every delegate is responsible for his or her actions, thus if any action is to be taken, the delegate will be held responsible and not the school. Policies of the school in attendance will be taken into account when making any decision.

Dress Code

MUNI feels that Model United Nations students should appear professional, as the ideas they are discussing are important to the international community. We stress that proper attire should be worn at all times. Women should wear a business suit, slacks or skirt with a blouse. If a woman decides to wear a skirt, it should be at a suitable length. Avoid wearing sleeveless tops, spandex, tights, hats, heavy make-up, sheer tops, mini skirts, halter tops and sandals. Men should wear a business suit or jacket and dress pants with a dress shirt and tie. It is not required that all male delegates wear a jacket. If you do not own a suit, a pair of slacks and a dress shirt with a collar is appropriate as a last resort. Avoid wearing short sleeves, mixed patterns, athletic shoes, boots, knit shirts, sandals, hats, and shorts.