

# **RULES OF PROCEDURE**



**Model United Nations of Sweden**

## MODEL UNITED NATIONS OF SWEDEN RULES OF PROCEDURE

Participants and personnel alike shall follow the given rules and guidelines presented in this document. For questions regarding the Rules of Procedure, please consult the Secretary-General.

The MUNOS conference is bound to its Rules of Procedure and we therefore expect all participants and personnel to respect and comply with these rules in order to create the best conference possible.

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**I. Language**

English is the official and only working language of the conference during both committee work and debates in the General Assembly.

**II. Dress code**

The dress code contains the following.

- i. Male delegates are to be suitably dressed, wearing long trousers, jacket, shirt and tie.
- ii. Female delegates are to wear a trouser-suit or coat and skirt. Skirts should not end higher than one palm over the knees and shirts must have an appropriate neckline.
- iii. Jeans and sneakers are not allowed

Non-compliance with the dress code may lead to a reprimand and is to be corrected for the further proceedings of the conference.

### **III. Resolutions**

All resolutions must follow the guidelines set. These are found on the MUNOS website, [www.munofsweden.com](http://www.munofsweden.com). To reensure that such is the case, the following procedures must be followed:

- c. The resolution must after completion and approval of chair be submitted to the approval panel for final approval. This panel of chosen experts will correct any linguistic or formal mistake made by the submitter of the resolution. The editors will use the guidelines from [www.munofsweden.com](http://www.munofsweden.com).
- d. Moderated caucus shall be entertained if the resolution calls for explanation. See *IX. Motions* for motions on, and purpose of, moderated caucus.

### **IV. Amendments**

Amendment: A motion to add/remove/change a clause of a resolution.

- a. An amendment may only be done during time against or open debate. After the submission of the amendment there will be a debate on said amendment, including time in favor and time against (no open debate). The time for each respective time period is set by the chair. The amendment is then voted upon in accordance with normal voting procedure. If the amendment is passed, delegates are to make appropriate changes to the resolution.
- b. An amendment to the 2<sup>nd</sup> degree is a motion to add or change the amendment in question i.e. an amendment to the amendment. This may only be done in time against of an amendment. There will be a debate on the amendment to the 2<sup>nd</sup> degree, including time in favor of the amendment and time against, however no open debate. The time is set by the chair. The amendment to the 2<sup>nd</sup> degree is voted upon in accordance of normal voting procedure. If the amendment to 2<sup>nd</sup> degree is passed, then the amendment with appropriate changes is discussed. The debate is then back in debate for the amendment.
- c. A friendly amendment is a motion to correct a grammar or spelling mistake in the resolution. A friendly amendment will only be considered friendly if the main-submitter of the resolution agrees. The chair must ensure that this is the case. The delegates will then make appropriate changes to the resolution. A motion to make a friendly amendment may be proposed at any time.

All amendments must be approved by the chair and prove constructive for the resolution. The chair may decide at any time that amendments will not be discussed.

### **V. Voting procedure**

Each country present that is acknowledged by the UN has one vote.

The voted may be a Yes, No or Abstention.

On procedural motions, such as amendments, abstentions will not be allowed.

A country casts its vote through one of its delegates raising the country's placard when the chair asks if there are any votes in favor, against or abstentions.

**VI. Speeches**

A speech is requested by a delegate by raising his/her country's placard. If several delegates wish to make a speech/ take the floor, the chair will choose the order in which these wishes will be entertained. Speech procedures shall follow the rules below:

- i. No one may at any point take the floor without the permission of the chair
- ii. In order to request to give a speech, the delegate raises the placard. This may only be done after the chair has asked if there are any speakers in the house.
- iii. The speech must be relevant to the subject. A speech against the resolution must be given in time against and so forth.
- iv. The speaker must remain within the time constraints set by the chair
- v. After the speech the delegate may decide to be open or not to points of information.
  - *If the speaker is unable to hear or understand any point of information, he/she may ask the chair to ask the delegate to rephrase the point of information or speak up. The speaker must ask the chair to do so and cannot directly ask the delegate as there can never be dialogue on the floor.*
- vi. A delegate may requests to yield the floor to another delegation. The chair decides whether this is in order not.
- vii. If the floor is not yielded to another delegation, the floor will be yielded to the chair.
- viii. The chair can at any time request the speaker to yield the floor back to the chair.

**VII. Points**

Points are made by raising the delegation's placard. The point can only be made if included below.

| POINTS                      | PURPOSE   | DECISION              | WHEN   |
|-----------------------------|---|-----------------------|--|
| Point of personal privilege | To express any discomfort, but also to express problems of the audibility of a speaker. | Decided by the chair. | At any time except during a speech, unless directly related to the speech. |

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| Point of information           | To address a speaker in the form of a question  | The speaker may decide if he/she is open to point of information.<br>The chair may decide that there will be no points of information or limit the number of points of information with regards to time constraints. | After a speech.                     |
| Point of order                 | To express one's belief that there has been a violation by the chair of the Rules of Procedure. | Decided by the chair.  | At any time.                        |
| Point of parliamentary inquiry | To ask a question regarding debating procedures.  | Always entertained.  | At any time except during a speech. |

**VIII. Motions**

Motions are made by raising the delegation's placard. The motion can only be made if included below.

| MOTIONS                           | PURPOSE   | DECISION  | WHEN                      |
|-----------------------------------|---|---|---------------------------|
| Motion to divide the house.       | To make a new vote where abstentions will not be allowed.   | Decided by the chair.   | Only in voting procedure. |
| Motion to explain the vote.       | To Request a delegation to explain their vote, in particular when it is inconsistent with previous statements made by the delegate. | Decided by the chair.   | Only in voting procedure. |
| Motion to move into time against. | To move into time against of a resolution or amendment.   | Must be seconded at least twice. May be objected. The delegate that objects must give a speech in | Only in time in favor.    |

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|  |  | favor of the resolution.   |  |
| Motion to move into open debate.                                   | To move into open debate of a resolution or amendment.   | Must be seconded at least twice. May be objected. The delegate who objects must give a speech against the resolution.                | Only in time against.                                    |
| Motion to move into voting procedure.                              | To move into voting procedure and thus close the debate.   | Must be seconded at least twice. May be objected. The delegate who objects must take the floor, speaking either in favor or against. | Only in open debate.                                     |
| Motion to extend the debating time in favor/ against/ open debate. | To extend debating time, in particular when the delegate feels that he/she has been unable to fully express his/her opinion on the subject.  | Must be seconded at least twice. May be overruled by the chair with regards to time constraints.                                     | At any time except during voting procedure.              |
| Motion for a right of reply.                                       | To be made when a delegate feels that he/she is offended by the speaker and requests the right to reply. This will not be in the form of a question.<br>If proved valid by the chair, the delegation who made the offending statement must apologize or adjourn from the debate. | Decided by the chair.  | At any time except when there is a speaker on the floor. |
| Motion to move into moderated caucus.                              | To request a time period when information from the main submitter is provided to delegates in the committee regarding his/her resolution.  | Decided by the chair.  | Only in time in favor.                                   |

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| Motion to move into unmoderated caucus.                          | To request an informal discussion between delegates.                            | Decided by the chair.  | At any time except when there is a speaker on the floor.                       |
| Motion to overrule/ appeal the decision of the chair/ president. | To overrule the decision made by the chair/president.                           | Decided through vote after having been seconded at least twice.  | At any time except during speech.  |
| Objection to consideration of question.                          | To attempt to rule out a motion due to its nature.                              | If denied by chair there will be a two-thirds vote to settle the objection.  | At any time when a motion is debated.  |
| Motion to make an amendment.                                     | <i>SEE SECTION IV "AMENDMENTS"</i>  | <i>SEE SECTION IV "AMENDMENTS"</i>   | <i>SEE SECTION IV "AMENDMENTS"</i>   |
| Motion to follow up.   | To request a second point of information relating to the one first stated.      | Decided by the chair.  | After the delegate in question's first point of information has been answered. |
| Motion to declare this an important question.                    | To request that the resolution should be decided upon by a two-thirds majority. | Will be decided through a vote of a two-thirds majority, unless overruled by a decision of the chair due to time constraints.                                | Only in voting procedure, before resolution is voted upon.                     |
| Motion to adjourn the debate.                                    | To attempt to stop the discussion of a question/ resolution.                    | One speech will be held in favor and then one against.<br>Whether or not to adjourn the debate will then be decided through a vote of a two-thirds majority. | At any time except when there is a speaker on the floor.                       |
| Motion to adopt the resolution/ amendment by acclamation.        | Attempt to pass resolution/ amendment by surpassing voting procedures through   | Must be seconded at least twice. May be objected. The delegation having made the objection must thereafter make a speech                                     | At any time except when there is a speaker on the floor.                       |

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|  | complete consensus among delegates.   | or motion.  |  |
|--|---|---|--|
| <i>(Only for SC)</i><br>Motion to suspend meeting for P5 caucus. | Most often introduced when a P5 member has Vetoed the resolution/ amendment.<br>During P5 caucus the chair of SC and the P5 countries will leave the room to engage in informal debate separately while the general debate in the SC is paused. | Is decided if all P5 countries second the motion. | At any time except when there is a speaker on the floor. |

**IX. Auxiliary procedures for the Security Council**

The Security Council is to amend the operative section of a draft resolution clause by clause.

- i. Any P5 country has the right to Veto any amendment or resolution at any time. The delegation that Vetoed is to give a speech concerning the reason of their Veto. After his/her speech the delegate can, according to common procedure, open him/herself up to Points of Information. If the delegation decides not to withdraw its Veto, the SC will move on with its next issue.
- ii. (See *VIII.Motions* for specific Security Council motions)