26 – 28 September 2014

RULES OF PROCEDURE
RULES:

1-Scope

The rules included in this guide are applicable to UN HABITAT, DISEC, ECOFIN, ARAB League, Historical Committee and Fantasy Committee in ITUMUN’14. Each rule is self-reliant unless modified by the ITUMUN Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Director will be the final authority on what procedure to follow.

2-Language

English will be the official and working language of the conference. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the committee staff that will then distribute the translated version to the rest of the committee. The only exception will be in special language committees of the Historical Committee, and these exceptions will be announced in advance by the Committee Chair.

3-Dress Code

The dress code is Western business attire and applies throughout all official sessions of the Conference. Permission from the Secretariat must be granted to the delegate in case s/he wishes to wear traditional attire as a reflection of the culture of the nation s/he is representing. Only delegates who are in Historical Committee and Fantasy Committee are allowed to bring accessorizes related to their representation and topic but this information must be given
by committee board to the Secretariat. If the Secretariat does not find it appropriate it will automatically be prohibited.

4- Representation

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one delegate and will have one vote on each Committee.

** In Fantasy Committee there will be no statement made by delegates about time. Delegates who break this rule will be notified and warned by the board members. The Secretariat has the power to cancel his or her certification if it is repeated often.

5- Credentials

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

6- Participation of Non-Members

Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. These representatives reserve the right to vote only on procedural matters but not on substantive matters. A representative of an organization that is neither a member of the United Nations nor an Accredited Observer may address a Committee only with the prior approval of the Chair.
7- Statements by the Secretariat

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time.

8- General Powers of the Committee Board

The Committee Dais Staff consists of the Committee Chair and several Assistant Chairs. Each Committee session will be announced open and closed by the Committee Chair, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Committee Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of board. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chair. In the exercise of these functions, board will be at all times subject to these rules and responsible to the Secretary-General.

9- Quorum

Quorum denotes the minimum number of delegates who need to be present in order to open debate. When the number of delegates in UN HABITAT, ECOFIN, DISEC, Arab League and the Fantasy Committee reaches two third of the number of members in the committee, quorum is met and debate can start.
In Historical Security Council all five permanent member states need to be present in order to begin the debate. The presence of nine Member States is required for any decision on a substantive motion.

In KFMCC and ACHQ the presence of all members of the committee is required for the quorum.

10- Courtesy

Every delegate will be courteous and respectful to the Committee Board, Administrative Staff, Secretariat and to other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action.

11- Electronic Aids

Delegates are not permitted to use any type of electronic device, including laptops, phones, etc., in the committee room when the committee has been convened. All laptop use must occur outside of the committee room unless otherwise specified by the Chair. The Chair may grant the use of electronic dictionaries at his or her discretion.

Use of electronic devices is strictly forbidden especially in Historical and Fantasy Committee, in order to protect authenticity. If the Chair realizes the use of any electronic device, she/he has the right to suspend the delegate from the debate.

****In Historical Committee board members and Administrative Staff are also not allowed to use any electronic device. Committee board has right to suspend Press Team from the committee.
12- Delegate Conduct

Delegates are warned that ITUMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that their countries’ policies merit such conduct are advised to consult the Chair before taking any action.

13- Absences

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the board members. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated.

In order to receive a certificate of participation, delegates are required to attend at least 7 sessions. In order to get an award delegates have to attend all sessions.

14- Agenda

A Committee in which only one Topic Area may be proposed for the agenda will be considered to have automatically adopted that Topic Area without debate.

In the event of an international crisis or emergency, the Secretary-General or his/her representative may call upon a Committee to table the debate on the current agenda item so that the more urgent matter may be attended to immediately. When the crisis topic has been dealt with after the adoption of a resolution, the Committee will return to debate on the tabled Agenda Item at the discretion of the member of the Secretariat designated to the committee exclusively for the crisis situation.
15- Debate

The Agenda is followed by the opening of a new, continuous General Speakers List, which is used to begin the general debate. This Speakers List will decide the order of speakers for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. The debate shall proceed in three modes. (1) Formal Debate, (2) Moderated Caucus, (3) Unmoderated Caucus.

When recognized from the General Speakers List, delegates may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails/passes or the Committee postpones debate on it.

****Directors may also explicitly ask to see placards of the delegates wishing to be added on the GSL. The Committee Directors have the authority to add delegates to the GSL on their own discretion. Any delegate who wishes to be removed from GSL may send a note to the Committee Directors before being recognized.

16- Unmoderated Caucus

A delegate may motion for an unmoderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule the motion dilatory, and his/her decision is not subject to appeal. An unmoderated caucus may be extended only twice.
17- Moderate Caucus

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers List and call on delegates to speak at his/her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule a motion dilatory, and his/her decision is not subject to appeal. No motions are in order between speeches during a moderated caucus. A delegate can and will be ruled out of order if the delegate’s speech does not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only twice but only after the caucus has ended. There is no yielding of time in moderated caucuses.

18- Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If there are no speakers against the closing debate, the Committee Chair will ask the delegates if there are
any objections to voting by acclamation. If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

19- Suspension or Adjournment of the Meeting

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may overrule such motions, these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. In Historical Security Council if only one permanent member state does vote in against, this motion fails. A motion to adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee. In the case of a real emergency as declared by the Secretary-General, members of the Secretariat or the Committee Board Members, debate will automatically be suspended without any exceptions.

20- Postponement and Resumption of Debate

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a
simple majority to pass and will be debatable to the extent of one speaker in favor and one opposed. Resumption of debate will cancel the effects of postponement of debate.

21- Reconsideration

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize up to two speakers opposing the motion after which the motion will be immediately voted upon. A two thirds majority of the members present is required for reconsideration. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered.

22- Appeal

An appeal can only be made to procedural matters, but not substantive ones. A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the rules of procedure. The delegate can only appeal a ruling immediately after it has been pronounced. The delegate will be given thirty seconds in order to explain the reasoning behind the appeal. The Chair may speak briefly in defence of the ruling. The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by two-thirds of those members present and voting. The Chair’s decision not to sign a draft resolution or amendment is never appealable. A “Yes” vote indicates support of the Chair’s ruling; a “No” vote indicates opposition to that ruling.

23- Speakers List

The Committee shall at all times have an open Speakers List for the Topic Area being discussed. The Chair will either set a speaking time or entertain motions to set a speaking
time. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers List by submitting a request in writing to the Chair, provided that member is not already on the Speakers List, and may remove its name from the Speakers List by submitting a request in writing to the Chair. At any time the Chair may call for members that wish to be added to the Speakers List. The names of the next several members to speak will always be posted for the convenience of the Committee. If no motions are on the floor, debate automatically returns to the Speakers List. A motion to close any Speakers List is never in order; nor is a motion to return to the Speakers List ever in order.

*****No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or staff. Delegates are required to make all speeches from the 3rd person perspective. There can be no speeches made from the 1st person unless the approval of the Chair is received. There can be no props used unless the approval of the Chair is received.

*****The only exception to this rule are the Historical Committees and The Fantasy Committee, since approved props will be used in these committees during debate. In the Fantasy Committee members may use the 1st person perspective and address other members directly.

24- Time Limit on Speeches

The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds his/her allotted time, the Chair may call the speaker to
order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees. The time set for delegates on General Speaker’s List must be 90 seconds and time set for the speakers during moderated caucus must be 60 seconds.

25- Yields

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. A delegate must declare any yield at the conclusion of his or her speech.

Yield to another delegate: His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. The second delegate speaking may not yield back to the original delegate. To turn the floor over to a co-delegate of the same member state is not considered a yield.

Yield to questions: Questioners will be selected by the Chair and be limited to one question each. Follow-up questions will be allowed only once. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading, and/or not designed to elicit information. Only the speaker’s answers to questions will count toward the remaining speaking time.

Yield to the chair: Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.

Only one yield is allowed per speech. There are no yields allowed if the delegate is speaking on a procedural matter. A delegates must yield his/her remaining time when concluding his/her speech. Delegates cannot yield if they run out of time. Yields only need to be made when debate proceeds according to a Speakers List.
26- Comments

If a substantive speech involves no yields, and if the speaker does not use all of the time allotted, the Chair may recognize up to two delegates, other than the original speaker, to comment for thirty seconds on the specific content of the speech just completed. Commentators may not yield. No comments shall be in order during debate on procedural motions.

27- Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in written form to the Committee Board. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order.

28- Points of Personal Privilege

Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request the discomfort to be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate’s speaking is inaudible. Otherwise, the delegate raising the Point of Personal Privilege must always wait until the end of the speech to raise the Point.

29- Points of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately
decided by the Chair in accordance with these rules of procedure. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A **Point of Order may not interrupt a speaker during the speech.** The delegate who rises to a point of order must wait until the end of the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.

**30- Points of Parliamentary Inquiry**

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a **question regarding the rules of procedure.** A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the dais. Points of Information do not exist.

****No point can interrupt a speech with the exception of two cases:

(a) A “point of personal privilege due to audibility” may be raised when another person is speaking, and if the delegate cannot hear the speech. In this case, the reason (“due to audibility”) shall be explicitly stated when raising the point; otherwise the delegate raising the point will be called to order.

(b) A point or order may be raised when another person is speaking and there is a serious violation of the rules of procedure in the speech.

**31- Notes**

Written notes are the means of communication between delegates not recognized to speak. Notes are to be distributed by the Administrative Staff present in each Committee. **All notes must be in English and their content shall be relevant to the Committee work.** If deemed necessary, the Committee Directors have the authority to suspend note-passing, where only the notes directed to the Directors will be delivered.
Administrative Staff has the authority to read all the notes except for the notes of any member of the Secretariat including the board members and the Organization Team.

Note passing between committees is in order, only in the case that their content is relevant to the agenda items of ITUMUN’14.

These rules are flexible only in the Fantasy Committee.

32- Working Papers
Delegates may propose working papers for the Committee’s consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair but do require the signature of the Secretary General to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number.

Working papers do not require signatories or votes of approval. No document may be referred to as a “working paper” until it has been introduced.

33- Draft Resolutions
A draft resolution may be introduced when it receives the approval of the Chair and is signed by 1/5 of the members in DISEC and ECOFIN; 10 members in the Fantasy Committee, UN HABITAT and ARAB LEAGUE. The number of required signatories for a draft resolution is subject to modification by the Committee Chair. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations, it only indicates a desire for the draft resolution to be discussed in the Committee. There are no official sponsors of draft resolutions. Signatories should be listed in alphabetical order on
every draft resolution. A draft resolution requires a simple majority of members present to pass. Only one draft resolution may be passed per Topic Area. After a draft resolution is passed, voting procedure will end.

***** A draft resolution will go by the name of a declaration in the Fantasy Committee.

34- Introduction of Draft Resolutions

Once a draft resolution has been approved as stipulated above and has been copied and distributed, delegates may move to the introduction of the draft resolution. The Chair, time permitting, may recognize a delegate to read the operative clauses of the draft resolution. Alternatively, the Chair may recognize a certain number of delegates (at the Chair’s discretion) to come forward to answer questions on the resolution to which they were signatories. No document may be referred to as a “draft resolution” until it has been introduced.

A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. The Chair, at his/her discretion, may answer any clarifying points on the draft resolution. Any substantive points will be ruled out of order during this period, and the Chair may end this ‘clarifying question-answer period’ for any reason, including time constraints. More than one draft resolution may be on the floor at any one time. The Chair uses his authority and gives one of them precedence. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a Resolution on that Topic Area has been passed. Debate on draft resolutions proceeds according to the general Speakers List for that Topic Area, and delegates may refer to the draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.
35- Final Documents

The expected final document of all committees is a resolution. In addition to a resolution, The Historical United Nations Security Council may produce presidential statements and press statements. In the interpretation of the related rules, “resolution” refers to all expected final documents, unless otherwise explicitly stated.

36- Amendments

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and the signatures of 1/8 of the members in DISEC and ECOFIN; 5 members in UN HABITAT, ARAB LEAGUE and Fantasy Committee. The number of required signatories for a draft resolution is subject to modification by the Committee Chair. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. There are no official sponsors of amendments. As there are no official sponsors of draft resolutions, there can be no friendly amendments. If a submitted amendment contains a typographical error, the corrected version should be submitted to the Chair only and does not need to be circulated to the entire committee. The Chair, at his or her discretion will announce the corrections made in the latter version. Preambulatory clauses are not allowed to be amended. The final vote on the amendment is substantive; NGOs, Observer Nations, and Third Party Actors will not be allowed to vote on amendments.

PROCEDURE OF AMENDMENT:

1- A motion to introduce an approved amendment may be introduced when the floor is open.
2- After this motion, the Chair may read the amendment aloud, time permitting. The **motion will pass by a simple majority.**

3- General debate will be suspended, and a Speakers List will be established for and against the amendment. A motion to close debate will be in order after the Committee has heard from at least two speakers for the amendment and from at least two speakers against.

4- When debate is closed on the amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass.

5- After the vote, debate will resume according to the General Speakers List.

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**37- Procedural Voting**

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including representatives of Accredited Observers and of NGOs must vote on all procedural motions, **and no abstentions will be allowed.** A **simple majority** shall be considered achieved when there are more “Yes” votes than “No” votes. A **two-thirds vote will require at least twice as many “Yes” votes than “No” votes.**

*****If the required number of speakers for or against a motion is not reached, the motion will automatically fail or pass.*****

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**38- Substantive Voting**

**Substantive voting includes voting on draft resolutions and amendments.** Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers are sealed, and no interruptions will be allowed. The only motions and points that will be in order are: Division of the Question, Reordering Draft Resolutions, Motion to Vote by Acclamation, Motion for a Roll Call Vote, Point of Personal
Privilege, Point of Parliamentary Inquiry, and Point of Order. If there are no such motions, the Committee will vote on all draft resolutions. For substantive voting, each member will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast. A simple majority requires more “Yes” votes than “No” votes (i.e. more countries voting in the affirmative than the negative); a two-thirds majority requires twice as many “Yes” votes as “No” votes. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution maybe passed per Topic Area. In the Security Council, the five permanent members have the power to veto any substantive vote. A “No” vote by one of the five permanent members in the Security Council is considered a veto. NGOs, Observer Nations, and Third Party Actors will not be able to vote on draft resolutions and/or amendments.

39- Voting by Acclamation

Before the beginning of the vote on a particular motion, draft resolution or amendment, the Committee Chair has the right to ask his or her members if there are any objections to a vote by acclamation. In addition, if no speakers against the motion to close the debate are recognized, the Chair will propose a vote by acclamation, subject to objections from the delegates. If the committee members have no objections, then the motion will automatically be adopted without the committee going into voting procedure. A single objection to voting by acclamation will mean that the committee will go into normal voting procedure.

40- Reordering Draft Resolutions
A Motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. The Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion to reorder passes with a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order.

41-Division of the Question

After debate on any topic has been closed, a delegate may raise a motion for the operative parts of a draft resolution be voted on separately. Perambulatory clauses and sub-operative clauses may not be altered by division of the question. The motion can be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion. If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe. The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division has been passed with a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole. Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

42- Division of the House
Immediately after the closure of the debate, a motion to divide the House may be introduced. This motion requires **two-thirds majority**. If the motion passes, abstentions on that draft resolution will be ruled out of order; meaning that each member will only have the right to either vote *in favor* or *against*, unattached to their status during the roll call. The division of the House is only in order in voting on draft resolutions; it cannot be introduced when voting on amendments.

**43- Roll Call Voting**

A delegate has the right to request a roll call vote *after the debate on a draft resolution is closed*. A roll call vote can only be in order for substantive votes. A motion for a roll call vote requires a simple majority to pass.

In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. In the first sequence, delegates may vote “Yes,” “Yes with Rights”, “No,” “No with Rights”, “Abstain,” or “Pass.” Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.

- A delegate who voted “Pass” during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.

- The Chair shall then call for changes of votes; no delegate may request a right of explanation if he or she did not request on in the previous two sequences. All delegates who had requested the right of explanation will be granted time to explain
their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.

- The Chair will then announce the outcome of the vote.

**PRECEDENCE OF MOTIONS**

*Motions will be considered in the following order of preference:*

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Adjournment of the Meeting
- Suspension of the Meeting
- Unmoderated Caucusing
- Consultation of the Whole
- Moderated Caucusing
- Introduction of Draft Resolution
- Introduction of an Amendment
- Postponement of Debate
- Resumption of Debate
- Closure of Debate

*At the start of voting procedure, the following points and motions are in order, in the following order of precedence:***
• Point of Personal Privilege
• Point of Order
• Point of Parliamentary Inquiry
• Reordering Draft Resolutions
• Division of the Question
• Motion for a Roll Call Vote

QUICK OVERVIEW:

Two-thirds majority

• Tabling debate
• Closing debate
• Postponement/Resumption
• Reconsidering a draft resolution/amendment
• Overruling a Chair’s decision through the appeal process
• Division of the House

Simple Majority:

• Adjournment or Suspension of the meeting
• Passing a draft resolution
• Passing an amendment
• Reordering draft resolution
• Division of the question

SAMPLE PREAMBULATORY/OPENING CLAUSES

Affirming
Alarmed by
Approving
Aware of
Bearing in mind

Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring Believing
Emphasizing

Cognizant of
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Fully aware

Having considered
Keeping in mind
Noting with deep concern
Noting with regret
Noting with satisfaction
Reaffirming
Realizing
Recalling
Recognizing
Referring
Taking into account
Taking note
Welcoming

**SAMPLE OPERATIVE CLAUSES**

Accepts
Affirms
Approves
Calls for
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Designates
Draws attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further reminds
Further requests
Reaffirms
Recommends
Reminds
Strongly condemns
Supports
Takes note of
Trusts
Urges

*** This rules of procedure has been adapted from Harvard World Model United Nations Rules of Procedure 2014 to ITUMUN ’14 with the appropriate changes by the Secretariat of ITUMUN.