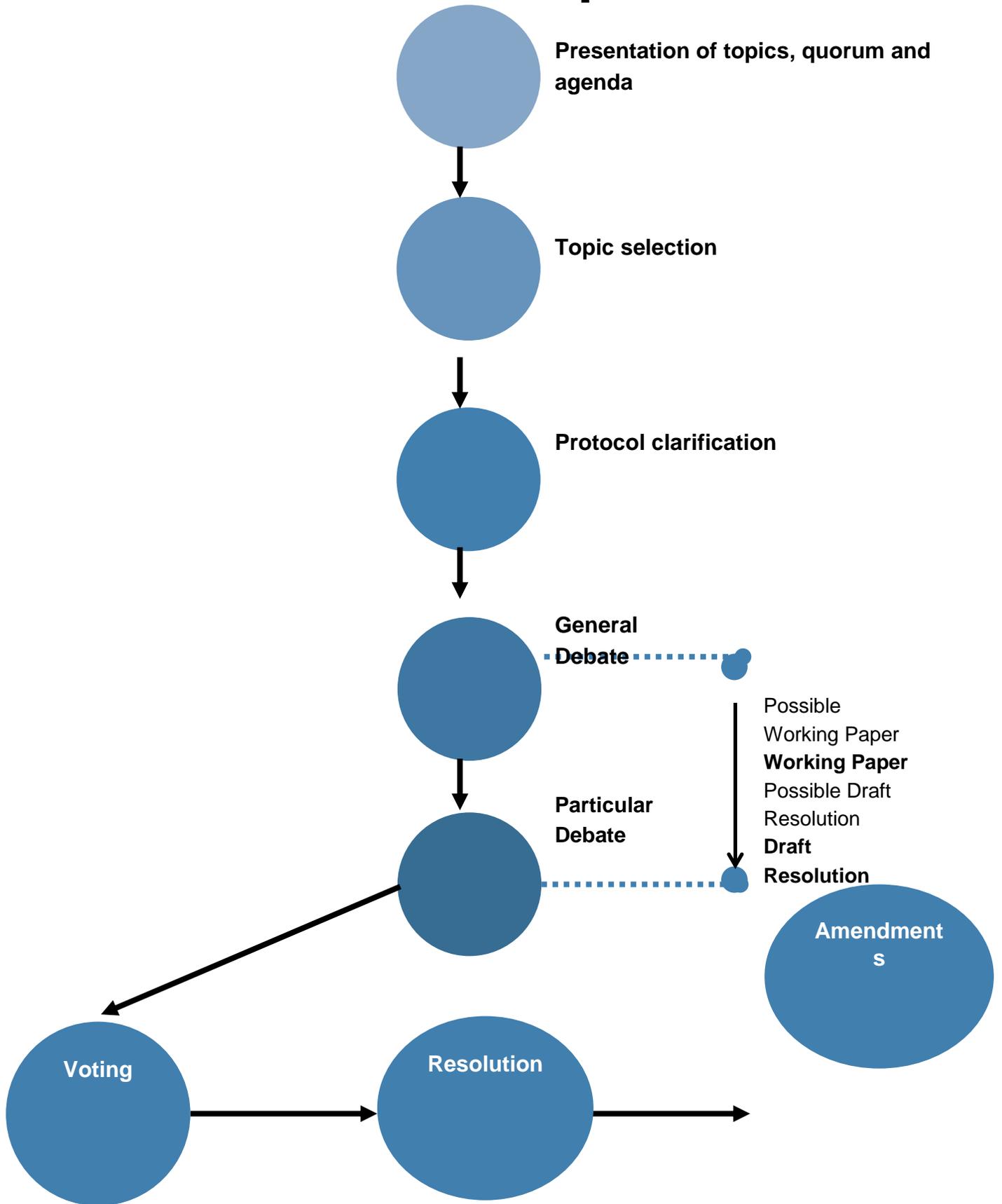




# **OLINMUN 2017**

**Rules of Procedure  
General Protocol**

# Debate Development



## English Protocol RULES OF PROCEDURE

**1. SCOPE:** The rules explained throughout this protocol, which is intended for the General Assembly, the Economic and Social Council, and the Specialized Agencies, are self-sufficient, except for modifications provided by the Secretariat, and will be considered and adopted in advance of session. No other rules of procedure are applicable for OLINMUN.

**2. LANGUAGE:** English shall be the official and working language of the conference at all times. Delegates may be warned if communication is not effected in English during debates, moderated or unmoderated caucuses. (Only CONAGO is exempt of this rule as they will engage their debate in Spanish)

**3. COURTESY:** Delegates shall show courtesy and respect to all members of the staff and their fellow delegates. Delegates shall be attentive to those who hold the floor and shall maintain decorum during all sessions of the Committee. The Moderator may call to order any delegate who should fail to comply with this rule.

**4. CREDENTIALS:** Every registered delegation has had its credentials reviewed and accepted by the Secretariat. Changes to the credentials of any member should be addressed in writing to the Secretariat. Each delegate will represent one country, and will have one vote in his/her respective committee except for some specific countries which do not possess the right to vote.

**5. NON-MEMBERS:** Representatives of Accredited Observers shall hold all the rights of Members, except those of voting on substantive matters (resolutions and amendments). A representative of a state or organization, which is neither an Accredited Observer nor a Member of the United Nations, may address the Committee only with the approval of the Chair and a majority of the Committee.

**6. STATEMENTS BY THE SECRETARIAT:** The Secretary General or any member of the Secretariat may interrupt the proceedings of any committee and address its members at any time, or leave written statements, superseding all other rules of procedure.

**7. DUTIES AND POWERS OF THE COMMITTEE STAFF:** The Committee Staff includes a Chair, a Moderator and a Deputy Chairs well as an intelligence advisor. The Chair shall open and close each session and may limit the speaking time, limit the speakers' list, and decide the property of any procedural motion. The Chair also has the final word on all substantive matters of the Committee. The Moderator shall direct debate, grant the right to speak and the right to ask questions, announce decisions on points of order, and ensure and enforce observance of these Rules of Procedure. The Committee staff may also advise delegates on the course of debate. Any member of the Committee staff may assume the duties of the Moderator at the Chair's discretion. The Staff Secretary is responsible for time-keeping and the speakers' list. The intelligence advisor is in charge of improving the quality of the debate by offering support and information to key countries.

**8. QUORUM:** The Chair may declare the Committee open when at least one-quarter of its Members are present. The presence of a quorum shall be assumed unless specifically challenged. Any delegate may call for quorum if its presence is in doubt, at which point a placard count of delegates is taken. A roll call is not required to determine the presence of the quorum; however, roll call will be taken at the beginning of every session.

## **RULES GOVERNING DEBATE**

- 1. AGENDA:** The first task of the Committee shall be the determination of the order of topics on the agenda.
  - A motion should be made to put a topic area first on the agenda. This motion requires a second and is debatable.
  - A speakers' list will be established for and against the motion.
  - A motion to close debate will be in order after the Committee has heard a minimum of two speakers for and two speakers against the motion. In accordance with the normal

procedure described in rule 29, the Moderator will recognize two speakers against the motion to close debate, and a vote of two thirds is required to pass closure of debate.

- If the motion to close debate passes, the Committee will move to an immediate vote on setting the topic area that was proposed first on the agenda, and a simple majority is required for this motion to pass. If the motion fails, the other topic area will be placed first on the agenda. This motion is procedural, so there are no abstentions allowed (rule 2).
- A motion to proceed on the second topic area is in order only after the Committee has adopted or rejected a resolution on the first topic area. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker for and one speaker against. This motion requires two-thirds of the members present and voting, and the Chair may rule the motion out of order at his/her discretion. This motion is not appealable.
- In the event of an international crisis or emergency, the Secretariat may call upon a Committee to postpone debate on the current topic area so that the more urgent matter is attended immediately. After a resolution has been passed on the crisis topic, the Committee will resume debate on the former topic area only at the discretion of the Secretariat.

**2. VOTING:** Only delegates who have been recorded as present and voting in the latest roll call may vote. A motion that requires a “simple majority” passes only when the number voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails. A motion which requires a “two thirds majority” passes only if the number of delegates voting for the motion equals or exceeds twice the number voting against. There are no abstentions on procedural votes. In substantive votes, the number of abstentions shall not be considered in determining the results of the vote.

**3. DEBATE AND SPEAKERS’ LIST:** After the agenda has been determined, a single continuously open speakers’ list shall be established for the purpose of general debate on

substantive issues. Speakers on this list may speak on the topic area being considered, and any resolution currently on the floor. This speakers' list shall be followed for all debate on a topic area, except when superseded by speaker's list on procedural motions or amendments. A delegation may add its name to the speakers' list at any time (when it is not already on the list) by submitting a written request to the Chair. The names at the top of the speakers' list shall always be posted for the convenience of the Committee.

**4. CAUCUS (UNMODERATED):** A motion to 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 time and limit for the caucus not to exceed ten minutes. The motion will be immediately put to a vote. A majority of members present and voting is required for passage. A simple majority is needed to pass. The Moderator may rule the motion out of order and this decision is not subject to appeal.

**5. MODERATED CAUCUS:** The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Moderator will temporarily depart from the speakers' list and call on delegates to address the Committee for a predetermined amount of time at the Chair's discretion. In this format, the General Rules of Procedure are followed at the discretion of the Chair. 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 the allotted time for each speaker, and the time limit for the caucus must not exceed ten minutes. Once raised, the motion will be voted on immediately, with a majority of members present and voting required for passage. The Chair may rule the motion out of order, and his or her decision is not subject to appeal.

**6. CLOSURE OF DEBATE:** A delegate may move to close debate on an amendment, a resolution, or the selection of the agenda, after the required debate has taken place. The Chair may rule such motions out of order if they are dilatory. Closure of debate is debatable to the extent of two speakers against the motion. (No speaker in favor shall be recognized.) The motion requires a two-thirds majority for passage. Once the debate is closed, the Committee will move to an immediate vote on the amendment, resolution, or

agenda. Closure of debate is automatic if a particularly substantive speakers' list has been exhausted, or when the specified maximum number of speakers have been heard.

**7. POSTPONEMENT OF DEBATE:** At any time after the introduction of an amendment, a delegate may move to postpone debate on the amendment. Once at least one resolution on a topic area has failed, a delegate may move to postpone debate on that topic area. The motion for postponement is debatable to the extent of one speaker for and one against, and requires a two-thirds majority for passage. The Chair can rule this motion out of order at his discretion, and it is not appealable. If the motion passes, the amendment or topic area is postponed or "tabled" and may not be discussed until a motion for resumption of debate is passed (Rule 8).

**8. RESUMPTION OF DEBATE:** Delegates may move to resume debate on a previously postponed amendment or topic area. This motion is debatable to the extent of one speaker for and one speaker against, and requires a simple majority for passage. If the motion passes, the item on which debate was postponed is again placed on the floor. The Committee may resume debate on a previously postponed topic only after it has concluded discussion of the current topic.

## **RULES GOVERNING SPEECH**

**1. SPEECHES:** No representative may address a session without having been recognized by the Moderator or Chair. The Moderator or Chair may call a speaker to order if his/her remarks are not relevant to the topic or the issue under discussion.

**2. SPEAKING TIME:** The Chair at his sole discretion will set the time allowed for the speeches. If a speaker exceeds its allotted time, the Moderator shall immediately call him to order. A delegate may propose to the Chair to extend or reduce the speaking time; however, the Chair has the final word.

**3. YIELDS:** A delegate who has been granted the right to speak on a substantive issue (except in a Moderated Caucus) may yield the remainder of his/her time to another delegate, to questions, or to the Chair. Delegates speaking on procedural matters may not yield. If a speaker yields, comments on his speech are not in order. There are three types of yields:

a) Yielding to another delegate. The delegate who is yielded to may speak for the remaining time, but may not make any further yields.

b) Yielding to questions. Delegates who wish to ask questions to the speaker will raise their placards, and the Moderator shall select questioners. Only the speaker's responses shall be deducted from the speaking time.

c) Yielding to the Chair. The speaker's time will simply end. If time is not yielded, comments are in order if so decided by the Chair or Moderator.

**4. COMMENTS:** The Moderator may recognize two delegates other than the speaker to comment on any substantive speech. These two comments are only in order after substantive speeches without yields. Whenever a delegate's time expires, the two comments are not in order. Comments are considered part of a substantive speech for purposes of precedence. Commentators may not yield and must keep their comments germane to the speech they are commenting upon. (Comments take precedence over points of parliamentary inquiry.)

**5. RIGHT OF REPLY:** A delegate whose personal integrity or national honor has been harmed by another delegate may request a Right of Reply, through written means. The President will announce the decision of the Chair, which is undisputable. If the President decides the Right of Reply is in order, the Chair shall recognize the offence. A Right of Reply over a Right of Reply is out of order beforehand.

**6. POINT OF PERSONAL PRIVILEGE:** If a delegate experiences any discomfort that prevents him or her from participating fully in the proceedings, he or she may request, through a Point of Personal Privilege, for measures to be enacted to correct this situation. This Point cannot be rejected without first listening to the petition and may interrupt a speaker, but must be used with utmost discretion. Just in this point, the delegate can establish his speech in first person of the singular, since this discomfort affects directly to the person, but not the Foreign Policy he represents.

**7. POINT OF ORDER:** During the debate, a delegate may raise a Point of Order to show that the procedure being followed is incorrect. The Chair must decide the validity of the Point immediately using only these Rules of Procedure. The Moderator may consider the Point out of order when it is lately exposed, being his decision undisputable. A delegate presenting a Point of Order may not speak about the Topic being debated, but may only mention the regulatory anomaly he has observed related to the protocol. Any comment about the same Point or the Chair's decision (which is undisputable) is out of order.

**8. POINT OF PARLIAMENTARY INQUIRY:** When the floor is open, a delegate may present a Point of Parliamentary Inquiry to question the Chair about the procedure that must be followed. This point may never interrupt a Speaker and must ask questions relevant to the procedure at hand. Questions related to the Topics must be directed to the Members of the Chair during Simple Caucuses or through a written message. If necessary, the Chair will open the floor in order to clarify any point of procedure.

**9. EXTRAORDINARY SESSION OF QUESTIONS:** If any delegate considers that questions are necessary to clarify the position of any of the last three speakers that have addressed to the council, he may ask the Chair for an Extraordinary Session of Questions. The session allows a minimum of two questions and a maximum of three to the delegates in use of the word. The delegate questioning has the right to a follow-up to his question only if it is related to the earlier answer. Follow-ups are independent from the number of questions approved by the Committee. It is the questioning delegate's prerogative to establish a brief preamble to his question with the Chair's permission, solicited through a Point of Personal Privilege; however, a preamble is not in order for a follow-up. The questioned delegate may answer whatever he deems pertinent. This Motion must be seconded by any delegation, accepted by the delegate that will be questioned, and accepted by a Qualified Majority of delegates present. The delegate who proposed the extraordinary session of questions will have preference in establishing the first question. Furthermore, preference will be given to the delegate who seconded the motion, by courtesy, to establish the second question, yet it is not obligatory for the Chair to do so. It's worth noting to say that every motion must be seconded and voted

## **RULES GOVERNING WRITTEN ISSUES AND VOTES**

**1. WORKING PAPERS:** Working papers are a means of sharing ideas on the topic with other delegates in an organized manner. A working paper may be, but is not required to be, in resolution format. Working papers may be copied and distributed at the Chair's discretion; he or she may require any number of delegate signatures for this purpose. Delegates may propose working papers for the Committee's consideration on the topic area currently being debated. Because a working paper cannot be formally introduced to the Committee, it may not be formally amended. Instead, caucusing sessions shall be used for the purpose of combining and amending working papers. The Committee shall not vote on working papers. No working papers written before the conference will be accepted. Working papers require the signature of the Chair in order to be copied and distributed to the members of the committee.

**2. RESOLUTIONS:** Resolutions are the final product of deliberation in the Committee. They should pose a solution to the problem confronting the Committee and supply a rationale and historical basis. They should represent the views of a significant portion of the Committee, arrived at through debate and discussion among the members. The passing of a resolution requires a simple majority in favor. All resolutions must be in proper format. Resolutions may not be discussed in the Committee's substantive speeches until they have been formally introduced. Once introduced, a resolution remains on the floor as well as the topic area it addresses, unless an amendment or procedural debate takes precedence or debate on the resolution has been closed. The Committee may pass no more than one resolution per topic area. No resolutions written before the conference will be accepted.

**3. INTRODUCING RESOLUTIONS:** At any time when the floor is open, a delegate may introduce a resolution on the topic area under consideration. Delegates may introduce a resolution only when it has the approval of the Chair and has been signed by at least 10 members of the committee. Signing a resolution does not indicate support of the resolution, only a desire to see its ideas discussed; a signatory to a resolution has no

further rights or obligations with respect to the resolutions. There are no sponsors of resolutions. No special substantive comments are in order when a resolution is introduced, but the resolution shall immediately become subject to debate. The delegate that has introduced the resolution has the right to read only the operative clauses of the resolution to the Committee. Once a resolution has been introduced it remains on the floor and may be debated until the Committee closes debate on it, the Committee moves to the next topic area, or an amendment or procedural issue takes precedence.

**4. AMENDMENTS:** Amendments allow the Committee to alter any previously introduced resolution on the current topic. All amendments must be proposed in writing and must receive the Chair's approval. When an amendment to a resolution on the current topic area has been moved to the floor, general debate on the topic area shall be suspended. A speakers' list shall be drawn up for and against the amendment, and all speeches must be germane to the amendment itself. Debate on the amendment shall continue until a motion to close debate on the amendment is made. A motion to close debate is in order when the committee has heard at least two speakers for and two speakers against the amendments. The amendment requires a simple majority to pass. If it passes, its changes are immediately incorporated to the resolution. Once the Committee has acted upon the amendment, general debate on the topic shall resume. The preambulatory clauses of a resolution may not be amended. Amendments to a resolution that is not on the floor are out of order.

**5. INTRODUCING AMENDMENTS:** Amendments must be signed by a prescribed number of members and obtain approval of the Chair before being introduced to the Committee. The prescribed number of members needed to introduce an amendment is up to the discretion of the Chair. A delegate may introduce an amendment to any resolution on the current topic area whenever the floor is open. The delegate that introduced the amendment has the right to read the amendment to the Committee. There are no sponsors of amendments. Amendments not approved by the Chair or dealing with resolutions not yet introduced are not in order. The Chair may rule any amendment out of order if he or she believes it would render the resolution nonsensical. This decision is not appealable. Amendments to amendments are not in order.

**6. DIVISION OF THE QUESTION:** After debate on a resolution has been closed, a delegate may move to divide the question. Division of the question allows members to vote on operative clauses of a resolution separately. (Preambulatory clauses cannot be divided.) By division of the question, the delegates can remove one or more operative clauses from the resolution before the Committee votes on it.

- Once division is moved, the moderator will ask for any objections to the motion. If there are objections, the motion will be voted upon immediately. The motion requires a simple majority for passage.
- If the motion fails, the Committee proceeds to an immediate vote on the resolution itself.
- If the motion passes, the Moderator calls for division requests. Each request must state how the operative clauses of the resolution are to be divided. The Chair can rule a division request dilatory at his discretion. After all division requests have been made, the Moderator will announce the requests in order of decreasing complexity; the requests are then discussed and voted on in this order.
- Each division request is debatable to the extent of one speaker in favor and one against. After debate on the request, it is put to an immediate vote; the request requires a simple majority for passage.
- The next most complex division request is then considered. Division requests incorporated in previously passed requests are rendered unnecessary and are therefore not discussed.
- If all division requests fail, the Committee proceeds to an immediate vote on the existing resolution.
- After all division requests are considered, and the resolution has been fully divided into a number of sections, the Committee votes on each section so divided. The sections are voted on in the order in which they appear on the resolution. A simple majority is required for the inclusion of each section in the final resolution.
- Once all sections have been voted on, the resolution is reconstituted to include only those operative clauses, which have passed. If no operative clauses remain, the resolution fails automatically. Otherwise, the Committee votes on the reconstituted resolution as detailed in rules 9 and 31.

**7. PROCEDURE FOR ROLL CALL VOTES:** After debate is closed on any resolution or amendment, any delegate may request a roll call vote. This motion is up to the Chair's discretion. A roll call vote is in order for substantive votes, and the decision of the Chair is not appealable. In a roll call vote, the Moderator shall call the roll in alphabetical order starting with a randomly selected Member of the Committee. A delegate may vote Yes, No, Abstain, or Pass. Delegates who vote yes or no may request rights of explanation to explain their vote to the Committee. Delegates who pass will be returned to during the second round of voting; these delegates must then vote Yes, No, or Abstain during the second sequence, and they may not request rights of explanation after all votes have been cast. Delegates who previously requested rights of explanation will then be allowed to explain their votes.

**8. RECONSIDERATION OF VOTE:** A motion to reconsider the vote is in order when a 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 moderator will recognize two speakers opposing the motion after which the motion will be immediately put to a vote. This motion requires a two-thirds majority for passage.

**9. APPEALING THE DECISION OF THE CHAIR:** Any substantive decision of the Chair, excluding decisions otherwise specified elsewhere in the rules, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling. The appeal shall then be put to a vote; delegates voting in favor of this motion are opposed to the Chair, while those voting against are in support of the Chair. A two-thirds majority in favor of the appeal is required to overrule the decision of the Chair. The Chair's decision not to sign a resolution or amendment is never appealable.

**10. SUSPENSION OF THE MEETING:** If the floor is open and there are less than ten minutes remaining in the current session, a delegate may move to suspend the meeting. This motion ends all Committee functions until the opening of the next session. This motion is not debatable and, if in order, shall be put to an immediate placard vote. Simple majority is required for passage. The Chair may rule this motion out of order at his discretion; this decision is not appealable.

**11. ADJOURNMENT OF THE MEETING:** If the floor is open and there are less than ten minutes, and it is the last session of the Conference, a delegate may move to adjourn the meeting. This motion ends all Committee functions for the duration of the Conference. This motion is not debatable and, if in order, shall be put to an immediate placard vote. Simple majority is required for passage. The Chair may rule this motion out of order at his discretion; this decision is not appealable.