



RULES OF PROCEDURE



Hamburg Model United Nations

'Speak Up, Stand Up - Be the Change'

Nov 30 - Dec 3, 2017

www.hammun.de



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Introduction

The following rules apply to the Hamburg Model United Nations Conference (HamMUN) and the Hanseatic Model United Nations (HanseMUN).

An assembly of the size of a United Nations plenary session cannot work without a strict and binding set of rules. It is therefore of utmost importance that all participants understand the basic Rules of Procedure.

The Rules of Procedure will secure an orderly and productive working atmosphere and thus allow an understanding of diplomatic work. We recommend to all delegates at HamMUN the Rules Workshop at the start of the conference.

For those new to Model UN, we highly recommend you bring the Rules of Procedure in long, as well as short form, to the sessions at HamMUN. You will find some examples of how items might be formulated which will hopefully help you to bring in your points and motions.

Best of luck!

The HAMMUN 2017 Academics Team



1. Diplomatic Conduct

1.1. Courtesy

Show **common courtesy** to your fellow Delegates and Chairs. While the countries you are representing may have differences, abuse of any kind will not be tolerated.

1.2. Dress code

The Dress Code is **Western business attire**, consisting of a jacket, shirt or blouse, trousers or skirt, a neck- or bow tie if you are wearing a shirt and appropriate shoes (e.g. no sneakers), both during sessions and while on the campus.

Please **refrain from wearing any national or political symbols** during the Conference. An exception is made for symbols of the UN or its bodies and sub organizations.

1.3. Working language

Working language of the HamMUN is **English!** While it may be hard to refrain from using your native language, please try to only use English while at the conference.

1.4. Note passing

In order to have an atmosphere where you can properly work and listen to speeches, you can communicate with other Delegates by passing handwritten notes during formal sessions. This is not permitted during voting procedure.

1.5. Electronic devices

Electronic devices are permitted during committee. They can be used for researching facts, writing draft resolutions and amendments. Chairs can forbid the use of individual devices or suspend their use in committee if they feel they distract a delegate from the session.

1.6. Decorum

Do not interrupt when another delegate is speaking.

Please rise when addressing the Chairs and remember to properly address them, e.g. "Honourable Chairs, fellow Delegates..."

During formal session remember that you are representing your country's view, not your own! **Do not speak in the first person**, but rather in your country's name.

Before giving a speech, wait until the Chairs have recognized you and granted you the Floor. If raising a Point, i.e. a Point of Parliamentary Inquiry (a question), raise your placard and wait for the chair to call on you.



2. The roles of the Secretary-General and the Chairs

2.1. The Secretariat

The **Secretary-General** and their subordinates shall be collectively referred to as the Secretariat. Their task is to ensure fluent operation of conference proceedings. Delegates may approach a member of the Secretariat at any time, should they have any questions.

Questions concerning logistics should be made to the **Director-General** or to the **Under-Secretary-General of Logistics**.

Questions concerning academics, the Rules of Procedure and whatever happens in committee should be directed to the **Under-Secretary-General of Academics**.

Decisions of the Secretary-General and Under-Secretary-General of Academics on the interpretation of the Rules of Procedure are final.

2.2. The Chairs

The Chairs are in charge of steering the debate in the Committee. They will apply these Rules of Procedure, and will see that the debate moves forward.

The Chairs have discretion to interpret these rules and ensure that debate is constructive. Any queries over interpretation should be made to the Under Secretary-General of Academics. They may call for or deny motions as necessary to fulfil their mandate.

3. Rules infractions and disciplinary measures

3.1. Plagiarism

Plagiarism and direct copying of text without referencing is never acceptable! Should we become aware that a delegate has plagiarized his/her Position Paper, Working Paper, or any other document, we will disqualify those involved from any sort of award.

3.2. Pre-written resolutions

Any form of pre-written resolution at HamMUN is forbidden.

3.3. Disciplinary Measures

All infractions that disrespect others or disregard the diplomatic nature of the conference may lead to disciplinary measures ranging from an official warning to expulsion from the conference.



4. Roll Call and Quorum

Roll call is taken at the beginning of every session. The Chairs will read out the list of countries with a seat in the committee and the countries will state their presence as either **present** or **present and voting**. Those present and voting are not allowed to abstain during substantive voting.

After the roll call, **observers**, which do not have the right to vote on substantive matters, are invited to join the proceedings.

The **quorum**, the number of delegates needed to have a debate, is set at 20% of the total at the very first roll call of the committee.

5. Motions

Motions are the formal term used for when one initiates an action. Motions cover a wide variety of things.

Once the Floor is open, the Chairs will ask for any points or motions. If you wish to bring one to the Floor, this is what you should do:

1. Raise your placard in a way that the chair can read it (usually horizontally).
2. Wait until the Chair recognizes you.
3. Stand up and after properly addressing the Chair ("Thank you, honourable Chair" or something along these lines), state what motion you wish to propose.
4. Chairs will generally repeat the motions and may also ask for clarification. Chairs may do this if they did not understand and may also ask for or suggest modifications to the motion that they feel might benefit the debate.
5. Sit down.

Every motion is subject to seconds, if not otherwise stated. To pass a motion at least one other nation has to second the motion brought forward. A nation cannot second its own motion. If there are no seconds, the motion automatically fails. If a motion has a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion or a procedural vote. In case of objections, a procedural vote will be held. The vote on a motion requires a simple majority, if not otherwise stated.

Some motions require a debate. If that is the case, the Chairs will usually ask you, as the one who raised it, if you would like to speak in favour of it. You are not obliged to do this, but we highly recommend doing so.

While voting upon motions, there are no abstentions. If a vote is required, everyone must vote either "Yes" or "No". If there is a draw on any vote, the vote will be retaken once. If there is a draw again, the motion will fail.



In case there are multiple motions on the Floor, the vote will be casted by their Order of Precedence. If one motion passes, the others will not be voted upon any more. However, they may be reintroduced once the Floor is open again.

5.1. Minute of silent prayer or meditation

Any delegate may move for a minute of silent prayer or meditation before the first Roll Call of the conference takes place. It is possible to add a special reason to the request. Any decisions concerning this motion are not subject to appeal.

5.2. Setting the Agenda

The first thing the delegates will have to do at the opening session of their committee is to set the agenda. In all committees, there will be two topics to debate. The delegate raising this motion should state which of these topics shall be addressed first.

In case there is a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion and procedural vote.

In case of objections, a speakers' list will be established to discuss the motion. On closure of debate, the committee will move directly to vote. When the speakers' list has elapsed, a procedural vote will be held. This vote requires a simple majority.

5.3. Setting the speakers' time

At the beginning of the debate on a topic or on setting the agenda, speakers' time is unlimited until it is set otherwise by the assembly. Any nation can move at any time to set the speakers' time. Any length of time is allowed; however, 1 to 4 minutes has proven to be the most efficient amount. It is *not possible* to reset speakers' time to unlimited later on.

If there are multiple motions to set speaking time on the Floor, the proposal with the longest amount of time takes precedence. If objections are raised to the motion a balanced speakers' list is established of one for and one against with a speaking time of 30 seconds each. After the debate closes a procedural vote is held.

5.4. Motion to close and reopen the speakers' list

With a motion to close the speakers' list, you can keep delegates from being put on the speakers' list. Those who are already on the list will still be able to deliver a speech.

If the speakers' list is closed and you wish to deliver a speech, although your country is not on the list, you will have to move to reopen the speakers' list.

These motions are subject to seconds and objections, but are not debatable.

When the speakers' list runs out, the committee will move to voting procedure.



5.5. Motion for a moderated caucus

In moderated caucus, short speeches are given by the delegates in direct reply to each other. A moderated caucus will have a specific topic and will be moderated by a Chair or a delegate.

Its aim is to have an open discussion on (a specific, pre-stated part of) the topic under consideration with more possibilities for interaction among the delegates than the speakers' list. During a moderated caucus, there will be no speakers' list. The moderator will call upon speakers in the order in which they signal their desire to speak.

If you want to bring in a motion for a moderated caucus, you will have to specify the duration, a speakers' time, a moderator and the purpose of the caucus. This motion is subject to seconds and objections but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be casted first for the caucus with the longest duration. In case there are multiple motions for the same duration, the vote will be casted by the longest speaker's time.

As you are no longer in formal session, points and motions cannot be entertained once a motion to suspend the meeting for a moderated caucus has been passed.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than two extensions to each motion. A simple majority is required to pass a motion for extension of a caucus.

5.6. Motion for an unmoderated caucus

In an unmoderated caucus proceedings are not bound by the Rules of Procedure. Delegates may move around the room freely and converse with other delegates. This is also the time to create blocks, develop ideas, formulate working papers, draft resolutions and amendments. Remember that you are required to stay in your room unless given permission to leave by a Chair.

When raising a motion to suspend the meeting for an unmoderated caucus, the delegate must state the desired duration of the caucus. No topic needs to be specified. The duration of an unmoderated caucus shall not exceed 20 minutes. The Chair shall announce at what time the committee will reconvene. This motion is subject to seconds and objections, but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be casted first for the caucus with the longest duration.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than two extensions to each motion. A simple majority is required to pass a motion for extension of a caucus.



5.7. Motion to suspend the meeting

A suspension of the meeting is a pause in the debate for the purpose of a break (i.e. for lunch). It is permitted to step outside the committee room during this break, but you can of course continue your discussions. The Chair will clearly indicate the time the committee reconvenes.

5.8. Motions to introduce a written proposal

Once a written proposal (meaning draft resolutions or amendments) has been approved by the Chairs, one of the Sponsors may move to introduce it. This motion does not require seconds, will not be subject to a debate and will not be voted upon. The proposal shall be read out loud by one of the Sponsors.

To discuss the draft resolution, delegates may motion for a **Panel of Authors** (see 5.9).

Three different kinds of written proposals can be introduced:

- **Draft resolutions** are voted upon after the debate during voting procedure.
- **Friendly amendments** - When all the sponsors agree with the amendment, the friendly amendment automatically becomes part of the draft resolution. The friendly amendment needs to be signed by all sponsors of the resolution before handing it to the Chair for approval. If a friendly amendment reverses in part or full a previous amendment passed by the committee the Chair may choose to treat it as an unfriendly amendment.
- **Unfriendly amendment** - When at least one of the sponsors does not agree to the amendment, an amendment is considered unfriendly. Unfriendly amendments can be discussed in a moderated caucus. The caucus, or caucuses, are moderated by the Chair and its duration is up to the Chair's discretion. Afterwards, the committee will immediately move to a substantive vote on the amendment.

For further details on written proposals see [8. Resolution writing](#).

5.9. Motion for a Panel of Authors

After a resolution has been introduced, delegates may motion for a Panel of Authors, which requires a simple majority to pass. A Panel of Authors is where the main submitters of the resolutions stand in front of the committee and briefly present the main ideas of the resolution after which they answer questions. When a Panel of Authors is motioned for, up to 4 submitters of the draft resolution (can be sponsors or signatories) will come to the front of the room. They have up to 2 minutes to briefly explain the main points of the draft resolution. After the brief review, the duration of the panel should be used to answer questions from other delegates. The chairs will choose which delegates ask questions as they would select speakers in a Moderated Caucus. A Panel of Authors cannot exceed 15 minutes.



5.10. Motion to adjourn debate

Sometimes the committee is not able to reach a solution. In that case, a motion to adjourn debate is appropriate. No substantive voting on any draft resolutions or amendments can take place once the debate is adjourned and the assembly will start debating on the next topic.

This motion is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds.

Although this is a rather strong motion, it requires only a simple majority!

5.11. Motion to reconsider a question

The opposite of the motion to adjourn debate is the motion to reconsider a question. With this motion, a topic on which debate has been adjourned before can be debated again. The motion to reconsider a question works almost in the same way as a motion to adjourn debate. It is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds each.

Important: The major difference between these motions is that you need a two-thirds majority to reconsider a question.

5.12. Motion to close debate

At the conclusion of debate on a topic a motion for the closure of debate is introduced. Passing this motion means an immediate end to the debate and the start of voting on any resolutions on the Floor. This motion requires two speakers in favour and two speakers against with a speaking time of 30 seconds each. A two-thirds majority is required to pass this motion.

5.13. Motion to adjourn the meeting

Before the closing ceremony of the Hamburg Model United Nations Conference a motion to adjourn the meeting (until next year) will finish the annual session of HamMUN for your committee, so only use this at the very end.

This motion does not require a second and is not debatable.

5.14. Motion to appeal the decision of the chair

There may be a time when you feel that the decision of the Chair does not reflect the will of the council. You then have the chance to appeal this decision. In such a case, the assembly decides by simple majority vote whether to change or sustain the decision of the chair. The Chair has the chance to briefly explain the decision before the vote is casted.

If the motion passes, the chair has to change the appealed decision. The Secretary-General may overrule any appeal.



Important: Any decisions concerning the minute of silent prayer or meditation, the Right of Reply and the adjournment of the meeting cannot be appealed with this motion.

This motion is an *exception to the rule* that all points and motions shall be introduced just by raising your placard. You are allowed to make this motion whether the Floor is open or not by raising your placard and shouting with restraint “Appeal!” However, it may never not interrupt a speech.

6. Points

Points are used to clarify questions or point out errors in the proceedings of the committee. These are always used for procedural purposes.

6.1. Point of Personal Privilege

If a discomfort is seriously impairing your ability to participate in the debate, you may raise a Point of Personal Privilege about this. This concerns matters like a cold room or an inaudible delegate. Please try to avoid interrupting a speech with this point.

6.2. Point of Parliamentary Inquiry

In case you have a question concerning the rules or proceedings, you can raise a Point of Parliamentary Inquiry in formal session. Be reminded that this point may not interrupt a speaker. In informal session, you should just approach the Chair. For a Point of Parliamentary Inquiry, raise your placard, wait until recognised and then stand up and ask your question. Please remain standing while your question is answered. Also, this point should not lead to any cross talking.

6.3. Point of Order

A Point of Order can be used in any situation the delegate feels that the Rules of Procedure or diplomatic conduct are being violated. A Point of Order may *never* interrupt another speaker.

The highest authority on the rules of procedure is the Secretary-General. If you believe the Chair has wrongly decided not to entertain your Point of Order, you may approach the Secretariat.

6.4. Right of Reply

If a delegate offends or insults another delegate or another country in their speech, the concerned delegate may rise for a Right of Reply. The delegate wishing to rise to a Right of Reply must not interrupt the speech, but shall raise their point immediately after the offending speech, raising their placard while stating “Right of Reply!” Upon being recognised by the Chair, the delegate briefly states why they think a Right of Reply is in order. A Right of Reply can only be used under extreme circumstances of actual insults and not just if you have a fundamental difference of opinion with the previous speaker. Whether



to allow or disallow a Right of Reply is subject to the discretion of the Chair and cannot be appealed.

If a Right of Reply is asked for and the Chair feels it should be granted, they should give the speaker who made the offending remark an opportunity to apologise. Should he not do so, the Chair may grant a Right of Reply, upon which the delegate shall deliver his reply within 30 seconds.

The delegate rising to reply will address the whole plenary and not just the offending speaker. Nevertheless, the speaker who delivered the offending speech will remain standing during the reply. Be mindful not to personally address the delegate.

Important: The Point of Personal Privilege, Point of Order, Right of Reply and the Motion to Appeal the Decision of the Chair are *exceptions to the rule* that all points and motions shall be introduced just by raising your placard. You should stand and clearly state the point you wish to raise during a pause in the debate.

7. Yielding

When a speaker from the speakers' list has the Floor, they may not use all the allotted time. If sufficient time remains, the delegate may:

- **Yield the Floor to questions:** Other delegates may raise their placards. The Chair will choose a delegate who may then pose a question. The question itself does not count against the remaining time, but the answer does. Cross-talking is not allowed. The speaker may ask for clarification or rephrasing. The asker must remain standing as the question is answered. The speaker is not required to answer the question.
- **Yield the Floor to another delegate:** The remaining time will be passed to another delegate. The delegate yielded to cannot yield again.
- **Yield the Floor back to the Chairs:** The remaining time can be yielded back to the Chair.

8. Resolution writing

The goal of the sessions in all committees is to adopt resolutions. Resolutions are not required to solve the whole problem and can deal with part of it or lay the groundwork to begin a more comprehensive solution. Their effectiveness and power depend on the authority of the committee, the intent of the sponsors and their acceptance among member states. The only body that is able to adopt binding resolutions is the Security Council. Delegates should be aware of the thematic scope and mandate of their committee.

During the conference, you will hear terms like 'working paper', 'draft resolution' or 'resolution'. These papers have the following differences:



8.1. Working papers

A paper is called a ‘working paper’ before it is handed in to the Chair and accepted. This is the time when you work on the paper itself, formulate phrases, negotiate with delegates to find compromises, and look for sponsors and signatories. During this phase, the entire paper, preambulatory and operative clauses, may be changed without any formal procedure. The working paper does not require a specific format or layout. It could be a chart, a power point slide or something else entirely.

8.2. Draft resolutions, Sponsors and Signatories

If you feel confident that your working paper provides a viable solution, you may hand it in to the chair. This is only possible if it is formatted as a draft resolution (your Chairs will make available a sample file that you can use).

Handing in a working paper in order for it to become a draft resolution requires a certain number of sponsors and signatories.

To be a sponsor means that you support the working paper in substance and you are expected to vote in favour of it. Any friendly amendment of the resolution will need your support.

A signatory only supports the working paper to ensure it is discussed. They do not have to agree with the text of the working paper that they signed. The number of sponsors and signatories needed is dependent on the number of countries present in your committee. At least 20% of the committee need to sponsor or sign the resolution, with at least 10% being sponsors.

After you have handed in a working paper, the Chair will correct it if necessary and decide whether or not to accept it as it is. If the Chair has some remarks, corrections or advice, they will inform the sponsors and ask them to change the paper accordingly. As soon as the Chair accepts the working paper, the paper becomes a ‘draft resolution’. The Chair will inform the committee that a draft resolution is on the Floor and give one of the sponsors the opportunity to introduce it to the committee by reading it out loud and/or distribute it electronically to the committee (**Motion to Introduce a Written Proposal / a Draft Resolution**). Right after the draft resolution has been introduced a delegate may motion for a **Panel of Authors** (see above) to have up to 4 of the sponsors and signatories explain their draft resolution for up to 15 minutes.

Afterwards it is open for the whole committee for debate. Its operative clauses may be changed by friendly or unfriendly amendments (see below). The preambulatory clauses cannot be changed anymore.

The paper stays a draft resolution until it has been voted upon. If it is adopted, it becomes a ‘resolution’.



8.3. Amendments

Amendments are ‘altering requests’ for draft resolutions. Once a draft resolution has been introduced, every country has the chance to work on an amendment in order to *strike out* clauses, to *change* clauses or to *add* clauses. There are two types of amendments: *friendly* and *unfriendly*.

Friendly Amendment - An amendment is considered friendly if it has the support of all sponsors of the draft resolution. Signatories do not matter. All sponsors have to sign it before it is submitted to the Chair for approval.

After the amendment has been handed in, the Chair will correct it if necessary and decide whether or not to accept it as it is. If the Chair has some remarks, corrections or advice, he or she will inform the sponsors and ask them to change it accordingly. As soon as the friendly amendment is introduced, it automatically becomes a part of the draft resolution. It will not be voted upon. If a friendly amendment is adopted that would reverse in part or whole an amendment that has already passed, the Chair may treat it as an unfriendly amend, or refuse to consider it again.

If the support of all sponsors of the draft resolution cannot be obtained, an **unfriendly amendment** can be written.

Unfriendly Amendments - These require a certain number of signatories (10% of those present or present and voting during the first roll call or a minimum of 3, whichever is bigger), in order to be handed in. After an unfriendly amendment is accepted, the signatories may move to introduce it (motion to introduce a written proposal).

Unfriendly amendments can be discussed in a moderated caucus. The caucus, or caucuses, are moderated by the Chair and its duration is up to the Chair’s discretion. Afterwards, the committee will immediately move to a substantive vote on the amendment.

Remember that preambulatory clauses cannot be changed through an amendment, only operatives.

8.4. Formal Requirements of Resolutions

All resolutions must be handed in on the template provided by HamMUN. The Chair will number the resolutions on the Floor in their order of introduction.

A resolution must follow the format of preambulatory and operative clauses, keeping in mind that a resolution is one long sentence and that the first word in each clause must be italicised.

8.5. Preambulatory clauses

The preambulatory clauses are aimed at providing the justification for the actions taken with the operative clauses. They can supply information on the current situation, historical background, refer to past actions on the topic or important declarations, conventions or the UN Charter. Delegates who are not fully convinced of a proposed idea may be more likely to agree with it, if formulated as a pre-ambulatory clause.



Pre-ambulatory clauses always begin with a present participle and always end with a comma. Pre-ambulatory clauses must be written in past tense with legally binding language. As such, they start with the following phrases:

Affirming	Emphasizing	Having received
Alarmed by	Expecting	Having studied
Aware of	Fulfilling	Keeping in mind
Bearing in mind	Fully alarmed	Noting further
Believing	Fully aware	Noting with deep concern
Confident	Further believing	Noting with regret
Contemplating	Further deploring	Noting with satisfaction
Convinced	Further recalling	Observing
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking note
Desiring	Having heard	Welcoming

Other present participles might be used. However, this should be agreed upon by the Chair before handing in the working paper.

8.6. Operative clauses

The real action taken by the committee with its resolution is written down in the operative clauses. They may urge, encourage or request certain action, or state an opinion regarding a specific situation. Pay attention that not every committee can use all expressions; your possibilities depend on the power of your committee (if in doubt ask your Chair).

Furthermore, you have to decide whether you want to have a strong and specific resolution calling for concrete action, or a rather vague or comprehensive resolution to gather the support of as many nations as possible. The possibilities in general range from denunciation



of a certain situation or general call for negotiations to a specific call for a ceasefire or a decision concerning the financing of specific action. Only the Security Council may also decide on any action concerning Chapters VI and VII of the UN Charter, including sanctions and the installation of UN peacekeeping or peacemaking operations.

Also bear in mind that operative clauses should be as specific as possible and address the individual aspects in order to create the steps necessary to solve, or at least take the initial steps in improving the situation.

Operative clauses always begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period. All operative clauses are sequentially numbered to make it easier for everybody to refer to a specific clause.

Operative clauses may start with the following phrases:

Accepts	Designate	Notes
Affirms	Draws attention	Proclaims
Approves	Emphasizes	Reaffirms
Asks	Encourages	Recommends
Authorizes	Endorses	Regrets
Calls	Expresses its hope	Reminds
Calls upon	Further invites	Requests
Condemns*	Further proclaims	Resolves
Confirms	Further recommends	Solemnly affirms
Considers	Further reminds	Supports
Decides*	Further requests	Takes note of
Declares accordingly	Further resolves	Urges
Deploras	Having resolved	

‘Decides’ and ‘Condemns’ should be used carefully if your committee is not allowed to take binding decisions.



The lists above are only examples. Other phrases might also be in order. Ask your chair if you are not sure, whether a specific phrase is allowed.

9. Voting procedure

All draft resolutions and amendments introduced to the Floor need to be voted upon to be adopted. While they focus on amendments and draft resolutions, the rules set out in this chapter apply to all substantive voting.

During voting on substantive matters the doors of the room are closed. Anyone outside after the start of voting will not be admitted until voting concludes. This does not apply to Faculty Advisors or Secretariat members. Exiting the room is only permitted for medical and dire reasons. Note passing is suspended, the use of electronics and cross-talking are forbidden.

9.1. Going into voting procedure

Debate ends when delegates motion to close debate or the general speakers list ends.

a) End of Speakers' list

When the speakers' list runs out (the last speaker on the list has run out of speakers' time), the assembly moves *directly* into voting procedure. Hence, if you are preparing a working paper and still need some time to finish it, keep the speakers' list long or move for informal debate *before* the speakers' list runs out.

b) Motion to close debate

If such a motion has passed, you will automatically go into voting procedure. There will be no more breaks, caucuses or anything else. So be very, very sure that you are ready to bring in such a motion if you believe it will pass. If you need a break before voting, motion for a suspension of the meeting first.

Remember: If you have not declared yourself 'present' or 'present and voting' before the start of voting procedure, you will not have the right to vote. This is also where the difference between the two declarations will start to matter. If you declared yourself present and voting you will not be able to abstain in the substantive parts of the voting procedure.

Only the following points and motions from debate (see above) remain in order: (1) Point of Personal Privilege, (2) Point of Parliamentary Inquiry, (3) Point of Order and (4) Motion to appeal the decision of the chair. These motions are handled the same.

However, there are additional motions that will be used only in voting procedure. These are, in no particular order:

9.2. Motion to Reorder Draft Resolutions

Draft resolutions are voted upon in their order of introduction. The committee can decide to reorder them with the appropriate motion.



If this motion passes subsequent motions can be introduced to decide the new order. These motions are voted upon in their order of introduction, and until one passes. If none pass the original order is kept and the voting procedure continues.

9.3. Voting on Amendments

Amendments are voted on after the caucus time apportioned to their debate has elapsed. Substantive voting procedure is used and abstentions are allowed if you declared yourself 'present' during the Roll Call. You may motion to Adopt by Acclamation and Vote by Roll Call when voting on amendments.

9.4. Voting on Draft Resolution

Once the order of voting on the draft resolutions is established the first draft resolution is voted upon as a whole, subject to the applicable motions discussed below. This repeats until all draft resolutions have been voted upon.

9.5. Motion to Adopt a Draft Resolution by Acclamation

With this motion, the committee signifies that it is in consensus as to the contents of the draft resolution.

The Chair will then ask whether there is any objection to the adoption by acclamation. States intending to vote in favour of or abstain on the draft resolution currently under consideration should generally be in favour of a motion for adoption by acclamation. States considering voting in opposition to the draft resolution should be against this motion and raise an objection.

If there is an objection within the body (only one is required), the motion fails and the draft resolution will be voted upon in a regular manner.

If there is no objection, the draft resolution is thereby adopted unanimously; no further voting on that draft resolution is necessary.

9.6. Motion to vote by Roll Call

If the exact voting behaviour of other nations is of interest to you, you may move for a Roll Call vote. This motion does not require a procedural vote. This means that you will vote by roll call whenever one of the delegations requests this.

A Roll Call vote is quite similar to the Roll Call at the beginning of each session. The Chair will read out all countries in alphabetical order. When your country's name is called out you may answer 'Yes', 'No', 'Pass' or 'Abstention' if you are present. If you are present and voting you may not answer 'Abstention'.

If you answer with 'Pass', the chair will continue the roll call and immediately afterwards ask you for your vote. You will then have to answer 'Yes' or 'No'. You may not answer 'Pass' a second time and you may not abstain even if you are present.



If your vote may appear to be against your country's policy and wish to explain your decision, you may answer 'Yes with rights' or 'No with rights'. After all countries have cast their vote, the Chair will give you up to 30 seconds to give an explanation. It is obvious that this type of voting takes **much** longer than the usual way. Therefore, especially in larger committees, this motion should be used very carefully.

9.7. Motion to vote Clause by Clause

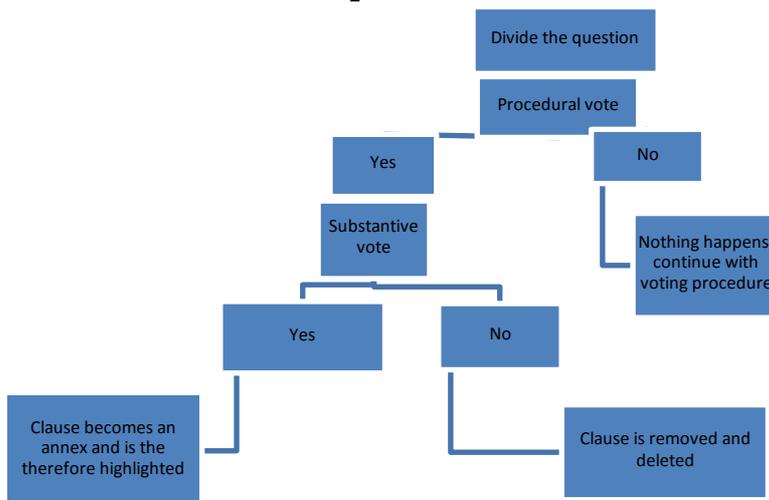
With this motion, you will vote on the operative clauses one by one. After considering all individual clauses the resolution is voted upon as a whole.

This motion is not voted on, it is at the discretion of the Chair.

In case of a combination of roll call and clause by clause vote, the procedure will be as follows:

1. The votes on the separate clauses will be taken by show of placards.
2. The item as a whole will be voted upon by roll call.

9.8. Motion to divide the question



The motion to divide the question is a procedural action to decide whether or not some operative clauses are to be removed or “divided out”. This motion is two-part with a procedural and a substantive part.

a) *The procedural part*

At the discretion of the Chair, two speakers may speak in favour and two against this motion for 30 seconds each.

This part of the motion requires a procedural vote. There are no abstentions.



If this motion passes, you will continue with the substantive part. If it fails, the whole motion will fail and the draft resolution stays as it is.

b) The substantive part

If the motion passes, you will have to decide what is going to happen to the clauses which have been divided out. There are two possibilities:

- the clauses can become an annex to the draft resolution (this will happen if the committee votes in favour of them);
- the clauses are deleted completely (this will happen if the committee votes against them at this stage).

The production of annexes is the original idea of dividing the question. Annexes are supposed to show the clauses on which all nations could agree or which are of greatest importance. This makes the annex even stronger than the operative clauses.

Since this is a substantive vote, a delegate may abstain if they are 'present', but not if they are 'present and voting'. All other voting procedure motions still apply.

If the draft resolution later fails, the annex becomes resolution without preamble since it has already been decided upon by substantive vote, unless all operative clauses were divided out.

9.9. When to introduce these motions?

These motions are in order right before the substantive vote on a draft resolution takes place. The Chair will indicate when this is the case and shall take points or motions on the Floor before the vote takes place.

10. Committee Specific Rules of Procedure

Some committees have additional or modified rules in order to better simulate their unique character and to set them apart from the common UN-committees. The following rules only ever apply to those committees under which they are listed.

10.1. United Nations Security Council

As a delegate to the Security Council you will have Rules of Procedure that are slightly different from those in other committees.

You are one of fifteen members of the Council. Five of them have the right to block decisions by their veto. This makes it possibly much more difficult to find a consensus on a draft resolution.

Due to the special situation in the Council, the following rules apply:



10.1.1. Voting in the Security Council

In accordance with Article 27 of the Charter of the United Nations, all votes on procedural matters require a nine (9) votes in favour. All votes on any other matters require a majority of nine (9) votes in favour, including the concurring votes of all permanent members. If one permanent member votes against a draft resolution, amendment or on any other substantive matter, that item which you have voted upon, fails; even if the vote is 14 to 1!

Also, the usual quorum does not apply. Instead, at least 9 members must be physically present in the committee in order to reach a quorum.

For handing in working papers and draft resolutions, you need to have at least 5 members as signatories or sponsors and 3 of them to hand in unfriendly amendments.

10.1.2. Motion to declare a vote substantive

This is a motion which may only be used by the permanent members of the Security Council.

It may be entertained on any procedural motion. The aim of this motion is to change the required vote on the procedural motion into a substantive vote. On a substantive vote, all delegates who are 'present' may abstain and the required majority for that motion to pass is nine including all permanent members!

This gives the P5 the possibility to veto a normally procedural motion. As soon as any permanent member introduces this motion, the other formerly procedural motion is automatically declared substantive.

Please note that you cannot vote by Roll Call or any other motion mentioned in Section 9 of this document on motions that have been declared substantive!

10.1.3. Presidential Statement

When the Security Council is unable to reach a resolution that is supported by enough members of the Council, it is possible for the Security Council to release a Presidential Statement if its members feel that they are otherwise unable to come to a consensus.

Such a statement is phrased similar to a resolution; however, it is neither legally binding, nor does it differentiate between perambulatory and operative clauses. It requires consensus between the members of the committee.

This is strictly speaking neither a point nor a motion, so it will be "brought in" in another way.

Firstly, if the delegates present in the Security Council fail to reach agreement during a debate, one of them might bring up the idea of writing a Presidential Statement. After this, the Chairs might ask the committee if it agrees with this idea. If so, it is usually a good idea to motion for an unmoderated caucus during which the delegates jointly write the Presidential Statement.



After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote upon it, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, you can either drop the entire Statement, or try to rephrase it to meet the objector's demands during another caucus.

Secondly, if the Chairs feel that the debate will not lead to a resolution, they may ask the body to write a Presidential Statement according to the procedure laid down above.

10.2. North Atlantic Treaty Organization & Council of the European Union

As regional organisations which are based on the principle of consensus, the following rules apply to these committees.

10.2.1. Declarations

These committees do not only have the ability to pass resolutions but may also elect to release Declarations.

Declarations must meet the same formal requirements as resolutions. In addition, the perambulatory clauses of a declaration must state which countries are parties to the declaration. Contrary to resolutions, declarations are legally binding!

10.2.2. Joint Statements

If the delegates fail to reach consensus during a debate, one of them may bring up the idea of writing a Joint Press Statement. After this, the Chairs may ask the committee if it agrees with this idea. If so, it is usually a good idea to go for an un-moderated caucus during which the delegates write the Joint Press Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, you can either drop the entire statement, or try to rephrase it in order to meet the objector's demands during another caucus.

There are no formal requirements for Joint Press Statements, so these can be much more varied and do not follow any formal requirements. However, as always, your Chairs may ask you to rephrase them if necessary and they have the last word on these!

10.2.3. Voting in regional committees

Being consensus-based, voting in these committees will be exactly that. All substantive decisions are made unanimously. A "no" in a substantive vote equals a veto.

In addition, observer states have no voting right in substantive votes on resolutions, declarations, Joint Statements, and on amendments as such. Only the states who are party to a declaration have a voting right in substantive votes on that declaration and on amendments to it.



10.3. African Union

As a regional organisation which is based on the principle of consensus, the following rule applies to its voting procedure:

10.3.1. Voting in the African Union

The Assembly of the African Union shall take its substantive decisions by consensus or, failing which, by a two-thirds majority. However, procedural matters shall be decided by a simple majority.

11. Final Words

These are the Rules of Procedure for the Hamburg Model United Nations Conference and for the Hanseatic Model United Nations e.V.

We strongly recommend you review the Rules of Procedure and, especially beginners, attend the Rules of Procedure Workshop on the opening day of the conference. A Model UN conference is much more interesting and enjoyable with a good understanding of the rules of the game, which comes from knowing at least the basic rules of procedure.

If you have any questions feel free to consult with any of the Secretariat at any time.

Good luck and enjoy the conference!

Tom Rowland

*Under-Secretary-General for Academics
of Hamburg Model United Nations 2017*



12. Order of Precedence

Order of Precedence	Point/Motion	Purpose	Debate	Vote
1.	Point of Personal Privilege	Correct a personal discomfort	None	None
2.	Point of Order	Correct an error in procedure	None	None
3.	Right of Reply	Reply to an offending or insulting statement within a speech	None	None
4.	Point of Parliamentary Inquiry	Question to the Chair	None	None
5.	Motion to appeal the decision of the Chair	Overrule the decision of the Chair	None	Majority
6.	Motion to adjourn debate	End debate on the question without substantive vote	2 pro / 2 con	Majority
7.	Motion to close debate	Move directly into voting procedure	2 pro / 2 con	2/3
8.	Motion to introduce a written proposal	Introduce a draft resolution, amendment, etc.	None	None
9.	Motion for an unmoderated caucus	Suspension of the meeting for an unmoderated caucus	None	Majority
10.	Motion for a moderated caucus	Suspension of the meeting for a moderated caucus	None	Majority
11.	Motion for a suspension of the meeting	Suspension of the meeting (Coffee break etc.)	None	Majority
12.	Motion to close speakers' list	Closing the speakers' list	None	Majority
13.	Motion to set the speakers' time	Setting the speakers' time	1 pro / 1 con	Majority
14.	Motion to reconsider a question	Reopen an adjourned debate	2 pro / 2 con	2/3
15.	Motion to reopen speakers' list	Reopening speakers' list	None	Majority
unrivalled	Motion for a Panel of Authors	Presentation and Q&A for a draft resolution	None	Majority
unrivalled	Motion for a minute of silent prayer or meditation	One minute of silence	None	None
unrivalled	Motion to set the agenda	Set the agenda order	None	Majority

Debate – Required number of speakers in favour (pro) and against (con) the motion.
None: No debate concerning the motion required.

Vote – Required majority to pass the motion. Simple or 2/3rds-majority
None: No vote required.