

# Parliamentary Procedure

## 1. SECRETARIAT

- 1.1. The Secretariat shall be composed of the Secretary-General, the Chief of Staff, and an assemblage of specialized Directors, which include the Director of Competition, Director of Content, Director of Finance, Director of Logistics, Director of Outreach, Director of Registration, Director of Simulation, and Director of Technology.
- 1.2. Any member of the Secretariat may address any committee at any time on issues of the conference.
- 1.3. The Secretary-General shall serve as the presiding officer of the conference. The Secretary-General shall act with the authority of the Secretariat and may at any time revoke the credentials of any delegation or delegate found to be acting in a manner the behavioral standards of the NUMUN conference and Northwestern University, as well as the laws established by relevant local, state, and federal governments.
- 1.4. All procedural decisions rendered from a committee's Dais may be appealed to the Secretary-General, Chief of Staff, Director of Competition, Director of Content, or the Director of Simulation by notifying the body's Chair or equivalent presiding Secretariat member.
- 1.5. Decisions rendered by the Secretariat maintain the highest precedence during the Conference, followed by the decisions of the Dais, these Rules (in appropriate order of precedence), and finally the Charter of the United Nations.

## 2. DAIS

- 2.1. The Dais: The Dais of each committee shall be composed of the Chair, who shall serve as the presiding officer of the body, and the body's staff, which may include but is not constrained to Moderators, Vice Chairs, Crisis Directors, and Crisis Staffers.
- 2.2. The Chair: The Chair shall at all times preside over the committee when present and in session. The Chair may temporarily relinquish control of debate to a Moderator or Vice Chair, but the Chair shall at all times have final authority in the actions and decisions of Moderators and Vice Chairs. The Chair shall constantly maintain communication with the Secretariat to ensure that the Dais and delegates are able to effectively perform their roles. The execution of all parliamentary procedure within a committee is at the discretion of the Chair, within reason as defined and approved by Secretariat.

- 2.3. The Moderator: The Moderator may select speakers, rule any motion or point dilatory or out of order, and impose an initial limit on speaking time which is amendable by the body.
  - 2.4. Vice Chairs: The Vice Chairs shall assist the committee in procedural issues and in drafting resolutions.
  - 2.5. Crisis Director: The Crisis Director shall control simulated crises in their committee and have final authority in decisions regarding delegates' crisis powers, individual crises, and overall crisis arc.
  - 2.6. Crisis Staffers: The Crisis Staffers shall work with the Crisis Director throughout the conference. Responsibilities include reading and responding to delegates' personal directives and directly interacting with delegates in committee when appropriate.
3. GENERAL RULES
- 3.1. Working Language: English shall be the working language of the conference. If part of a speech is delivered in another language, a translation into English should be provided within the constraints of the set speaking time.
  - 3.2. Quorum: Quorum shall be the presence of one-third of delegations recognized by the Secretariat. Quorum shall be determined by the Dais through a roll-call at the start of each session and may be re-established at any point by notifying the Dais. All present delegations shall simply say "Present." There is no distinction between "Present" and "Present and Voting."
  - 3.3. Credentials: All delegates accredited by the Secretariat shall receive appropriate credentials upon registration. Delegates shall always be required to wear their credentials when in session.
  - 3.4. Diplomatic Privilege: Delegates wearing credentials shall not have their diplomatic privileges or rights questioned except with authority of the Secretariat.
  - 3.5. Diplomatic Courtesy: Delegates accredited by the Secretariat shall always during the Conference be treated with diplomatic courtesy.
  - 3.6. Delegation Assignments: Changes in delegation assignments must be made with the approval of the Director of Registration. Parliamentary Procedure Guide Delegate Guide | Parliamentary Procedure | NUMUN XVI Page 17
  - 3.7. Any acts of harassment towards delegates, advisors, students, staff, or any other persons will automatically lead to disqualification from committee.
4. DEBATE
- 4.1. Speakers' List: The acting moderator shall recognize speakers in the order in which they are listed. A delegation may be added to the Speaker's List by notifying the Dais, but no delegation may be on the list more than once at any time. If the Speaker's List is exhausted, debate shall automatically close. The default speaking time is forty-five seconds. After a motion to set the agenda is

proposed, a Speakers' List automatically opens to discuss setting the agenda in the specified order. Once the agenda is set, a second continuous Speakers' List opens.

- 4.2. Yields: Speeches made from the Speaker's List that do not utilize the full speaking time must be followed by a yield in one of the following ways:
- 4.3. Yield to the Chair: The remaining time shall be relinquished to the Dais.
- 4.4. Yield to Another Delegation: A delegation may yield its remaining time to another delegation which must relinquish the floor once the remaining time has exhausted. The new delegation may not yield any remaining time. Only one yield is allowed at a time.
- 4.5. Yield to Questions: The Moderator may recognize questions from the body to be answered by the speaker. The duration of the answers shall be counted toward the total time of the speech.
- 4.6. Motions: The Dais will regularly call for motions. Motions may be recognized at this time only by raising a placard. The following actions are considered motions, listed in order of decreasing precedence.
  - 4.6.1. Convening and Concluding Session
    - 4.6.1.1. Motion to Open Debate: This is the first motion of the conference and is made to begin formal debate. This motion needs a simple majority.
    - 4.6.1.2. Motion to Adjourn: This motion adjourns the body for the year. This motion is not debatable and requires a simple majority.
    - 4.6.1.3. Motion to Suspend Debate: This motion suspends the body between sessions. This motion is not debatable and requires a simple majority.
    - 4.6.1.4. Motion to Reopen Debate: This motion reconvenes the body after a Motion to Suspend Debate. This motion requires a simple majority.
  - 4.6.2. Proceeding Motions
    - 4.6.2.1. Motion to Suspend the Rules: This motion suspends the normal rules and allows the body to bypass normal procedure. The motion should be followed by a sentence describing the goal of the suspension and requires approval of the Dais. This is the only motion that can be made both in and out of voting procedure. This motion needs a simple majority. What follows this motion is at the discretion of the chair.
    - 4.6.2.2. Motion to Change the Topic Order: The default topic order is Topic A then Topic B. This motion would propose to set the agenda to Topic B then Topic A. After this motion is proposed, a

Speakers' List shall automatically open for the purpose of debating the topic order. The Speakers' List shall be exhausted at the Chair's discretion, resulting in an immediate vote by simple majority. If this motion fails, the default topic order shall proceed.

4.6.2.3. Motion to Enter Voting Procedure: This motion closes debate on the topic at hand and brings all documents currently on the floor to a vote. During this time, no one may enter or leave the room. Documents that are at the dais shall be voted upon in reverse order of introduction. Each document's amendments shall be voted upon in reverse order of introduction prior to voting on the resolution itself. This requires two speakers for, two speakers against, and a simple majority. For draft resolutions, if no resolution passes, the topic shall close once all resolutions have failed and the committee shall immediately begin discussion on the next topic. For directives, Parliamentary Procedure Guide (Continued) Delegate Guide | Parliamentary Procedure | NUMUN XVI Page 18 debate resumes once all directives have been voted upon, and a motion to enter voting procedure can be accompanied by a designation for the number of speakers who can speak in favor of or against each directive, which would begin once the motion to enter voting procedure passes (e.g., Motion to Enter Voting Procedure with 2 for and 2 against each directive). Motion to Table a Topic: This motion tables a topic until the other topics have been resolved. This motion requires two speakers for, two against, and a simple majority.

4.6.2.4. Motion to Approve a Directive: This motion closes debate on the topic at hand and brings all the directives currently on the floor to a vote. Directives that are on the floor shall be voted upon in reverse order of introduction. Each directive's amendments shall be voted upon in reverse order of introduction prior to voting on the directive itself. Debate resumes once all directives have been voted on. This motion requires one speaker for, one against, and a simple majority.

#### 4.6.3. Working Motions

4.6.3.1. Motion to Table a Document: This motion tables a document until it is reopened with a Motion to Reconsider a Document. This motion requires two speakers for, two against, and a simple majority.

- 4.6.3.2. Motion to Reconsider a Document: This motion reconsiders the previous Motion to Table a Document and is not required to reintroduce a document withdrawn and resubmitted by its sponsors. This motion requires two speakers for, two against, and a simple majority.
- 4.6.3.3. Motion to Introduce a Document: This motion brings a document to the floor for general debate. Once the resolution is introduced, the Sponsors or the Moderator shall read the resolution aloud and delegates can point out non-substantive errors. This motion requires a simple majority.
- 4.6.3.4. Motion to Introduce an Amendment: This motion brings an amendment, friendly or unfriendly, that has been submitted to the Dais with the appropriate number of Signatories to the floor for general debate. The Chair shall read aloud the amendment and then call on delegates for any non-substantive errors. This motion requires a simple majority.
- 4.6.4. Discursive Motions
  - 4.6.4.1. Motion for an Unmoderated Caucus: This motion suspends the session for a specified amount of time. This motion does not require a stated goal. This motion requires a simple majority. Delegates may also motion to extend the previous unmoderated caucus.
  - 4.6.4.2. Motion for a Moderated Caucus: This motion brings the body into a moderated debate on a specific issue for a specified amount of time. The motion must specify an issue within the current topic to discuss, a speaking time for each delegation, and a caucus time limit. Speakers cannot yield their time in a moderated caucus. This motion requires a simple majority. Delegates may also motion to extend the caucus time of the recently exhausted moderated caucus, which takes precedence over a motion for any other moderated caucus.
  - 4.6.4.3. Motion for a Round Robin Caucus: This motion allows every member of the committee to make a speech. This motion must specify an issue within the current topic to discuss and a speaking time for each delegation. Delegates cannot yield their time, but they may choose not to use their speaking time. This motion requires a simple majority.
- 4.7. Right of Reply: Should a speech be particularly and clearly offensive to the personal or national dignity of a delegate, that delegate may request a Right of

Reply from the Chair in writing, citing the specific instance that was found to be insulting. This insult should not be due to a difference in opinion or position, but due to behavior unbecoming of civil debate (e.g., vulgar remarks attacking another's appearance). The Chair may grant such a Right and allow the delegate to make a brief speech, lasting no longer than one minute. Speeches must be germane to the topic at hand, and the decision of the Chair shall not be appealable.

- 4.8. Points: Points should be raised between speeches by raising a placard and announcing the point to be made (e.g. "Point of Personal Privilege"). The following actions are considered points.
  - 4.8.1. Point of Personal Privilege: A delegate experiencing personal discomfort which impairs their ability to participate in the Parliamentary Procedure Guide (Continued) Delegate Guide | Parliamentary Procedure | NUMUN XVI Page 19 proceedings may rise to a Point of Personal Privilege. A Point of Personal Privilege may interrupt a speaker only if the speaker is inaudible and delegates should use this power with the utmost caution.
  - 4.8.2. Point 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 or to request a recount of a vote. The Point of Order shall be immediately decided by the Moderator in accordance with these Parliamentary Procedures. The Moderator may rule out of order those points which are improper. 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.
  - 4.8.3. Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the Parliamentary Procedures. A Point of Parliamentary Inquiry may never interrupt a speaker.

## 5. DOCUMENTS

- 5.1. Signatories: Any document must have a certain number of delegations signed on, called Signatories. A document may be approved and introduced to the committee once it has an appropriate number of Signatories.
- 5.2. Sponsors: Certain Signatories can be designated as Sponsors, who are counted in the total delegations signed on. These Sponsors jointly possess the authority to represent the document, approve Friendly Amendments, and withdraw the document from consideration. The number of Sponsors may not exceed 20% of the document's signatories. The Chair may further tighten or loosen this restriction as they deem appropriate.

- 5.3. Number of Passed Resolutions: The number of resolutions capable of passage shall be determined at the discretion of the Chair.
- 5.4. Working Papers: A Working Paper may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meets the following constraints:
  - 5.4.1. Working Papers must be signed by at least 15% of the delegations present.
    - 5.4.1.1. The number of Working Papers shall not exceed 5 per topic discussed.
    - 5.4.1.2. The length of Working Papers shall not exceed 2 typed pages, single-spaced, standard font.
  - 5.4.2. Constraints may be removed or readjusted at the discretion of the Chair, with the approval of the Director of Competition.
- 5.5. Draft Resolutions: A Draft Resolution may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meet the following constraints:
  - 5.5.1. Draft Resolutions must be signed by at least 25% of the delegations present.
    - 5.5.1.1. The number of Draft Resolutions shall not exceed 3 per topic discussed.
    - 5.5.1.2. The length of Draft Resolutions shall not exceed 5 typed pages, single-spaced, standard font.
  - 5.5.2. Constraints may be removed or readjusted at the discretion of the Chair, with the approval of the Director of Competition.
- 5.6. Amendments: Delegates can attempt to amend any Draft Resolution that is under consideration by submitting the proposed amendment in writing. Amendments come in two forms:
  - 5.6.1. Friendly Amendment: Any amendment that has the consent of all Sponsors is considered a Friendly Amendment, and the document shall be automatically amended, without a vote.
  - 5.6.2. Unfriendly Amendment: Any amendment that does not have the consent of all Sponsors is considered an Unfriendly Amendment and must be voted on by the committee. An unfriendly amendment may be introduced to the body when it receives the approval of the Dais, has been typed and copied, and meets the following constraints:
    - 5.6.2.1. Unfriendly Amendments must be signed by at least 15% of the delegations present.
    - 5.6.2.2. The document the Unfriendly Amendment is amending must be on the table.

- 5.6.3. Constraints may be removed or readjusted at the discretion of the Chair, with the approval of the Director of Competition.
- 5.7. Withdrawal: A document can be formally withdrawn, removing it from the committee's consideration. This can occur through the consent of all its Sponsors or a successful motion to table a document.
- 6. VOTING
  - 6.1. Majorities: A simple majority shall be defined as the number of "yes" votes totaling greater than the number of "no" votes. A two-thirds majority shall be defined as the number of "yes" votes totaling more than twice the number of "no" votes. Abstentions shall not be counted in the voting total.
  - 6.2. Substance and Procedure: On procedural votes, a delegation must vote "yes" or "no." On a substantive vote, a delegation may vote "yes" or "no," or abstain.
  - 6.3. Right of Explanation: On a substantive vote, a delegation may vote with request for a right of explanation ("yes with rights" or "no with rights") if the vote seems to contradict the policy of the state being represented. If deemed appropriate, the Moderator will ask for those states to give their explanation after the votes have been recorded and before the totals have been announced.
  - 6.4. Voting Motions: These motions shall only be proposed during voting procedure, listed in order of decreasing precedence:
    - 6.4.1. Motion to Change the Voting Order: The delegate making this motion must specify a new order in which the documents shall be voted upon. This motion requires two speakers for, two against, and a simple majority.
    - 6.4.2. Motion to Question Competence: This motion requests the body first vote on whether it is competent to deal with the issues addressed in a document. If the motion passes, the document is effectively tabled. This motion requires two speakers for, two against, and a simple majority.
    - 6.4.3. Motion to Divide the Question: This motion requests that specified operative clauses be divided out of a document and voted upon individually. If the motion passes, the body then votes on the operative clauses it has divided out. If an operative clause fails to receive a majority vote, it is left out of the document when the document is voted upon as a whole. This motion requires two speakers for, two against, and a simple majority.
    - 6.4.4. Motion for Adoption by Consensus: This motion requests that the body adopt the document by consensus, meaning that no delegation objects to the document. If any delegations object, this motion is automatically out of order.
    - 6.4.5. Motion for a Roll-Call Vote: This motion requests that the Dais conduct a roll-call vote on the document. This motion requires a simple majority.