



GENERAL MODUS OPERANDI

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A. ROLL CALL

The Chair must call every delegation to be present to determine whether there is a quorum or not. As the chair calls each delegation, the delegates should raise their placards and answer, “PRESENT” or “PRESENT AND VOTING” (Any delegation that participates as an observer in any committee cannot answer present and voting).

B. MINUTE OF SILENCE

After Quorum is established, the Presidents shall invite the delegates to observe one Minute of Silence dedicated to prayer or meditation. The Minute of Silence is devoted to commemorating the creation of the United Nations as a source of peacekeeping and international coalition. All delegates should stand up and keep silent; any delegate who disturbs the minute of silence in any type of way will receive a warning.

C. AGENDA

The Agenda should be opened on the first day of committee work with the motion: “Motion to Open the Agenda”. At the end of each day the Agenda should be suspended with the motion,” “Motion to Suspend the Agenda,” and on the last day of the conference, the Agenda is finally closed through a “Motion to Close the Agenda.”

D. OPENING SPEECHES

A space is opened for delegates to read their respective Opening Speeches in which they should state their country's position on both topics. Delegates will be called in alphabetical order and will be given one minute and a half to read their speech. Opening speeches are mandatory. Note: In the case of the Security Council, two speeches are required, one for each topic (1 minute 30 seconds per speech).

E. SESSION

After reading the Opening Speeches, the Chair will entertain a “Motion to Open

Session.” This motion should be done as follows: “Motion to Open Session with Topic A or B, saying the complete name of the topic.” The Session is suspended a “Motion to Suspend the Session” each time the delegates leave the committee to take a recess. The Session is closed through a “Motion to Close the Session” only when the chosen topic has been debated and the working papers have been voted.

F. FORMAL DEBATE (SPEAKER’S LIST)

After starting the Session, protocol indicates a formal debate must be initiated. This gives delegates the opportunity to expand their position regarding the topic at hand. The Formal Debate or Speakers List is initiated through a “Motion to Open a Speakers’ List” (including the time per delegate and the number of points of information that can be made to the delegates). Ex: “Motion to Open Speakers’ List, one minute and a half per speaker and 2 Points of Information.” The Chair will entertain this motion and will modify the time per speaker and the Points of Information if necessary. The motion will be voted on immediately and requires a simple majority to pass.

- A delegate will be placed on this list by raising his or her placard while seated, or by sending a note to the Chair.
- A delegate will be called upon to address the committee when the name of his or her country appears next on the Speakers’ List. No delegate may address a session without recognition from the Chair.
- The Speakers’ List is always open and can only be suspended through a “Motion to Suspend the Speakers’ List.” To renew the Speakers’ List, a “Motion to Renew the Speakers’ List” must take place.
- If any delegation did not have the chance to speak because the Speaker’s List was suspended, after its renewal, these delegations will be at the beginning of the list, and any other delegation that wishes to speak will go afterwards.

Note: In the Security Council, the Speakers’ List is opened after reading the Opening Speeches.

G. MODERATED CAUCUS (INFORMAL DEBATE)

The purpose of the Moderated Caucus is to facilitate substantive debate at critical

junctions in the discussion. The committee will temporarily depart from the Speakers' List through a "Motion to Suspend the Speakers' List" and start a moderated caucus through a "Motion to Open a Moderated Caucus." From this moment on, the Chair will call on delegates to speak on its discretion. When making the motion, the delegate must state a time limit for the caucus. The motion will be voted on immediately and requires a simple majority to pass. The Chair may consider this motion out of order. Motions to extend debate require a simple majority to pass. Points of information to the speaker are not permitted during the informal debate unless the chairs consider the intervention of utmost importance to the committee.

H. UNMODERATED CAUCUS (LOBBY)

An Unmoderated Caucus is used specifically to start writing and discussing working papers. A time limit must be specified. Unless the Chair considers it out of order, this motion shall proceed to an immediate vote, requiring a simple majority to pass. During an Unmoderated Caucus, formal rules are suspended, and members may discuss issues informally in the official language of the committee.

I. WORKING PAPERS

A Working Paper is a vehicle for the discussion and formulation of a resolution. A Working Paper is not formally introduced to the committee and is not put to the vote. Working Papers must be approved by the Chair, and must have at least two thirds of the assembly as signatories. Working Papers are one step below being a resolution, and many are often combined into one.

J. RESOLUTIONS

The goal of a committee is the drafting and debate of resolutions. A resolution shall not be introduced to a committee until it has been typed, authorized by the Chair, and displayed.

- To introduce a resolution, a motion must be made. At this time, no substantive comments are in order, but the Chair may allow the delegate introducing the resolution to correct any typographical errors in the displayed copy of the

resolution. Afterwards, the delegates introducing the resolution may open themselves to a maximum of three Points of Information concerning substantive matters, and once these have been answered, the resolution might be open for a Formal or Informal Debate depending on the Chair's consideration. In case there is a debate, a new Speakers' List shall be opened through a motion, with delegates in favor and against. A resolution must have a minimum of seven sponsors. Sponsors are those members who present the resolution to the Chair. A resolution must also have a minimum number of signatories, such as the total of sponsors and signatories together equals or exceeds two thirds of the members of the committee. Signatories are members who consent to the introduction of the resolution; signatories have no further rights or obligations.

- Any delegate(s) wishing to be added to the list of sponsors must have the approval of all existing sponsors. Upon receipt of such an approval, the Chair shall announce the addition of the new sponsor(s) to the resolution.
- Sponsors of a resolution may not vote against their resolution. However, they may withdraw their sponsorship before the commencement of voting on that resolution. If all the sponsors of a resolution withdraw their support, the Chair may solicit other delegates to sponsor it. If there are no sponsors, the resolution cannot be considered for debate and shall be considered rejected. There shall only be one resolution on the floor at a time.
- A resolution requires a simple majority vote for approval in committees, and a two-thirds majority vote for approval in the General Assembly.
- A Motion to Table a resolution can only be made immediately after the resolution has been introduced to the committee. If the Chair decides to accept the motion, a debate will be opened with two speakers in favor and two speakers against the motion, which will then be put to vote and will only pass with a two-thirds majority.

K. AMENDMENTS

An amendment shall not be introduced to a committee until the Chair has approved it.

A delegate may move to amend any resolution that has been introduced. There are two

types of amendments:

1. Friendly Amendments

If an amendment to a resolution receives the approval of all the sponsors, the amendment is automatically incorporated into the resolution upon introduction to the Committee. It is not required for the signatories to approve of the amendment.

2. Unfriendly Amendments

An amendment that does not have the approval of all the sponsors is considered an Unfriendly Amendment. It then passes to be voted upon by the entire committee. An Unfriendly amendment suspends debate on the resolution. If considered necessary the Chair shall recognize at least one speaker for and one speaker against the amendment. The speakers may yield or take questions. The Chair may apply a time limit. The amendment is then voted upon, unless a delegate moves to extend debate on the amendment.

Motion to extend debate on an amendment requires a simple majority to pass. The Motion to Extend Debate has the effect of the Chair recognizing two more speakers for and two more speakers against the amendment.

The Chair may limit the number of amendments to a resolution or may recommend that multiple delegates move to amend a resolution caucus for the purposes of consolidation. The Chair may rule any amendment out of order if, in his or her opinion, it drastically alters the intent of the resolution. Amendments to amendments are not in order.

An amendment requires a simple majority vote for passage in committees, and a two-thirds majority vote for passage in the General Assembly.

L. DIVISION OF THE QUESTION

After debate closes on a resolution or amendment, a delegate may move that the Operative Clauses of the resolution or amendment be voted upon individually. The motion will immediately be voted upon and requires a simple majority to pass. If the motion passes, the clauses of the proposal shall be voted upon individually. No further vote is required on the clauses that pass. If all the Operative Clauses of the resolution are

rejected, the resolution is considered rejected.

M. VOTING

Prior to the commencement of voting on substantive matters, all members shall take their seats and the doors to the room shall be closed. No one shall be permitted to enter or leave the room during the conduct of the vote. No points may interrupt, except points directly concerned with the conduct of the Voting Procedure (Points of Order).

- Each country seated in a committee shall have one vote with the exception of observer countries. Countries that abstain from voting shall not be considered in reckoning the totals needed to determine the results of the vote. For a resolution to pass in a Committee, a 50% + 1 majority vote is required. Issues resulting in a tie vote shall be considered defeated.
- For resolutions to pass on the Security Council, the affirmative votes of nine members, including the concurring votes of the permanent members, are required. Except for votes on resolutions, votes shall be taken by placard count, unless otherwise successfully moved. Votes on resolutions shall be by roll call. In a roll call vote, the Chair shall read the name of each member country. The roll call shall be called in ascending alphabetical order.
- Each delegate, when called upon, must call out: “In Favor,” “In Favor with Reasons,” “Against,” “Against with Reason,” “Abstain,” “Abstain with Reasons,” or “Pass.” Once the roll has been called, the Chair shall call the names of those countries that passed the first time. Those countries will have an opportunity to enter a vote. If a state passes twice, its vote shall be recorded as an abstention. Delegates who, during attendance, answered “Present and Voting” may not abstain when voting for a resolution.
- Once the votes have been taken, the Chair shall announce the outcome of the voting. Then, subject to the approval of the Chair, delegates who voted “In Favor with Reasons”, “Against with Reasons”, or “Abstain with Reasons” have the right to explain their votes or abstentions. The Chair will establish the time for each speaker.

N. RECONSIDERATION

A Motion to Reconsider 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. A two-thirds majority of the members present and voting is required for reconsideration.

O. RECESS AND ADJOURNMENT

At any time, a delegate may move to recess a session. The delegate must state the time for recess. The motion shall be put to an immediate two-thirds majority vote. If passed, the Committee is in recess until the time stated expires. A delegate may move to adjourn the meeting of a committee. Such a motion is out of order before the lapse of three-quarters of the time allotted for the meeting of the committee. This motion shall be put to an immediate vote, and if passed by a two-thirds majority, will end the meeting of the Committee for the remainder of the day. The Chair may consider a Motion to Recess or Adjourn out of order.