



# SIEG MODEL UNITED NATIONS 2017

8<sup>TH</sup> ANNUAL CONFERENCE  
15<sup>TH</sup> – 18<sup>TH</sup> NOVEMBER 2017

## RULES OF PROCEDURE

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Note: These Rules of Procedure have been adopted and edited from NMUN Rules of Procedure to suit SiegMUN2017.

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## *Preamble*

The purpose of the rules of procedure is to structure, facilitate and organize the formal and informal debate during committee sessions throughout the conference. These rules set out to address majority of the situations that might arise during committee sessions, but they are not final. The Chairs and the Secretariat, at their discretion, have the authority to make the final decisions based on their good judgement and experience in unclear conflict situations.

1. These rules shall be the only rules that apply to SiegMUN Committees
2. These rules shall apply to all SiegMUN Committees unless further specified.
3. For the purposes of these rules, the Chairs, the Under-Secretary-Generals, the Head of Staffs and Secretary-Generals will be referred to collectively as the “Secretariat”
4. Interpretation of the rules shall be reserved for the Chairs and Secretary Generals, which shall be in accordance with the principles of SiegMUN.
5. The committees at SiegMUN shall be resolution-writing committees, unless further specified with these rules.
6. The Chairs collectively form the “Dias” of the committee. The Dias reserves the right to rule motions out of order that may be considered disruptive during committee proceedings.

## *I. Code of Conduct*

### **Rule 1 – Official Language**

The official working language of the conference is English. All communications during the conference shall be in English, especially formal session.

### **Rule 2 – Addressing the Dias and Fellow Delegates**

The delegates shall address the Dias and fellow delegates in a respectful, diplomatic and professional manner and in third person.

### **Rule 3 – Dress Code**

Formal western business attire is the official dress code of the conference. No national symbols are allowed.

## Rule 4 – Electronic Devices

Electronic Devices, such as laptops, smartphones, electronic notebooks etc., shall only be permitted to be used during informal session. During formal session, electronic devices must be turned off and put away.

## *II. Agenda*

### Rule 5 – Adoption of the agenda

The agenda provided by the Secretariat before the start of the conference shall be considered adopted as of the beginning of the first committee session. The order of the agenda items shall be determined by a majority vote through a motion to set the agenda. This vote is procedural vote. All must vote on a procedural vote. The vote requires a majority in favour to pass. If the committee does not reach a decision by the end of the first committee sessions, the agenda will be automatically set in the order by the Dias.

## *III. Conduct of Business*

### Rule 6 – Quorum

The Dias may declare the quorum open and allow debate to continue when at least one-third of Member States of the Committee are present. The quorum will be established through a roll call, which shall be administered at each reconvention of the session. During roll call, when their delegation is called by the Dias, they may declare whether they are “present” or “present and voting”. If a delegate indicates they are present and voting then they cannot abstain from a substantial vote.

### Rule 7 – General powers of the Dias

In addition to the powers already established in these rules, the Dias shall declare the opening and closing of each committee session, guide discussions, ensure the observance of these rules, give the right to speak, put questions to vote and announce decisions. The Dias shall rule on points of order. The Dias may, at their discretion, suggest to the Committee motions to put forth. The Dias, at their discretion, interpret these rules as they see fit as long as it adheres to the principles of SiegmUN.

## Rule 8 – Voting rights on procedural matters

Unless otherwise indicated, all votes on matters relating to the conduct of business shall require a majority of the Member States in favour in order to pass. All Member States are required to vote on all procedural votes. There is no possibility to abstain or pass on procedural votes.

## Rule 9 – Points

### Points of Personal Privileged

During formal session, a delegate may raise a point of personal privilege in order to address a personal problem or issue, such as asking to close a window etc.

### Points of Order

During formal session, a delegate may raise a point of order if the delegate believes the chair or another delegation has made a procedural error. Substantial matters may not be discussed during a point of order. Furthermore, points of order shall not disrupt the speech of a fellow delegate and shall be used exclusively to address an error in procedure. Points of order must be raised at the conclusion of a speech. The Dias will then proceed to correct the procedural error at their discretion.

### Points of Information

During the time in formal session when a speaker yields their time to questions, a delegate may raise a point of information. When the Dias has recognized the delegate, they must rise to state their point of information to the delegate in question and remain standing for the answer. The delegate must state their point of information within 15 seconds.

### Point of Inquiry

During formal session, a delegate may raise a point of inquiry to ask the Dias a question regarding procedural rules and matters.

## Rule 10 – Speeches

Delegates shall only address the Committee once they have been recognized by the Dias. The Dias shall acknowledge speakers in the order in which they signify their wish to speak. The Dias may call a delegate to order if their speech are not relevant to the subject at hand. A time limit for all speeches shall be set by the Secretariat, but this may be amended by the Committee through a vote.

## Rule 11 – Yields

At the end of a formal speech, a delegate are required to yield their remaining time.

### Yield to the Chairs

A delegate may yield their time back to the chairs.

### Yield to Another Delegate

A delegate may yield their time to another delegate. The Dias will ask the other delegate whether they would like to accept the yield. If the delegate accepts the yield, then they will have the remaining time to address the Committee. This time cannot be extended nor yielded to another delegate.

### Yield to Questions

A delegate may yield their time to questions. The Dias will ask the Committee if there are any points or motions on the floor at which time delegates may raise a point of information to ask a question to the speaker. The Dias will pause the time in order for the question to be phrased. The speaker will have the remaining time to answer the question.

## Rule 12 – Speakers List

The Dias shall establish a speakers' list when there is a new topic to discuss during formal session and invite delegates to add themselves to the list. Delegates cannot add their names to the list more than once at any time. After finishing their speech, the delegate may request the Dias to add them to the speakers' list again. When the speakers' list is exhausted, the Dias shall declare the debate on the topic closed and the Committee will, subsequently, move to voting procedure.

### Rule 13 – Speakers Time

During formal session, a delegate may motion to set/limit/extend the speakers time. The speakers time must be set between 30 seconds and 2 minutes. The Dias may at their discretion not entertain this motion if it is disrupting committee sessions. This motion requires one speaker in favour and one speaker against the motion and requires a majority in favour to pass.

### Rule 14 – Right of reply

If a delegate believes that their country's integrity has been attacked during a speech, they may motion for a right to reply. The delegate must indicate the reason why they believe their country's integrity has been attacked. At the discretion of the Dias, the delegate may exercise their right to reply following the conclusion of the speech. The speaking time shall be determined by the Dias. This ruling may not be appealed. Delegates may not request a right of reply to a right of reply.

### Rule 15 – Suspension of the meeting

At any time during formal session, a delegate may motion for a suspension of the meeting with a time for reconvening specified in their motion. The Dias will put this to a vote and requires a majority to in favour to pass. Delegates do not need to indicate a purpose for the suspension. These suspensions should be used to move into informal session or at the end of scheduled committee sessions. During informal session, delegates may use their electronic devices.

### Rule 16 – Moderated Caucus

When the Dias opens the floor for motions, a delegate may motion for a moderated caucus in order to debate on aspects or sub-topics of the current agenda topic. The delegate must specify the purpose of the moderated caucus, the duration and the individual speakers time. The Dias will put this to vote and requires a majority in favour to pass. One extension of the moderated caucus is in order, but must not extend beyond the originally proposed time.

### Rule 17 – Close the Speakers' List

During formal session, a delegate may motion to close the speakers' list. This motion will immediately be put to a vote and requires a 2/3 majority in favour to pass. If this motion passes, the Dias will close the speaker's list and only delegations on the list shall be heard by the Committee.

### **Rule 18 – Close the debate**

During formal session, a delegate may motion to close the debate on the current topic. This requires two speakers in favour of and two speakers against the motion. The Dias will put the motion to a vote and requires a 2/3 majority in favour to pass. If successful, the Dias will then move into voting procedure on any draft resolutions on the floor and no more speakers shall be entertained from the speakers' list.

### **Rule 19 – Adjournment of the debate**

During formal session, a delegate may motion for the adjournment of the debate on the topic currently discussed. This motion requires two speakers in favour and two against the motion. Then the Dias will put this motion to a roll call vote. The Dias may determine the speakers time for this motion. The motion for adjournment of the debate will result in the immediate move to the next agenda topic and all work done on the previous topic must be put aside. Should this motion pass, the Dias will establish a new speakers' list. This motion requires a 2/3 majority in favour.

### **Rule 20 – Adjournment of the meeting**

During formal session, a delegate may motion for the adjournment of the meeting. The Dias will put this to a vote immediately and requires a majority to pass in favour. The Committee will then reconvene at its next regularly scheduled meeting time. This motion will only be entertained at the end of the last meeting of the Committee.

### **Rule 21 – Appeal of the Chair**

During formal session, a delegate may appeal against the ruling of the Dias. The appeal shall immediately be put to the vote, and the Dias' ruling shall stand unless overruled by a majority. This motion will challenge a decision made by the Dias. The motion will immediately be put to a vote and requires a majority in favour to pass.

#### *IV. Draft Resolutions and Amendments*

##### **Rule 22 – Working Papers**

Working Papers may be worked upon at any time during committee sessions, but they may not be referred to in formal speeches until they have been approved by the Dias. Working Papers require 1/5 of the Committee as signatories and at least 3 sponsors in order to be approved by the Dias. Once a working paper has been approved, it becomes a Draft Resolution.

##### **Rule 23 – Draft Resolution**

Once a Working Paper has been approved by the Dias, it becomes a Draft Resolution and given a name. These will be distributed by the Dias to the Committee at their discretion. Once approved by the Dias, delegates may refer to the Draft Resolution in formal speeches. When a Draft Resolution is on the floor, the amendment process may begin.

##### **Rule 24 – Amendments**

An amendment adds, deletes or substitutes the operative clauses in the Draft Resolution. Friendly amendments are agreed to by all of the sponsors, which are then automatically accepted into the Draft Resolution. Unfriendly amendments are not agreed upon by the sponsors and require two speakers in favour of and two speakers against the amendment.

##### **Rule 25 – Voting on Amendments**

Unfriendly amendments will be voted upon in order that they are submitted and requires a majority in favour to pass. This is a substantial vote and therefore, the Dias will ask for votes in favour, against and abstentions. Once an amendment is passed, it will be added to the Draft Resolution.

#### *V. Voting Procedure*

##### **Rule 26 – Voting rights**

Each Member State of the Committee shall have one vote. During Procedural Votes, delegates are required to vote either in favour or against. During Substantive Votes, delegates may vote yes, no, or abstain.

## Rule 27 – Motions during voting

When the Committee enters into voting procedure, delegates may only raise a point of order or motion the following:

### Motion to Vote by Roll Call Vote

A delegate may motion to vote by roll call vote on a Draft Resolution, which is automatically accepted by the Dias. This vote will be taken in English alphabetical order of the Member States within the Committee. When the delegation is called, the delegate must rise and reply with either: “yes”, “no”, “yes with rights”, “no with rights”, “abstain” or “pass”. If a delegate passes then they must vote at the end of the roll call either “yes” or “no”. When the vote has been counted, delegates who voted “with rights” will be given 60 seconds to speak on the reason for their vote.

### Motion to Adopt Draft Resolution by Acclamation

A delegate may motion to vote by acclamation. The Dias will ask for any seconds and then any objections. Delegates raise their placards to indicate their vote. If there are objections then a vote by a show of placards is taken.

### Motion to Vote Clause by Clause

A delegate may motion to vote clause by clause. This motion requires a 2/3 majority to pass. If this motion passes then this vote will be taken by a show of placards. Each operative clause will be voted upon by the Committee. The operative clause being voted upon will be read out by a member of the Dias and then the Committee will proceed to vote upon the clause.

### Motion to Vote by Division of the Question

A delegate may motion to vote by division of the question. The delegate must indicate the section of the Draft Resolution they wish to annex (ie. Operative Clause # to #). This requires two speakers in favour of and two speakers against the motion. This motion requires a 2/3 majority in order to pass. If passes, the Dias will separate the sections of the Draft Resolution. The Committee will then vote upon each section separately. If the annexed section does not receive a majority vote then it is taken out of the Draft

Resolution entirely. The Draft Resolution will then be voted upon in its new form.

### Rule 28 – Conduct during voting

Before entering into voting procedure, the Dias will ask for any members of the Press, observers and staff to please leave the room. Voting is a closed door procedure. Only the Secretariat, the Dias and the delegates in the Committee may be present for the vote. No electronic devices are permitted during voting procedure. If any delegate leaves the room during voting procedure, then they are not permitted to enter again until the vote is complete. Delegates may not interrupt the vote except on a point of order in response to the voting procedure.

## *VI. Committee Specific Rules*

### Rule 29 – Commonwealth Heads of Government Meeting

#### Summit

The Committee will simulate the summit of the Commonwealth Heads of Government Meeting addressing the topics presented in their study guide. Delegates represent their Head of Government and will be addressed as such.

#### Communiqués

The CHOGM passes Communiqués and Draft Communiqués. These follow the same rules as Resolutions and Draft Resolutions as indicated above.

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## VII. Rules of Procedure Charts

### Motions you can entertain during formal debate

RULE	EXPLANATION	DEBATE	VOTE	Precedence
Point of Information	used to ask speaker on the floor a question, if Delegate currently on the floor stated that he/she is open for questions (at least 30 sec time left)	none	none	
Appeal of the Chair	used to challenge the decision of the Dias. Immediately put to a vote.	none	majority	
Point of Personal Privilege	e.g. in order to address insufficient audibility; in case of sickness: to address a personal issue	none	none	1
Point of Inquiry	used to ask the chair any question regarding procedural matters and rules	none	none	2
Right of Reply	the chair will recognize the Right of Reply only in instances of a grave personal insult. The delegates must state which remark he or she considered to be an offense and then answer to it diplomatically.	none	none	3
Point of Order	in order if Delegate believes the chair or another delegation made a procedural error	none	none	4
Motion to Set/Limit/Extend Speakers Time	in order if speakers time is wished to be reasonably changed (appropriate times: 30secs – 2mins)	1pro / 1con	majority	5
Motion to Suspend the Meeting	in order if informal session (unmoderated caucus) is wished for	none	majority	6
Motion for a Moderate Caucus	in order to debate on aspects or sub-topics of the current agenda topic. Delegate must indicate the purpose of the moderate caucus, the duration and the individual speakers time.	none	majority	7
Motion to Set the Agenda	in order to set Agenda topics in the order one wishes it to be set	none	majority	8
Motion to Close the Speaker's List	in order to close speakers list; any Delegation still on speaker's list at that point are still to be heard	none	2/3 majority	9
Motion to Close Debate	in order to close debate completely; committee will immediately move into voting procedure and no more speeches will be entertained	2pro / 2con	2/3 majority	10
Motion to Adjournment of the Debate	in order to close debate on current topic and move to second topic immediately	2pro / 2con	2/3 majority	11
Motion to Adjourn the Meeting	ends session until next day	none		12

## Frequently used phrases during formal debate

*All Points or Motions must begin with addressing the chair and fellow delegates  
“Honorable Chair, distinguished Delegates / distinguished fellow Delegates”*

### Point of Personal Privilege

*“The delegation of \_\_\_\_\_ rises to a point of personal privilege” (after acknowledged by the chair, delegate needs to state and explain reason and privilege he/she wishes to be granted for)*

### Motion to Set the Agenda

*“The delegation of \_\_\_\_\_ moves to set the agenda in the following order (order of topics; e.g. first topic II, followed by topic I)”*

### Motion to Suspend the Meeting

*“The delegation of \_\_\_\_\_ moves to suspend the meeting for the purpose of (moderated) caucus for \_\_\_\_\_ (amount of minutes, e.g. 10 or 45) in order to \_\_\_\_\_ (e.g. continue writing on working papers)”*

### Motion to Set the Speakers Time

*“The delegation of \_\_\_\_\_ moves to set/limit/extend the speakers time to (amount of time)”*

### Point of Order

*“The delegation of \_\_\_\_\_ rises to a point of order”*

### Point of Information

After the chair asked the speaker on the floor whether or not he/she is open for questions and the delegate states to be open for questions, the chair will ask for current points or motions on the floor, awaiting a point of information. The typical phrase is: *“The delegation of \_\_\_\_\_ moves for a point of information”*. After being acknowledged by the chair, that delegation can ask a question to the speaker within 15 seconds, the delegate has the remaining time to answer. If there is still more than 30 seconds left, the chairs can ask for points or motions again, awaiting a point of information.

### Right of Reply

*"The delegation of \_\_\_\_\_ moves for a right of reply!"* (After acknowledged by the chair, delegate needs to explain why he/she feels offended)

### Motion to Close the Speakers List

*"The delegation of \_\_\_\_\_ moves to close the speakers list"*

### Motion to Close Debate

*"The delegation of \_\_\_\_\_ moves for the closure of debate"*

### Motion to Adjournment of Debate

*"The delegation of \_\_\_\_\_ rises to adjournment of the debate (on current topic)"*

### Motion to Adjourn the Meeting

*"The delegation of \_\_\_\_\_ moves to adjourn the meeting until (time committee starts again next day)"*

## Motions you can use during voting procedure

<b>Voting Procedure</b>			
<b>Motion</b>	<b>Explanation</b>	<b>Debate</b>	<b>Vote</b>
Motion to Vote by Roll Call Vote	procedure like Roll Call, every nation gets called upon and has to state its vote	none	none
Motion to Adopt Draft RES by Acclamation	passing draft RES as consensus without further voting procedures	none	majority
Motion to Vote Clause by Clause	voting on draft RES clause by clause (only operative clauses)	none	2/3 majority
Motion to Vote by Division of the Question	vote on draft RES by dividing draft RES into specific entities that get voted upon; each part must still make up sensible draft RES	2pro / 2con	2/3 majority
Point of Order	in order if a Delegate believes the chair made a procedural error	none	none

## Frequently used phrases during voting procedure

*Apart from the motions listed below, delegates are **not allowed** to talk or move around during voting procedure. **Nobody is allowed** to **leave** or **enter** the room once the committee moved into voting procedure.*

*If none of the motions are being introduced and get accepted, the committee will move on to “regularly” vote on the draft resolutions on the floor, by raising the placards after being asked to do so, either in favor, against, or abstain.*

### Motion to Vote by Roll Call Vote

*“The delegation of \_\_\_\_\_ moves to vote on draft resolution (number of draft RES) by Roll Call vote”*

### Motion to Adopt Draft Resolution by Acclamation

*“The delegation of \_\_\_\_\_ moves to adopt draft resolution (number of draft RES) by acclamation”*

### Motion to Vote Clause by Clause

*“The delegation of \_\_\_\_\_ moves to vote on draft resolution (number of draft RES) clause by clause”*

### Motion to Vote by Division of the Question

*“The delegation of \_\_\_\_\_ moves to vote on draft resolution (number of draft RES) by division of the question”*

Point of Order – only other motion allowed during voting procedure

## Resolution Writing

Preambulatory Clauses can present the previous International actions on the topic and explain why this draft resolution is addressing this topic. It may also discuss why this topic needs to be resolved.

Operative Clauses present the solution that the committee (or the sponsors) has for the topic. These clauses usually address what actions the committee wants the international community to take.

## Sample Clauses

Preambulatory Clauses	Operative Clauses
Affirming	Accepts
Alarmed by	Affirms
Approving	Approves
Bearing in mind	Authorizes
Believing	Calls
Confident	Calls upon
Contemplating	Condemns
Convinced	Confirms
Declaring	Congratulates
Deeply concerned	Considers
Deeply conscious	Declares accordingly
Deeply convinced	Deplores
Deeply Disturbed	Designates
Deeply Regretting	Draws the attention
Desiring	Emphasizes
Emphasizing	Encourages
Expecting	Endorses
Emphasizing	Expresses its appreciation
Expecting	Expresses its hope
Expressing it's appreciation	Further invites
Fulfilling	Deplores
Fully aware	Designates
Emphasizing	Draws the attention
Expecting	Emphasizes
Expressing it's appreciation	Encourages
Fulfilling	Endorses
Fully aware	Expresses its appreciation
Further deploring	Expresses its hope
Further recalling	Further invites
Guided by	Further proclaims
Having adopted	Further reminds
Having considered	Further recommends
	Further requests

Having examined	Further resolves
Having received	Has resolved
Keeping in min	Notes
Noting with deep concern	Proclaims
Nothing with satisfaction	Reaffirms
Noting further	Recommends
Observing	Regrets
Reaffirming	Reminds
Realizing	Requests
Recalling	Solemnly affirms
Recognizing	Strongly condemns
Referring	Supports
Seeking	Takes note of
Taking into consideration	Transmits
Taking note	Trusts
Viewing with appreciation	
Welcoming	

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