



# Rules of Procedure

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## Introduction

Honorable chair, and fellow delegates,

It is my great pleasure to welcome you to the CMCMUN Program. For some of you, this will be the first ever Model United Nations conference; for others, this will be your hundredth. Exactly where you fit on the scale defined by these two extremes does not really matter, except to the committees you will be allowed to join, because anyone has the potential to be a Model United Nations delegate.

What does matter, however, is that you learn the rules of procedure set forth in this guide. The committees will all be running by these rules, translated in the case of conferences in other languages, and the only committee(s) that will run by different rules is or are the International Crisis Event committee(s), which we call ICEs.

If you have previously been a delegate, many of the rules in this guide will sound familiar regardless of the organizing bodies of conferences you've partaken in. If you have never been a delegate, although at first the rules of procedure might sound foreign, they are aptly named and you will find no problem in memorizing them. Regardless, you will be allowed to bring a printout of this guide, particularly the summary at the end, into the conference - but this summary will not help you if you are not acquainted with the rules in more detail beforehand. I therefore recommend you read the rules in this booklet regardless of your level of experience in MUN; take notes of things you are not used to if you are experienced and of things that sound particularly foreign if you are not experienced - and above all else, imagine how the conference would play out.

Finally, if there is one other thing I cannot stress the importance of enough with regards to your preparation for the conference, that's research. Here's the problem though: everyone does research - diplomats do research, professionals do research, I do research; if you've ever Google'd anything, you've done research. But for an MUN conference, your information needs to cover a lot of things you will have in common with other people; and therefore the only reliable way not to embarrass yourself is to use trusted websites, journals or books. And while Wikipedia is great for preliminary overviews, you should never use it for specifics and at any rate never quote or cite it as a reference. For more information on *what* to research and *where* to look, head to <http://bestdelegate.com/research/> - the Best Delegate website is a great resource in general for all things MUN. If you've never been part of an MUN conference, I also recommend you read through this guide before you start your research, for three major reasons: researching an issue is a little different in MUN than it is in most other contexts; you would know what to look for much better if you knew what is expected of you as a delegate; and finally, you would be able to estimate what format (direct printouts from websites? handwritten bullet points? prepared speeches?) your research works best for you in-conference.

Beyond that, I wish you the best of luck, in the hopes of seeing you debate soon!

Georges Sacre,  
CMCMUN Secretary General



## Committee Setup and Terminology

Model United Nations conferences are simulations of the United Nations.

In MUN, issues are discussed by country representatives called **delegates** in groups called **committees**. A committee is headed by a **dais** (pronounced die-us), which consists of a **chairperson** or **chair**, who regulates the flow of the conference, an **assistant chairperson** or **co-chair**, who runs fact-checks and takes notes on each speaker or delegate, and a **director**, who keeps track of committee happenings on a screen projection. A delegate will usually not speak on their own behalf, thus speeches containing the pronoun “I” are not encouraged and delegates, as representatives of their country, would more often use the plural form should they need to speak of themselves. For instance, “*we feel offended by your remark*” or “*the delegate of France will support the decision of Poland*”.

Delegates are usually required to remain seated in their place and can communicate by sending formal notes by way of the **usher**, who is required to read all such notes and ensure that only respectful, diplomatic notes, in the language of the conference, are received by their intended recipient.

The committee’s dais will usually be seated at the front of the **conference hall**, with the chairperson between the assistant chairperson and the director. The chair will dispose of a **gavel**, which is a small wooden hammer, not unlike a judge’s tool, that they will use to hit the gavel’s support so as to call the committee to order or signal the end of a certain speaker’s time. The delegates will be either be seated facing the dais, or in a U-shape; they will usually be called upon by the chair to speak at a podium. Each delegate has a **placard**, on which the name of the country they are representing is printed. Delegates will raise their placards in order to signal their presence, ask to speak, or vote; they will also take their placards to the podium and place it so the dais and their fellow delegates can read the country’s name.

A polite, diplomatic speaker will usually start their speeches by thanking the chair and addressing their fellow delegates. Typical speeches will therefore start with formulae such as: “*Thank you honorable chair. Fellow delegates, ...*”, or “*Honorable chair, fellow delegates....*”.

Committees follow a flow referred to as **Parliamentary Procedure**. Within this Procedure, the committee proceeds in movements, also referred to as **motions**. To move from one section of the debate to another, a delegate will typically make a motion, which needs to be **seconded** by another delegate (meaning that at least one other person present would like for the motion to pass), and then the chair will submit the motion to a vote. Major motions require two-thirds (“**two-thirds majority**”) of the number of delegates present, also known as a **quorum**, to approve of them in order to pass and go into effect. Lesser motions require half of the quorum (“**simple majority**”) to approve of them in order to pass and go into effect. For instance,

- “*The delegate of the Republic of Ireland moves to set the speaker’s time to 50 seconds per speaker.*”
- “*Seconded!*”
- “*Delegates who wish to see the motion of the Republic of Ireland to set the speaker’s time to 50 seconds per speaker, please raise your placards.*”



## The Flow of Parliamentary Procedure

When allowed into the conference hall, delegates look for their placards and take the seat assigned to them by the location of their placards, which will be placed alphabetically or reverse-alphabetically.

### Launching of the session

As soon as all the delegates are seated, the chair will launch the session. They will remind the delegates of the main rules of decency within the session.

*“Good morning, delegates. We are now in formal session; please refrain from speaking in any language but English and from using any electronic devices. Please abide by the rules of procedure of the CMCMUN.”*

The chair will then take attendance, a process referred to as **roll call**. Countries are called upon alphabetically and each delegate hearing their own should raise their placard to say *present*. The director will keep track of the attendees then announce four numbers: the quorum (number of delegates present), twenty percent of the quorum, simple majority (half the quorum plus one) and two-thirds majority (two thirds of the quorum). These numbers are important to the conference’s flow and will normally be shown on the projection. If there are more than one topic to discuss, a delegate will have to move to discuss one (this will require a second and a two-thirds majority). Otherwise, such a motion is unnecessary.

*“The delegate of Morocco moves to discuss Food Security and Distribution.”*

### Speaker’s Time and Speakers’ List

After roll has been called and the statistics have been announced, one step is left before the conference can begin: setting the speaker’s time. Since this is a new phase, a delegate will have to make a motion of the following form:

*“The delegate of Norway moves to set the speaker’s time to 50 seconds.”*

This being a motion, naturally someone will need to second it. Since the speaker’s time is of paramount importance to the committee, this motion requires a two-thirds majority.

The amount of time can be anywhere between 30 seconds and several minutes, depending on the quorum. Larger **quora** (plural of quorum) are more likely to have longer speaker’s times, smaller quora more likely to have shorter speakers’ times. There is however no rule that explicitly describes any “correct” or “ideal” quorum/time ratio, and so delegates will often move to set the speaker’s time to the length of speeches they have prepared before the conference. After the speaker’s time has been set, the chair will ask delegates wishing to speak to raise their placards. They will then call the countries of all the delegates whose placards are raised, and the director will add them to what is called a **Speakers’ List**. This list, which is displayed on the projection, ensures that delegates can get ready to come up and speak when it is their turn to do so.

#### Pro Tip

The average speaker of American English says about 130 words per minute. But don’t take our word for it, read your speeches and time yourself!

### Debate

When all the delegates who have raised their placards have been added to the Speakers’ List, the chair will **give the floor** to the first one of them. When they finish speaking, the chair will call upon the next dele-

gate on the list, and this goes on until the Speakers' List is exhausted.

Any delegate can only be placed on the Speakers' List once at a time; however when a delegate has come up and spoken during their assigned spot on the Speakers' List, they may wish to be added to it again. They would in that case send a note to the director, by way of the usher.

Delegates may also communicate among themselves by sending notes to one another by way of the usher. To call the usher over, the delegate writes their note, clearly showing who they are and to whom they intend to send the note, then fold it neatly and raise it so the usher can see it. The usher will then come collect it and then pass it on to its intended receiver, provided it is written diplomatically and is not offensive to anyone.

It is not uncommon for some delegates to come to the conference with papers printed specifically with empty "From" and "To" fields to remember to fill them out when they send usher notes.

From: *the delegate of Russia*  
To: *the delegate of the USA*

*We strongly believe that it is in the United States of America's best interest to stop interfering in our affairs.*

While this is not necessary, it does show a certain degree of preparation and foresight, as chairs hate receiving notes that are unprofessional. A decent note could be made on a post-it; the idea is not to tear papers up randomly to use as note, and not to send notes without noting the recipient and the sender.



### Pro Tip

Although MUN delegates are often very attractive, it is undiplomatic to ask for one's number during the conference. Speak to them at a break instead, it's a lot more personal that way anyway!

### Caucuses: interrupting the Speakers' List

While the Speakers' List is a debate's backbone, it is often very useful to divide a big issue into smaller parts to better tackle it. This makes it important for the Speakers' List to be interrupted every now and then for more specific discussions, referred to as **caucuses** (plural of **caucus**).

Since these interruptions are new phases in the discussion, they need to be moved into and the motions need to be seconded. However, they are of relatively short duration and thus, regardless of how important they may be to the discussion itself, they will not really impact the flow of parliamentary procedure. This is why a simple majority vote in favor of these caucuses will suffice for them to be accepted. But delegates can only make such motions when the chair asks if there are any **points** (we'll discuss these later) or **motions** on the floor.

There are two types of caucuses possible: moderated and unmoderated.

A **Moderated Caucus** is a debate within the larger Speakers' List. It is an interruption of the Speakers' List aiming to allow people to address the committee in no particular order. In order to keep the flow of parliamentary procedure going, though, the length of the interruption will need to be specified. Since delegates may have more or less to say about the Moderated Caucus's topic in particular, each and every Moderated Caucus also has its own specific Time per Speaker (not Speakers' Time, you'll get why shortly). Thus the motion to be made should take the following form:

*"The delegate of Malaysia moves to interrupt the Speakers' List for a Moderated Caucus of 10 minutes in which delegates will each speak for 45 seconds about the impact of the Syrian Crisis on neighboring countries."*

After a second and a vote, if the motion passes, the chair will ask anyone interested to raise their placards, then choose a speaker out of the people interested to come up and speak. This goes on until the end of the interruption.

An **Unmoderated Caucus** is an interruption of the Speakers' List during which delegates leave their seats and have discussions among themselves. Unmoderated Caucuses are the ideal time for people to make allies in their committees and discuss solutions to problems that may benefit many countries at the same time as their own. Thus the motion to be made should take the following form:

*"The delegate of Saint Kitts and Nevis moves to interrupt the Speakers' List for an Unmoderated Caucus of 10 minutes in which delegates will form blocs."*, or:

*"The delegate of Germany moves to interrupt the Speakers' List for an Unmoderated Caucus of 15 minutes in which delegates will discuss possible ways to transport civilians out of the danger zone."*

Often, Unmoderated Caucuses will take place to resolve an unexpected situation shift which can be referred to as a **crisis**. More frequently, however, Unmoderated Caucuses will take place to get certain things done, which would otherwise require a lot of time.

After every Unmoderated Caucus, delegates can be nominated to make a speech, referred to as a **Caucus Report**, in which they communicate the happenings of the caucus to the committee. These need to be nominated by other delegates, and the nomination requires a second. The delegate is then asked whether or not they would like to report, and given the floor if they choose to do it. They are given as long as the Speakers' Time to make their report. There is no rule as to a maximal number of Caucus Reports that can be made. Every **bloc** (group of allied countries) would generally be expected to make one report per Unmoderated Caucus, but this is not a rule. The chair may also limit the number of such reports that can be passed. Just in case this sounds too complicated, here's an example.

**Pro Tip**

It is your right to refuse an opportunity to speak. If you are able to improvise a speech, being nominated to make a Caucus Report is a great opportunity to shine. But don't accept it if you have nothing to say, because refusing to talk is far less ill-seen than coming up to talk and ending up at a loss for words.

Example: let's say the delegate of Germany's Unmoderated Caucus of 15 minutes to discuss *possible ways to transport civilians out of the danger zone* has been passed and has just elapsed. The chair knocks the gavel and the delegates go back to their seats.

CHAIR:	"Delegates, we are now back in formal session. Do we have any points or motions on the floor?"	
DEL. OF MALI:	(raises placard)	
CHAIR:	"Yes, Delegate of Mali?"	
DEL. OF MALI:	"The Delegate of Mali nominates the Delegate of France to report on the happenings of the previous Unmoderated Caucus."	
DEL. OF UK:	"Second!"	
CHAIR:	"Delegate of France, would you like to make a Caucus Report regarding the happenings of this Unmoderated Caucus?"	
DEL. OF FRANCE:	"Yes, please."	"No, thank you."
CHAIR:	"Delegate of France, you have the floor for 50 seconds to report on this Unmoderated Caucus's happenings."	"Do we have any other points or motions on the floor?"
DEL. OF FRANCE:	(gets up, takes placard and goes to the podium, then makes a speech)	

It is not rare that interruptions to the Speakers' List turn out to have been too short. For instance, if there are still delegates who have things to say in a Moderated Caucus, or if an Unmoderated Caucus may be proving especially fruitful. In this case, a motion to extend the caucus may be used as such:

*"The delegate of Lebanon moves to extend this latest caucus."*

The motion will naturally require a second and then a simple majority in order to pass.

### **Speakers' Time, Time per Speaker**

If the Speakers' List is the list of delegates speaking as part of the overall debate, the Speakers' Time is the amount of time each speaker *owns* - literally *the time of the speaker*. This means the entirety of this time belongs to the delegate to do with as they please.

On the other hand, Moderated Caucuses are each their own entity, with its own limited time. The Time per Speaker of a Moderated Caucus is thus considered "on loan" to the delegate, and therefore as soon as the delegate finishes talking, the remainder of the time they had been "loaned" is freed up and can be claimed by another delegate as part of the Moderated Caucus.

This means that, supposing the Speakers' Time is set to 1 minute and a certain speaker only uses 40 seconds out of it, they still own 20 seconds to do with as they please.

Supposing the Time per Speaker of a Moderated Caucus is set to 1 minute and a certain speaker only uses 40 seconds out of it, the speaker goes back to their seat and the remaining 20 seconds go to the rest of the Moderated Caucus. But what can a delegate do with remaining time that they own, from the Speakers' Time?

### **Yielding Time**

A speaker with remaining time that they own - which means, only in the case of the Speakers' List, we cannot stress this enough - has three possible options of things to do with the time they have left, and all of these options involve giving (**yielding**) the time away:

- A **yield to a point of information** opens the floor for other delegates to ask the speaker a question. The time is paused while the question is being asked, then the speaker has their own remaining time to answer the question.
- A **yield back to the committee** gives the remaining time back to the committee. The speaker goes back to their seat.
- A **yield to another delegate** gives the remaining time to another delegate, who may or may not accept it and come up and speak. If the delegate yielded to is next on the Speakers' List, and if they accept the yield, the time adds up. If the delegate yielded to is not immediately next, if they accept the yield, they can come up and speak for this time. Often, if this is only 10 seconds, they'll say they support/oppose the yielder's view.

#### **Pro Tip**

Do your best to work on the timing of your speeches. Yields can be used as a powerful tool, but are often more trouble to think of than they're worth; not to mention that a perfectly timed speech shows great preparation.

#### **Pro Tip**

It is your right to choose any of the three possibilities; but think of what your choice means.

To yield to points of information, if you answer well, shows that you are prepared, but if you answer wrong, get confused, or don't finish before your time ends, you'll look bad.

To yield to another delegate, especially if they want to speak, shows your diplomacy and inclusiveness. But you can also use this to set someone up for failure - just don't overdo that.

To yield 20 sec. back to the committee may show unconcernedness; to yield 5 sec. to points of information, stupidity; to yield 2 sec. to another delegate, pettiness.



Example: let's say the delegate of Iran finished their speech on a 1-minute Speaker's Time Speakers' List in 40 seconds. Three possibilities offer themselves to them.

DEL. OF IRAN: (finishes Speakers' List speech in 40 seconds)

CHAIR: "Delegate, you have 20 seconds remaining. What would you like to do with your time?"

DEL. OF IRAN: "We yield our remaining time to a point of information."

CHAIR: "Thank you delegate. Does anybody have any questions for the delegate of Iran?"

DEL. OF IRAQ: (raises placard)

CHAIR: "Yes, delegate of Iraq."

DEL. OF IRAQ: (gets up, thanks the chair, asks the delegate of Iran a question indirectly; for example:)  
"The delegate of Iraq would like to know whether or not Iran is open to negotiations."  
(using "you" to refer to a country is undiplomatic)

or:

DEL. OF IRAN: (finishes Speakers' List speech in 40 seconds)

CHAIR: "Delegate, you have 20 seconds remaining. What would you like to do with your time?"

DEL. OF IRAN: "Iran yields the rest of its time back to the committee."

CHAIR: "Thank you delegate. You may go back to your seat."

DEL. OF IRAN: (takes placard and goes back to seat)

or:

DEL. OF IRAN: (finishes Speakers' List speech in 40 seconds)

CHAIR: "Delegate, you have 20 seconds remaining. What would you like to do with your time?"

DEL. OF IRAN: "The delegate of Iran would like to yield this time to the delegate of the USA."

CHAIR: "Thank you delegate. You may go back to your seat. Delegate of the USA, would you like to accept the yielded time?"

DEL. OF IRAN: (takes placard and goes back to seat)

DEL. OF USA: (surprised)

"I-- uh-- we-- the delegate of the USA... uh-- no, thank you."

### **Taking a well-earned break**

Discussing topics as part of an MUN Conference is a long and laborious process, which will therefore span several hours or even days. The Speakers' List can therefore also be interrupted (after a motion is made, seconded and passed by a two-thirds majority) "until after lunch" or "until tomorrow morning" for instance. *"The delegate of the Republic of Suriname moves to interrupt the Speakers' List until tomorrow morning."*

### **The point and finality of a Conference**

The United Nations are best known for the end product of their sessions: resolutions. Issuing resolutions is therefore the point of Model United Nations conferences as well.

As the conference goes, each bloc is expected to ultimately issue a **Draft Resolution** and garner support for it. At the end of the conference, after the Speakers' List ends or is ended by a motion, the committee votes on available Draft Resolutions. The ones that pass (obviously requiring a two-thirds majority to do so) can then be called **Resolutions**. So what goes into making a Draft Resolution?

While debate on the Speakers' List, Moderated Caucuses and Unmoderated Caucuses are taking place, delegates gather up in blocs to work towards finding solutions to the problems being mentioned. The more global the solutions, the stronger the Draft Resolution and the more likely it is to become a Resolution, so it is very important for each bloc to listen carefully to every single delegate's speeches and attempt to find common ground, common concerns and common solutions to them.

Depending on the quorum, anywhere between one (for committees of 15) to eight (for committees of 193) people, will be writing up possible solutions to issues in a document called an **Action Plan**. This is the first stage of what will become the Draft Resolution, and it starts to be written early in order to be worked on as the conference takes its course. The people writing it up, or providing the most substance to it, are called its **sponsors**.

An Action Plan will typically mention sponsors, the name of the committee, and the solutions the Draft Resolution will eventually include.

It is one sentence long: the committee is its subject and the solutions are its verbal phrases. The latter are to be written out in bullet point format as clauses, each starting with an operative phrase and ending with a semicolon (;) - all except the last one, which ends with a full stop (.). The more detail each of these clauses contain, the better. A rule of thumb is that every clause should be setting forth a complete solution. It is to include as many sub-clauses as necessary, and each of those should be making a single, clear point, thus each clarifying some aspect of their respective "parent-clauses". Clauses starting with operative phrases are called the **Operative Clauses** of an Action Plan.

#### Pro Tip

The more details an Action Plan contains, the better it is. If for example the committee is recommending to found a new organization, a good Action Plan will have subclauses for each of its name, funding, locations, objectives, etc.

#### Pro Tip

While expert Action Plan writers may find it more economic to leave a space for signatories right from the start, most delegates will end up having to rewrite the document several times before it is a Resolution Plan fit in content and form to present to the dais, who may reject a Plan they cannot read or that is too untidy.

Once an Action Plan is mostly ready, and before it can be presented to the dais for acknowledgment, its sponsors need to garner the support of twenty percent of the quorum and have them sign it. These people, who are interested in seeing the Plan debated on the Speakers' List or in Moderated Caucuses even if they do not necessarily agree with everything the Plan contains, are called its **signatories**. An Action Plan with enough signatories can be referred to as a **Resolution Plan** - and can then be presented to the dais.

The dais will either approve of a Resolution Plan, or give its sponsors comments on how to make it acceptable, and this can go on until the dais is satisfied with the Plan. Once the dais has approved of it, its sponsors can begin turning it into a **Draft Resolution** - the major change being the addition of **Preambulatory Clauses**. Those will start with preambulatory phrases, end with a comma, and aim to justify the actions recommended in the Operative Clauses, in order to garner even more support for the Draft Resolution.

Once a Resolution Plan has been turned into a Draft Resolution, it can be submitted to the dais. If it fits the format of a Draft Resolution, and if the sponsors are all in character (that is, they are not suggesting anything the delegate of their country to the actual UN wouldn't) the dais will assign the Draft Resolution a

serial number, and give the sponsors the floor to present the Draft Resolution to the committee.

After this initial presentation, the committee recognizes the Draft Resolution and delegates can begin referring to it in speeches as such, with aims to get as many of the delegates as possible to support it.

Starting when there is at least one Draft Resolution recognized by the committee, delegates can start to move to discussing the Draft Resolutions:

*“The Delegate of Luxembourg moves to conclude the Speakers’ List and proceed to discussing Draft Resolutions.”*

This motion, which, of course, needs to be seconded, requires a two-thirds majority to pass.

Sponsors of Draft Resolutions which have not yet been recognized by the committee (and members of their blocs) are not very likely to vote in favor of such a premature conclusion of the Speakers’ List, so it is much more likely that this motion would only be made - or at least, passed by two-thirds vote - after two or more Draft Resolutions are recognized by the committee.

**Some Preambulatory Phrases** (from [the UNAUSA’s website](#))

Affirming	Expecting	Having received
Alarmed by	Emphasizing	Keeping in mind
Approving	Expecting	Noting with deep concern
Bearing in mind	Expressing it’s appreciation	Nothing with satisfaction
Believing	Fulfilling	Noting further
Confident	Fully aware	Observing
Contemplating	Emphasizing	Reaffirming
Convinced	Expecting	Realizing
Declaring	Expressing it’s appreciation	Recalling
Deeply concerned	Fulfilling	Recognizing
Deeply conscious	Fully aware	Referring
Deeply convinced	Further deploring	Seeking
Deeply Disturbed	Further recalling	Taking into consideration
Deeply Regretting	Having adopted	Taking note
Desiring	Having considered	Viewing with appreciation
Emphasizing	Having examined	Welcoming

**Some Operative Phrases** (from [the UNAUSA’s website](#))

Accepts	Endorses	Further requests
Affirms	Expresses its appreciation	Further resolves
Approves	Expresses its hope	Has resolved
Authorizes	Further invites	Notes
Calls	Deplores	Proclaims
Calls upon	Designates	Reaffirms
Condemns	Draws the attention	Recommends
Confirms	Emphasizes	Regrets
Congratulates	Encourages	Reminds
Considers	Endorses	Requests
Declares accordingly	Expresses its appreciation	Solemnly affirms
Deplores	Expresses its hope	Strongly condemns
Designates	Further invites	Supports
Draws the attention	Further proclaims	Takes note of
Emphasizes	Further reminds	Transmits
Encourages	Further recommends	Trusts

### Sample Draft Resolution

(adapted from [the UNAUSA's website](#) to fit the CMCMUN's Draft Resolution format)

Draft Resolution GA3/1.0

**Sponsors:** United States, Austria and Italy

**Signatories:** Greece, Tajikistan, Japan, Canada, Mali,  
the Netherlands and Gabon  
*20% of quorum*

**Topic:** "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly, *subject of the sentence*

- Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, *end preambulatory clauses with commas*
  - Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,
  - Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,
  - Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,
1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;
  2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid; *end operative clauses with semicolons*
  3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
  4. Calls for the development of a United Nations Trust Fund
    - a. that encourages voluntary donations from the private transnational sector
    - b. aiming to aid in funding the implementation of rapid deployment forces;
  5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries
    - a. such as will be gathered by an impartial group of experts chosen annually by this assembly;
  6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and *end the second-to-last operative clause with a semicolon then 'and'*
  7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. *end the draft resolution with a full stop*

## **Discussing Draft Resolutions**

Discussing Draft Resolutions is the last section of the debate in a CMCMUN Conference.

By the point this section of the conference is reached, the committee has been discussing its topic for several hours, it has come up with Draft Resolutions which have passed several tests before actually being recognized by the committee and the dais, and the committee is ready to wrap up its conference and vote on recognized Draft Resolutions.

After a motion to conclude the Speakers' List and proceed to discussing Draft Resolutions has passed, or when the Speakers' List actually ends if there are Draft Resolutions recognized by the committee (if there aren't, the director will populate the Speakers' List randomly), the active Speakers' List is disbanded and the committee then proceeds to review and make **amendments** (changes) to the Draft Resolutions recognized by the committee before voting on them. To allow this to happen, the dais will print out copies of each Draft Resolution for each delegate.

The chair will then ask if there are any amendments on the floor. Delegates wishing to propose amendments to any of the Draft Resolutions recognized by the committee will raise their placards, and when called upon by the chair, propose their amendments in a speech.

CMCMUN distinguishes between two kinds of amendment propositions: those to which sponsors are **favorable**, and those to which sponsors are **unfavorable**. When a delegate makes a speech to propose an amendment, the chair asks the sponsors of the Draft Resolution to raise their placards if they are unfavorable to the amendment, that is to say, they do not want the change to happen. If none of the Draft Resolution's sponsors raises their placard, the amendment is **incorporated** into the Draft and the serial number is incremented by one. If any of the Draft Resolution's sponsors raises their placard, the chair puts the proposition to a vote. Simple majority in favor of the amendment suffices to warrant its incorporation into the Draft, in which case, again, the serial number is incremented by one. If the proposition fails to obtain simple majority support, it is **dropped**.

When there are no more amendment propositions being made, Draft Resolutions are reprinted with the incorporated amendments and updated serial numbers, and distributed to the committee. The chair then gives the committee a few minutes to read the updated versions of the Draft Resolutions, then asks if there are any additional amendment propositions on the floor. If there are, the process is repeated, until there are none left.

Then the chair makes the committee vote on each Draft Resolution in turn, starting with the first one recognized and proceeding in order of serial numbers. Only one Draft Resolution can become a Resolution in CMCMUN Conferences; thus if the first Draft Resolution passes, any others are automatically rejected and the committee can move on to discussing its next topic, if applicable. If no Draft Resolution passes, the Speakers' List is reopened and any blocs with as yet unrecognized Draft Resolutions get to work to have them recognized, so that the Speakers' List can be concluded again and the new Draft Resolutions can be studied, amended and voted upon by the committee.

After a Resolution has been passed, if there are still topics to be discussed by the committee in session, a delegate will move to discuss one of them, and the flow starts over from there. It is possible to refer to the passed Resolutions in future speeches and/or Draft Resolutions.



## Points

As we've seen, MUN Conferences flow with the help of motions. There are however some concepts that do not fit into the flow as they concern the human factor of MUN Conferences - human needs and rights, human error, and human curiosity. We call these **points**, and we've mentioned one of them in the Yields section of the Flow of Parliamentary Procedure.

### **Point of Personal Privilege**

Used when something is bothering the delegate. The delegate is free to mention (or not) the personal privilege they are bringing up.

*"Point of Personal Privilege, may the delegate of Chili be excused?"* is usually sufficient if the delegate wants to go to the bathroom; but this can also often be *"Point of Personal Privilege, the delegate of Chili cannot hear the speaker."* or *"Point of Personal Privilege, the delegate of Chili is too cold."*

### **Pro Tips**

Do not abuse Points of Personal Privilege to distract speakers, as this is one of the rare points you can use even if someone is talking. This is because you might be choking and in need of serious help. There are cases where the chair revoked all Points of Personal Privilege because the delegates were abusing them to distract their peers.

### **Pro Tips**

A few well-placed Points of Order will put your attentiveness into the spotlight. Too many Points of Order, though, will make you come off as a pain, especially if they're about delegates using "I" or a minor detail that even the chair has shrugged off.

### **Point of Order**

Used when a delegate or a member of the dais makes an infraction to the Rules of Procedure as set forth in this document.

*"Point of Order, should we not begin our conference with Roll Call?"*

### **Point of Procedure** (or Parliamentary Procedure)

Used when a delegate has a question regarding the current happenings in the committee, for instance because they were out on a Point of Personal Privilege when a motion to interrupt the Speakers' List to go into a Caucus was passed by the committee. This point can only be addressed to a member of the dais.

*"Point of Procedure, the delegate of Vietnam would like to ask what the topic and total time of the current Unmoderated Caucus are, please."*

### **Pro Tips**

Too many Points of Procedure will distract the attention of delegates and dais members alike, not to mention show everyone that you are not paying any attention. Even one may be ill-seen, so use these carefully.

### **Point of Information**

Used when a delegate has yielded their time to a single point of information. This is the only point that delegates do not actually need to mention by name, and do not address to the dais, but to another delegate. You may refer to the section on yielding for more information about it.

## Objections

At times, delegates may feel like they are being treated unfairly or offended on a personal basis. They have the right to object and, should their objection be found justified, if possible, reparation will be made.

Two varieties of objection exist in CMCMUN; both are made in writing to the chair and sent by way of the usher.

### Objections to the Dais's Decision

Used when a delegate feels that the dais has made or is making some unfair decisions. In 90% of these cases, the delegate raises their placard but the chair does not see them, and so they do not get to speak. Bringing the issue to the dais' attention would ensure that they try to fix it. If they're trying to test you, it would also give them what they want and you would have passed their test.

From: *the delegate of Kazakhstan*  
To: *the Chair*

*The delegate of Kazakhstan feels that the Chair is neglecting to give them the floor.*

### Objections to the Delegate's Statement / Claim

Often, delegates will attempt to discredit one another or get on each other's nerves to distract their opponents from being diplomatic. Sometimes, delegates will, by mistake or on purpose, let slip or insinuate certain statements or claims that simply should not be left alone.

The dais will usually allow the **plaintiff** to speak to the committee about their objection.

Statements such as "smaller countries should not be allowed to discuss this topic" cannot be left alone.

From: *the delegate of Antigua and Barbuda*  
To: *the Chair*

*The delegate of Antigua and Barbuda feels deeply offended by the statement that the delegate of Slovakia has just made. Under the UN Charter, their votes and ours are of equal worth, and as human beings our opinions are equal.*

### Pro Tips

Do not abuse of Objections.

In some cases, the chair is testing you or there is a delegate trying to start a fight with you; in these cases, you should object. If you truly feel offended by something someone has said or done, you should object. In all other cases, leave things be; as too many objections will pass you off as a crybaby.

### Pro Tips

Never loose it. Remain diplomatic and perfectly cool. If a delegate has insulted you, make them shake in fear from hearing your Objection to their Statement delivered in a perfectly, deliciously cold, detached tone. Remember their aim is to destabilize you by making you angry. Deliver your speech with hushed anger, to remain in character (you'll be applauded for this), but do not give them the pleasure of loosing it.

## Summary Table of Motions, Yields, Points and Objections

### Motions

These will advance the flow of debate. They need to be seconded and voted upon in order to go through; and can only be made when the chairperson asks if there are points or motions on the floor.

Motion	Majority Required
<b>Motion to Discuss [Topic]</b>	Two-Thirds
<i>“The delegate of Morocco moves to discuss Food Security and Distribution.”</i>	
This motion is only used if there are more than a single topic to be discussed by the committee in session, to find consensus amongst a majority of delegates as to which topic should be discussed at this point.	
<b>Motion to Set the Speaker’s Time</b>	Two-Thirds
<i>“We move to set the speaker’s time to 50 seconds.”</i>	
This motion is used to find consensus amongst a majority of delegates as to how long each speaker should be given on the Speakers’ List.	
<b>Motion to Interrupt the Speakers’ List</b>	
<b>... for a Moderated Caucus</b>	Simple
<i>“The delegate of Malaysia moves to interrupt the Speakers’ List for a Moderated Caucus of 10 minutes in which delegates will each speak for 45 seconds about the impact of the Syrian Crisis on neighboring countries.”</i>	
This motion is used to divide the topic into smaller sections. It requires a Total Time, a Time Per Speaker, and a Topic of its own.	
<b>... for an Unmoderated Caucus</b>	Simple
<i>“Germany moves to interrupt the Speakers’ List for an Unmoderated Caucus of 15 minutes in which delegates will discuss possible ways to transport civilians out of the danger zone.”</i>	
This motion is used to interrupt the flow of the Speakers’ List for a certain Total Time, during which the quorum will break and a Topic will be discussed, or blocs will be formed. The motion requires both a Total Time and a Topic or Reason for Interruption. After an Unmoderated Caucus’s Total Time elapses, a delegate is, or several delegates are, nominated to make a report.	
<b>... until after lunch, until tomorrow morning, etc</b>	Two-Thirds
<i>“The delegate of the Republic of Suriname moves to interrupt the Speakers’ List until tomorrow morning.”</i>	
This motion is used to find consensus amongst a majority of delegates as to taking a break from the conference. This is usually used for lunch breaks, or to end the debate until the next set meeting time.	
<b>Motion to Extend the Caucus</b>	Simple
<i>“The delegate of Lebanon moves to extend this latest caucus.”</i>	
This motion is used to extend the last caucus that has passed. It can only be made right after the total time of a caucus (whether moderated or unmoderated) has elapsed.	
<b>Motion to conclude the Speakers’ List and proceed to discussing Draft Resolutions</b>	Two-Thirds
<i>“Luxembourg moves to conclude the Speakers’ List and proceed to discussing Draft Resolutions.”</i>	
This motion is used to end the Speakers’ List prematurely (i.e. before it comes to a natural end) and bring the committee to a discussion about Draft Resolutions that have been recognized by then.	



**Yields**

These are the options of a speaker when they finish speaking early on the Speakers' List.

Yield...
<b>Yield to a point of information</b>
<i>"We yield our remaining time to a point of information."</i>
The remaining time is used to answer a question.
<b>Yield back to the committee</b>
<i>"We yield our remaining time back to the committee."</i>
The remaining time goes back to the committee.
<b>Yield to the delegate of [country]</b>
<i>"We yield our remaining time to the delegate of Azerbaijan."</i>
The remaining time belongs to the delegate it was yielded to, to do with as they please. If they accept the time, they speak for its duration. Yielded time can however not be yielded.

**Points**

These make allowance for the human factor in the flow of debate.

Point	Can be used
<b>Point of Personal Privilege</b>	Anytime.
<i>"Point of Personal Privilege, the delegate of Chili is too cold."</i>	
This point is used when something is bothering the delegate. It can be used to interrupt speakers to cater for any serious eventuality, but should not be abused.	
<b>Point of Order</b>	Anytime.
<i>"Point of Order, should we not begin our conference with Roll Call?"</i>	
This point is used when a delegate or a member of the dais makes an infraction to the Rules of Procedure as set forth in this document.	
<b>Point of Procedure</b>	Anytime, except when a delegate has the floor.
<i>"Point of Procedure, the delegate of Vietnam would like to ask what the topic and total time of the current Unmoderated Caucus are, please."</i>	
This point is used when a delegate has a question regarding the current happenings in the committee.	
<b>Point of Information</b>	Only when a delegate yields to a point of information.
<i>"Point of Information: the delegate of the Russian Federation has stated that they are willing to take steps against the Western bloc. Could the delegate please tell this committee what such steps may be?"</i>	
This point is used to ask a question to a delegate who has yielded their remaining Speakers' time to such a point. The question should ideally relate to the content of the delegate's speech.	

## Objections

These are used by delegates wishing to complain about unfair treatment or personal offenses. They are made in writing to the dais, and when justified, if possible, reparations should be made. Any objection is void if the plaintiff has not explained what they are objecting to, or complaining about.

Objection	Type of Reparation Possible
<b>Objection to the Dais's Decision</b>	Dais attempts to make amends.
<i>"The delegate of Cape Verde feels that the chair is purposefully neglecting to allow them to speak."</i>	
Used when the plaintiff feels the dais is being unfair to them.	
<b>Objection to the Delegate's Statement or Claim</b>	Plaintiff speaks to the committee.
<i>"The delegate of Antigua and Barbuda feels deeply offended by the statement that the delegate of Slovakia has just made. Under the UN Charter, their votes and ours are of equal worth, and as human beings our opinions are equal."</i>	
Used when the plaintiff feels that another delegate has lacked respect to them in a speech.	



