



ILMUNC XXXIV

Guide to Model UN Procedures

Procedure is a vital aspect of Model UN. In committee, there are very specific guidelines that must be adhered to when one wants to make an action. While rules of procedure vary from conference to conference, the following document explains the parliamentary procedure at ILMUNC. Parliamentary procedure is the language through which you will communicate during the conference. The following guide is a “translation,” and explains each rule in a few different ways. First, the “context” describes what the function of the rule is. Second, the “when” explains the time that the rule is used. Third, a “comment” is provided if there is another part of the rule. And lastly, the “best used for” explains the best time for a rule to be used.

## MOTIONS

*A motion is used in committee when a delegate wants to have an action passed that affects the entire committee. Like the name suggests, “motion,” as in “moving,” means that you are “moving” towards an action, or “moving” the committee in a certain direction (this may help you remember).*

### MOTION TO OPEN THE SPEAKERS LIST

**Context:** This motion is used when a delegate wants to start a new speakers list; the chair will then call on delegates who want to be added to the list.

**When:** This is used at the beginning of the conference when a speakers list has to be opened to set the agenda; it can also be used later on in a conference to create a new speaker list whenever there is a new topic of discussion or if the delegate deems it necessary to have a speakers list.

### MOTION TO SET THE AGENDA

**Context:** This is used to set the order in which the topics will be debated; there will be two speakers for and two speakers against the motion.

**When:** The motion is used after there has been sufficient debate upon which of the topics on the agenda is more important and will be entertained at the discretion of the chair.

### MOTION FOR A MODERATED CAUCUS

**Context:** This motion is employed when one wants to start a moderated caucus. A moderated caucus refers to the form of debate where delegates raise their placards and the chair calls upon the delegates whose turn it is to speak.

**When:** A moderated caucus can be called for anytime during organized debate (when the chair asks if there are any points or motions on the floor), or after a previous caucus is finished.

**Comment:** When a delegate calls for a moderated caucus, they also must specify the length of the caucus, the length of each speaking time, and the purpose of the caucus; for example “motion for a ten minute moderated caucus with a thirty second speaking time for the purpose of discussing education within the field of child labor.”

**Best used for:** A moderated caucus is best used for relatively fast paced discussions about a specific sub-topic. It is sometimes used to hear the opinions of many nations in order to focus what the committee will talk about.



## MOTION FOR AN UNMODERATED CAUCUS

**Context:** This motion is utilized when one wants to start an unmoderated caucus. An unmoderated caucus refers to the form of debate where delegates are allowed to move from their seats and speak directly to other delegates.

**When:** An unmoderated caucus can be called for anytime during organized debate (when the chair asks if there are any points or motions on the floor), or after a previous caucus is finished.

**Comment:** When a delegate calls for an unmoderated caucus, they also must specify the length of the caucus.

**Best used for:** An unmoderated caucus is best used for informal debate. If a delegate wishes to have a discussion with another delegate, or if a delegate wishes to collaborate with others in writing a resolution, then an unmoderated caucus would be appropriate.

## MOTION FOR A RIGHT OF REPLY

**Context:** If a member of the committee makes a personal attack on another delegate, then the offended delegate is permitted to reply to the delegate. However, if an attack is made on a delegate's position, the delegate does not receive a right of reply, meaning "Country A is stupid..." would deserve a right of reply, while, "Country B's idea of satellites is idiotic..." does not deserve a right of reply.

**When:** A right of reply is requested directly after the personal attack is made

**Comment:** The chair makes the ultimate ruling as to whether or not the delegate in question deserves a right of reply.

**Comment:** At ILMUNC, all rights of reply must be submitted to the chair in writing.

## MOTION TO INTRODUCE WORKING PAPER/RESOLUTION/AMENDMENT

**Context:** This motion is used when a delegate wants to introduce (meaning read it to the committee and make it an official document) a working paper/ resolution/amendment.

**When:** This motion is used after the dais staff has handed out the working paper/resolution/amendment to the committee.

**Comment:** When you move to introduce the document, you also must specify the number (ex: motion to introduce resolution 2.3) that way it is easier to specify what paper or amendment you are referring to with your working paper.

## MOTION TO TABLE THE TOPIC

**Context:** This motion is used if a delegate wishes to immediately end debate on a topic and move to the next item on the agenda; if this motion is employed, then there will be no vote on the topic or any resolutions introduced on the topic; there will be two speakers for and two speakers against this motion.

**When:** The motion can be used any time.

## MOTION TO CLOSE THE SPEAKERS LIST

**Context:** Closing the speakers list means that no more countries will be added to the speakers list; when all the names on the speakers list have been exhausted, then the committee immediately moves into voting procedure.

**When:** This motion can be used any time during formal debate.

## MOTION TO CLOSE DEBATE AND MOVE INTO VOTING PROCEDURE

**Context:** This motion is used if a delegate wants to end debate on a topic and move into voting procedure; there will be two speakers against this motion.

**When:** This motion can be used any time (but it will not be taken seriously unless an ample amount of debate on the issue has occurred).

## MOTION FOR A ROLL CALL VOTE

**Context:** Once the delegated who voted yes/no with rights shares their stance, delegates who voted abstain may decide to change their vote one way or another.

**When:** The motion is used during voting procedure and automatically adopted, with the chair's approval.

**Comment:** The ways one can vote during a roll call vote are yes, no, yes with rights, no with rights, abstain, and pass. If a delegate votes yes, it means he/she is in favor of the resolution. If a delegate votes no, it means the delegate is against the resolution. If a delegate abstains, it means he/she does not wish to cast a vote on the resolution. If a delegate votes yes/no with rights, it means the delegate wishes to explain his/her vote. The delegate, upon completion of the roll call vote, will receive a thirtysecond speech. If a delegate votes yes/no with rights it usually means that the delegate would like to explain why he/she is voting against their country's position or against what the country was arguing for during debate. If a delegate passes, it means that the delegate is unsure of how to vote, and will be called upon at the end of the roll call vote. Please note that if a delegate passes, he/she cannot vote with rights.

## MOTION TO DIVIDE THE QUESTION

**Context:** This motion is used if a delegate wishes to divide out a portion (certain clauses) of a resolution; each portion of the resolution will then be voted on separately. This requires two speakers for and two speakers against the motion to divide, not the individual divisions.

**When:** This motion is used during voting procedure.

**Comment:** A delegate would use this motion if he/she agrees with the majority of a resolution but cannot or will not vote for it because of a certain clause.

## MOTION TO RECESS

**Context:** This motion is used to suspend debate at the end of each committee session.

**When:** At the end of each committee session, once the chair says that he/she would take a motion to Recess.

## MOTION TO ADJOURN

**Context:** This motion is used to end the last committee session, ending the conference.

**When:** The motion is used at the end of the last committee session, once the chair says that he/she would take a motion to adjourn.

## MOTION TO QUESTION THE COMPETENCE OF THE COMMITTEE TO DISCUSS...

**Context:** This motion is used if a delegate believes that a topic either in a resolution or discussed in committee is out of the jurisdiction of charter of that committee. For example, if a resolution on the Commission on the Status of Women had a clause which discussed Iraq's nuclear disarmament, that would merit a motion to question the competence because CSW does not have the ability to disarm Iraq. When someone uses this motion, there will be two speakers for and two speakers against the topic/clauses at hand followed by a vote; if the vote passes, then the topic at hand will be removed from the resolution/discussion.

**When:** The motion can be used any time during formal debate.

**Comment:** This motion is a very serious motion that drastically changes the course of debate. Accordingly, it should only be used if you and your fellow delegates believe there is a serious problem and the topic of discussion is fully outside the scope of the committee.

## MOTION TO QUESTION THE COMPETENCE OF THE CHAIR

**Context:** This motion is used if a delegate believes that the chair of the committee is not versed in ILMUNC conduct or procedure or if a delegate believes that the chair is doing a poor job in running the committee. If this motion is brought to the floor, the vice chair will determine whether or not the motion is in order; if the vice chair finds the motion in order, he/she will continue the procedural process of questioning the competence of the chair.

**When:** The motion can be used any time during formal debate.

**Comment:** This motion is very serious and should be considered very carefully before use.

## POINTS

*In general, points are a way to ask a question in committee, or bring something of non-substantive importance to the committee's attention.*

### POINT OF PARLIAMENTARY INQUIRY

**Context:** This point is used when a delegate is unsure of or wants a clarification of a rule or committee procedure; it can also be used if a delegate has a non-substantive question (such as "point of parliamentary inquiry, would it be in order to start handing in working papers at this time?").

**When:** This point can be used any time when the chair is taking points from the floor.

### POINT OF PERSONAL PRIVILEGE

**Context:** This point is used when a delegate's ability to participate in committee is impaired. For example, one could use this point if it is difficult to hear the speaker or it is very cold in the room.

**When:** This point can be used anytime, even during another delegates' speech.

**Comment:** Using too many points of personal privilege can be unproductive to the committee, so use them very sparingly and only if the issue is truly impairing your ability to delegate, not just if it is a touch hot. It is also looked unfavorable if this point is used simply to interrupt or set other delegates off guard during their speeches.

### POINT OF CLARIFICATION

**Context:** This point is used when a delegate wants to clarify a non-substantive point (meaning grammatical, spelling, word choice, awkward phrases) in a resolution or amendment.

**When:** This point should be used while or directly after a resolution or amendment has been introduced.

**Comment:** This point is only used during the introduction of a resolution or amendment.

### POINT OF INFORMATION

**Context:** This is used when a delegate has a substantive question for a speaker during formal debate.

**When:** This point can be used any time the chair says that questions are in order.



## POINT OF ORDER

**Context:** A delegate can raise a point of order when there is a violation of the rules of procedure. The chair will decide whether there is a violation immediately, and if there is, then the violation is corrected or stopped.

**When:** This point can be used anytime, including during another delegates' speech

**Comment:** A point of order is a very serious procedural matter, especially since it has the power to interrupt other committee proceedings. Therefore, it should be used in a responsible manner; it should only be used if a delegate is sure a rule is broken. If a delegate is not sure if a rule is broken, or if the possibly broken rule does not affect the committee proceedings, it could be prudent for the delegate to rephrase the question at a more appropriate moment in the form of a point of parliamentary inquiry. Also note that while all ILMUNC chairs are well versed in the official rules and procedures, they have the ability to adopt rules of debate at their own discretion. All modifications will be announced at the beginning of the conference and delegates are encouraged to use Points of Parliamentary Inquiry if anything is unclear.

## YIELDS AND COMMENTS

### YIELD TO THE CHAIR

**Context:** After the completion of a speakers list speech, a delegate may yield to the chair. This means that the chair will absorb the time remaining in the speech (meaning nothing will happen with any time remaining).

**When:** After a speech on the speakers list.

### YIELD TO QUESTIONS

**Context:** After the completion of a speakers list speech, a delegate may yield to questions. This means that with the remaining time, the chair will call upon other delegates to ask the delegate giving the speech questions that must pertain to the speech that was just given.

**When:** After a speech on the speakers list.

**Comment:** The time taken for a delegate to ask the question will not be counted towards the time remaining in the speech.

### YIELD TO ANOTHER DELEGATE

**Context:** After the completion of a speakers list speech, a delegate may yield to another delegate. This means that with the time remaining in the speech, another delegate will be able to elaborate on the ideas that the first delegate presented; the second speaker may not talk about a topic the first speaker did not mention. Please note that only one yield may be made per speaker on the speakers list.

**When:** A delegate yields to another delegate after a speech on the speakers list.

**Comment:** If the speaker intends on yielding to another delegate, he/she should be sure that the delegate yielded to will support his/her ideas.

### YIELD TO COMMENTS

**Context:** After the completion of a speakers list speech, a delegate may yield to comments. This means that 2 thirty-second speeches can be made by any delegate (the chair will call on two delegates who wish to make comments). Note that the comment must pertain to the original speech.

**When:** A delegate yields to comments after a speech on the speakers list.

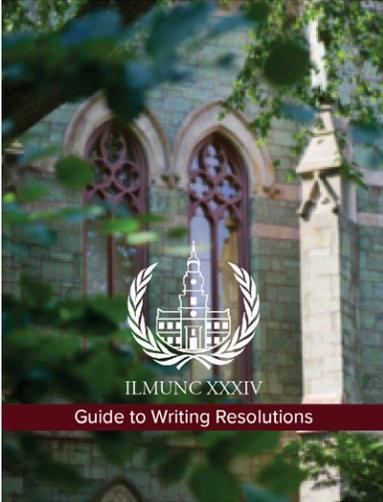
## COMMENTS (NO YIELD REQUIRED)

**Context:** If a delegate fails to yield after a speakers list speech, then 2 thirty-second comments are in order. If a speaker fails to yield, a delegate can motion to comment. These comments can be made by any delegate in the committee (the chair will choose 2 delegates who wish to speak). Please note that the comment must pertain to the original speech.

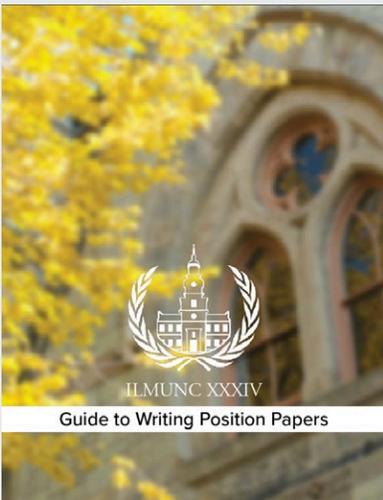
**When:** Comments are warranted after a speech on the speakers list.

It might be very intimidating to see all these different points and motions, and it seems difficult to have to remember all the specific procedural rules. But relax and take it slowly, and it will come much easier than expected... After a few committee sessions, you will feel like a procedural expert!

## Also see...



ILMUNC 34's **GUIDE TO WRITING RESOLUTIONS** specifies the format that a resolution is required to be in at ILMUNC, as well as provides an example resolution. It also includes key preambulatory and operative clauses.



The position paper is not only the first impression that you give to the dais, but also a source for you to refer to during debate. ILMUNC 34's **GUIDE TO WRITING POSITION PAPERS** outlines how to properly structure and format your position paper for submission as well as a sample position paper. In General Assembly, Economic and Social, and Specialized Agency committees, the ultimate goal is to come to a comprehensive resolution to address critical global issues.