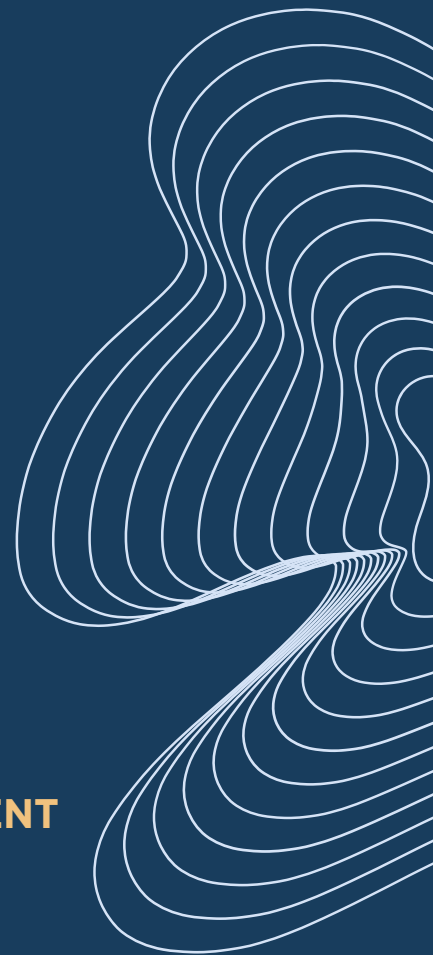




20 YEARS OF YOUTH DIPLOMACY AND EMPOWERMENT

# RULES OF PROCEDURE

SINGAPORE MODEL UNITED NATIONS 2023



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# SECTION I

1

## General Rules

### Rule 1.1

The following document shall be adopted as the official Rules of Procedure for Singapore Model United Nations (henceforth referred to as 'SMUN') 2023.

### Rule 1.2

Each rule within this document is self-reliant unless otherwise modified by the Academics Directorate of the SMUN 2023 Secretariat. These modifications will automatically be deemed adopted and supersede any rules stated in this document.

### Rule 1.3

No other rules external to this document stipulating SMUN's Rules of Procedure shall apply, unless otherwise stated in Rule 1.5.

### Rule 1.4

If a situation that has not been addressed by the Rules of Procedure arises, the Committee Head Chairperson, under the guidance and direction of the SMUN Academics Directorate, will have the final authority to decide on the procedure to follow.

### Rule 1.5

The Committee Chairpersons may modify some of these rules to better reflect the specialised rules of the actual body being simulated, with said modifications reflected in either the committee's **Study Guide** or in a separate **Special Rules of Procedure** document.

### Rule 1.6

English will be the official working language of the conference. All debate conducted and documents circulated must be in the working language unless expressly permitted by the Academics Directorate.

### Rule 1.7

Delegates are to abide by the Delegates' Code of Conduct, as stipulated in the **Academics Guide**. Any breach(es) of the Code of Conduct may result in disciplinary action(s) at the discretion of the SMUN 2023 Secretariat; which can include, a formal letter of warning issued to the delegate and their respective affiliated institution(s), dishonourable dismissal from the conference without appeal or refund, and if necessary, escalation to the relevant authorities for further investigation.



# SECTION II

## Representation and Voting Rights

### Rule 2.1

Each member state in a committee will be represented by a single delegate. Observers (such as non-member states, Non-Governmental and Intergovernmental Organisations), where applicable, will also be represented by a delegate.

- a. The following committees will be exceptions to this rule, whereby each member state will be represented by a delegation consisting of two (2) delegates: Group of 20 (G20), Futuristic United Nations Security Council (fUNSC) and United Nations Security Council (UNSC).

### Rule 2.2

Representatives of Accredited Observers will have the same rights and privileges as those of full members, except that they may not participate in voting on substantive matters. They are also precluded from sponsoring Draft Resolutions or Amendments.

# SECTION III

## Quorum

### Rule 3.1

Quorum for all committees is set at **one-third of the maximum possible number of committee members present**, rounded up to the nearest whole number, unless otherwise ruled by the Academics Directorate.

### Rule 3.2

The committee shall only commence proceedings once the quorum is reached. Any committee that does not meet the quorum may only commence proceedings with the approval of the Academics Directorate.



# SECTION IV

3

## Composition and Powers of the Dais

### Rule 4.1

The Dais shall comprise a Head Chairperson and (several) Deputy Chairperson(s).

### Rule 4.2

The Dais shall work closely with the SMUN Secretariat in the conduct of its duties.

### Rule 4.3

The Dais shall be responsible for monitoring and presiding over debate within their respective committees on a rotational basis.

### Rule 4.4

The Dais shall monitor the substantive debate, grant delegates the permission to speak, and decide on procedural matters, thereby ensuring that debate within the committee is carried out in an efficient and productive manner.

### Rule 4.5

The Dais reserves the right to suspend or modify the general Rules of Procedure in the interest of debate. Rules stated within the Special Rules of Procedure, for applicable committees, will supersede any rule in this document.



# SECTION V

## Definition of Key Terms

### Rule 5.1

This section contains the definitions of several technical terms that will be commonly used throughout this document and during the course of the conference.

- a. **Chairs** - The individuals helming the committees and moderating committee discussions. They are the first Points of contact for any questions delegates may have. They may also be referred to collectively as 'Dais', or individually as a 'Chairperson'.
- b. **Simple Majority** - The act of achieving a majority greater than one-half ( $\frac{1}{2}$  or  $\frac{1}{2} + 1$ , depending on the total number of delegates present in the committee) of the committee's delegates, rounded up to the nearest whole number, who are present and voting in favour of a certain committee matter.
- c. **Two-thirds Majority** - The act of achieving a majority equal to or greater than two-thirds ( $\frac{2}{3}$ ) of the committee's delegates, rounded up to the nearest whole number, who are present and voting in favour of a certain committee matter.
- d. **Procedural Vote** - A vote to decide on committee matters relating to decisions involving debate procedure which usually involves reaching a simple majority to pass.
- e. **Substantive Vote** - A vote to decide on committee matters relating to resolutions and amendments to resolutions which usually involves reaching at least two-thirds majority to pass the subject of the vote. The total vote count excludes all member states who had opted to abstain.





# SECTION V

## Definition of Key Terms

### Rule 5.1

This section contains the definitions of several technical terms that will be commonly used throughout this document and during the course of the conference.

- f. **Abstention** - The act of declining to vote on substantive matters. Abstentions are not allowed in procedural votes.
- g. **Motion** - A formal proposal raised by a delegate to request for the committee to take certain specific actions. Motions are fully expounded upon in **Section VII**.
- h. **Sponsor** - Sponsors are delegates who have submitted a Draft Resolution, and are typically the main writers and supporters of the content in the Draft Resolution. They are sometimes referred to as 'Submitters'.
- i. **Signatory** - Signatories are delegates who are interested in seeing a Draft Resolution or Unfriendly Amendment being formally discussed in the committee, regardless of whether these delegates support their contents. There is no limit to the maximum number of Signatories allowed for either document.



# SECTION VI

## Points

### Rule 6.1

The following Points are in order for SMUN 2023:

a. Point of Personal Privilege

A delegate may raise this Point if the environment causes the delegate to face difficulties in focusing on debate (e.g. poor audibility, committee venue is too cold, etc.). A 'Point of Personal Privilege: Audibility' is the only Point that may interrupt a speaker.

b. Point of Parliamentary Inquiry

If the delegate is uncertain about any Rules of Procedure or any procedural matter regarding the ongoing debate, the delegate may raise this Point to clarify with the Chairs. This Point shall only be used to clarify committee-related matters.

c. Point of Order

If the delegate believes that the Chairs have deviated from or made an error within the (Special) Rules of Procedure, the delegate may raise this Point to correct such deviations or errors.

d. Right to Reply

If the delegate (A) believes that any other delegate (B) has offended or slandered either A or the nation A is representing, A may raise a Right to Reply at the end of their speech. The Chairs will request for A's reason, after which they will determine if the Point is valid.

If the Chairs find that A's Right to Reply to be valid, they may compel the offending delegate B to publicly apologise for B's remarks and, in more serious cases, subject B to further disciplinary action.





# SECTION VII

## Precedence of Motions

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### Rule 7.1

The following Points and motions are listed in order from most disruptive to least disruptive:

- a. Point of Personal Privilege
- b. Point of Order
- c. Point of Parliamentary Inquiry
- d. Right to Reply
- e. Motion to Adjourn Debate
- f. Motion to Suspend Debate
- g. Motion for an Unmoderated Caucus
- h. Motion for a Moderated Caucus
- i. Motion to Introduce Draft Resolution
- j. Motion to Introduce Unfriendly Amendment
- k. Motion to Table Draft Resolution
- l. Motion to Close Debate and Move into Direct Voting Procedure
- m. Motion to Table the Question
- n. Motion to Change the Speaking Time



# SECTION VII

## Precedence of Motions

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### Rule 7.2

When the council is in voting procedure on a resolution, the following motions are deemed most to least superseding:

- a. Motion to Reorder Draft Resolutions
- b. Motion to Divide the House
- c. Motion to Divide the Question
- d. Motion to Roll Call Vote



# SECTION VIII

## Flow of Debate

### Rule 8.1

To summarise the overview of debate proceedings, please reference the flowchart below (Figure 1) of debate from the start of conference to the conclusion of discussion on a debate topic. Please read on to better understand the nuances of each phase of debate. Please note that this diagram may not be representative of the proceedings in specialised committees.

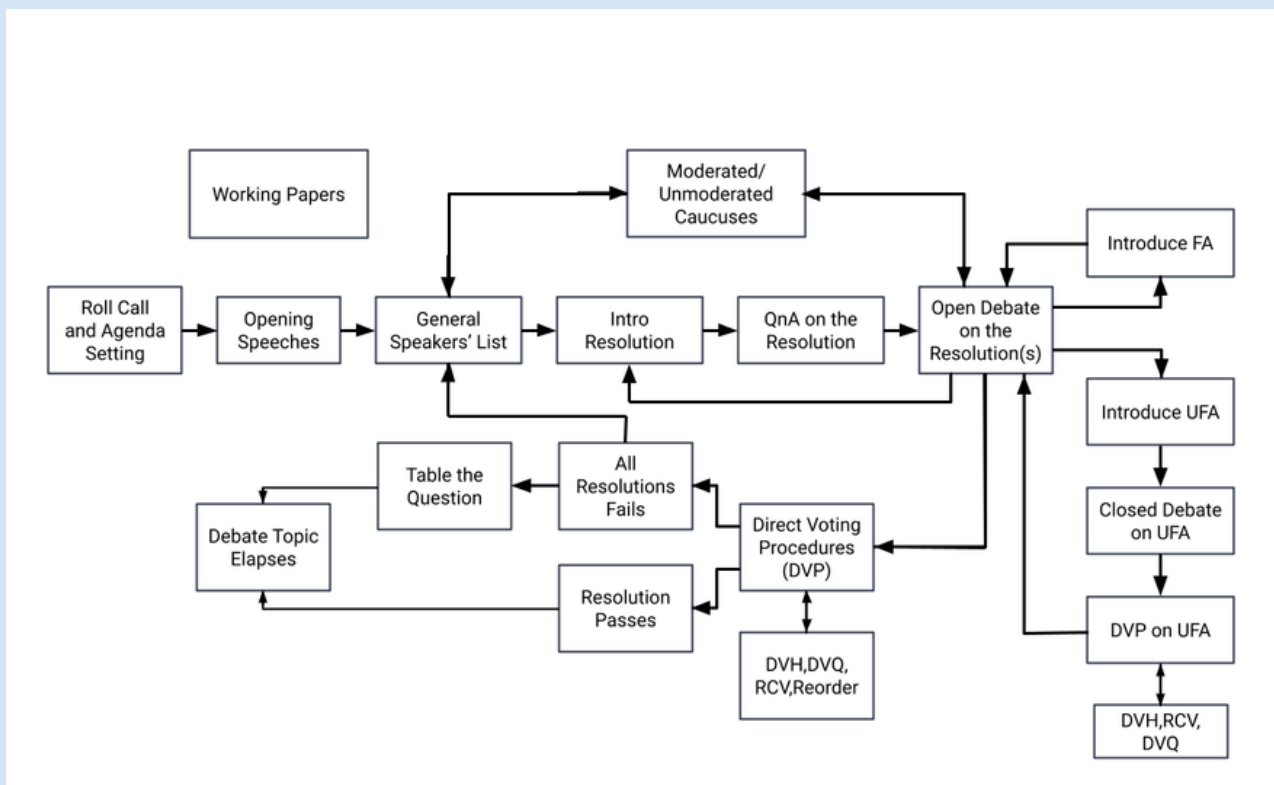


Figure 1: Overview of Debate Proceedings



# SECTION VIII

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## Flow of Debate

### Rule 8.2

The following sub-rules under Rule 8.2 will detail the procedures at the start of committee sessions.

#### Rule 8.2.1

At the start of each committee session, the Chairs will conduct a roll call to take the delegate's attendance and voting status. The delegate may respond with one of the following statements:

- a. **Present** - The delegate's attendance is taken and the delegate will only have procedural voting rights and cannot undertake substantive actions during the current committee session. The delegate is not entitled to vote on substantive matters, and neither can the delegate be a Sponsor for Draft Resolutions and Unfriendly Amendments. Observers can only state "Present" as their voting status.
- b. **Present and Voting** - The delegate's attendance is taken and the delegate has voting rights on both procedural and substantive matters for the current committee session.

#### Rule 8.2.2

Once the delegate has indicated the delegate's voting status, the delegate is not permitted to change their status midway through the committee session. The delegate is only allowed to change it in the next committee session.

#### Rule 8.2.3

Once roll call is completed, the Chairs will state the total number of delegates present as well as the number of votes required for a simple majority and two-thirds majority.

#### Rule 8.2.4

Delegates who have missed roll call are to indicate their attendance by sending a note stating their country or portfolio representation and their voting status to the Chairs before they can participate in committee proceedings.



# SECTION VIII

## Flow of Debate

### Rule 8.3

The following sub-rules under Rule 8.3 will detail the procedures for agenda setting.

#### Rule 8.3.1

If the committee has more than one topic to be discussed, the committee shall set the agenda for debate once the session is declared open.

#### Rule 8.3.2

The Chairs shall recognise two (2) speakers 'For' and two (2) speakers 'Against' the default order of the topics. Each speaker will have ninety (90) seconds to make their speech.

- a. In the event there are no speakers who wish to speak 'Against' the default order of the topics, the agenda setting procedure will elapse automatically and the committee will proceed with debate on the first topic.
- b. Yielding will not be in order during agenda-setting speeches.

#### Rule 8.3.3

At the end of all the speeches, the committee will conduct a procedural vote to decide which topic to debate first. The first topic, being the primary topic, will be voted upon first, followed by the second topic. The topic that has a greater number of affirmative votes shall be the first topic to be debated.

### Rule 8.4

Before the opening of the General Speakers' List, every delegate is required to give an introductory opening speech on the set topic. Each delegate will be given sixty (60) seconds to make their Opening Speeches. Yielding will not be in order during Opening Speeches.



# SECTION VIII

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## Flow of Debate

### Rule 8.5

The following sub-rules under Rule 8.5 will detail how the General Speakers' List (GSL) will function.

#### Rule 8.5.1

After Opening Speeches have elapsed, the General Speakers' List (GSL) will be opened, where delegates are free to discuss any aspect of the topic. If the delegate wishes to be placed on the GSL, the delegate may raise the delegate's placard upon the request of the Chairs. Delegates are **not allowed to change the speaking order** on the list once recognised by the Chairs. The default speaking time per speech on the GSL is **ninety (90) seconds**.

#### Rule 8.5.2

Following the conclusion of the delegate's speech on the GSL, the delegate must yield their time using one of the following yields:

a. Yield to Points of Information

This would allow other delegates to ask the delegate (A) questions related to A's speech. The number of delegates that can ask A questions will be determined by the Chairs based on the amount of remaining time A has on the GSL. Questions will be entertained one at a time. The timer on the GSL will be paused at the end of A's speech, and will only resume once A begins answering the question. Points of Information must be asked in a concise and succinct manner and may be rejected by the Chairs at their discretion. Once all Points of Information have been entertained, A will return to their seat thereafter.

Example:

*"This Delegate yields their time to any and all Points of Information."*





# SECTION VIII

## Flow of Debate

b. Yield to Another Delegate

This yield allows a delegate (A) to pass on the remaining time on A's GSL speech to another delegate (B) to speak. The delegate being yielded to has the right to accept or refuse the yield. In the event the A's yield to B is refused, A may attempt to yield to one (1) other delegate (C). Should C also refuse the yield, A must return to their seat thereafter and the time will automatically be yielded back to the Chairs.

Example:

*"This Delegate yields their time to the Delegate of (Country)."*

c. Yield to the Chair

The delegate may return to the delegate's seat so that the next delegate can speak upon recognition by the Chairs.

Example:

*"This Delegate yields their time back to the Chair."*

### Rule 8.5.3

When yielding to Points of Information or another delegate, the delegate needs to have a minimum of **fifteen (15)** seconds of speaking time left in order to perform these yields.

### Rule 8.5.4

Yields to the second degree will not be in order.

Example:

If a delegate has yielded their time to Points of Information, the delegate may not yield their time to another delegate thereafter.



# SECTION VIII

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## Flow of Debate

### Rule 8.5.5

In the following scenarios, the floor will automatically be yielded back to the Chairs thereafter:

- a. When the speech timer elapses upon a successful yield to Points of Information or to another delegate;
- b. When there are no more Points of Information to be answered by the delegate;
- c. When the delegate who accepted a previous yield (**B**) from another delegate (**A**) completes their speech before the speech timer elapses;
- d. When two (2) delegates have refused yields from the same delegate in the same speech.

### Rule 8.5.6

If delegates wish to change the speaking time, a *Motion to Change the Speaking Time* may be raised which will require a simple majority to pass.

#### Example:

*“Motion to Change the Speaking Time to 60 seconds per speaker.”*



# SECTION VIII

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## Flow of Debate

### Rule 8.6

The following sub-rules under Rule 8.6 will detail the procedures for Motions.

#### Rule 8.6.1

Motions are proposals raised by a delegate for the committee to undertake a specific action. Motions can be raised by a delegate at an opportune time during the General Speakers' List, Open Debate on Resolutions or Direct Voting Procedures without interrupting the present speaker. The Chairs may also choose to budget out specific timings in which delegates are invited to raise motions.

#### Rule 8.6.2

A delegate wishing to raise a motion may raise their placard until the delegate is recognised by the Chairs. When recognised, the delegate is to stand and state the motion clearly for the committee to hear.

#### Rule 8.6.3

The committee then proceeds to undergo a substantive or procedural vote on the motion depending on its nature. If the motion passes, the committee acts on the motion. If the motion fails, the committee carries on with its present undertaking.



# SECTION VIII

## Flow of Debate

### Rule 8.6.4

There are two types of motions, namely:

#### a. Procedural Motions

Motions that concern the procedures of debate and require a **simple majority** of votes to pass.

- i. Before the commencement of a procedural vote, the Chairs will ask for seconds and objections for the motion.
- ii. Any motion with seconds and no objections will automatically pass, while any motion with no seconds will automatically fail.
- iii. If there are both seconds and objections, the committee will move to a procedural vote for the motion.
- iv. Abstentions are not in order during a procedural vote.

#### b. Substantive Motions

Motions that concern substantive actions of consequence which the committee desires to or is refraining from executing, namely the passing or failing of Draft Resolutions and Unfriendly Amendments. Substantive motions require a **two-thirds majority** to pass.

- i. Once a substantive motion is raised, the committee will directly move into the substantive vote.
- ii. Abstentions are in order during substantive motions.

More details regarding substantive motions are detailed in **Section XI**.



# SECTION VIII

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## Flow of Debate

### Rule 8.7

The following sub-rules under Rule 8.7 will detail how a Moderated Caucus will function.

#### Rule 8.7.1

If the delegate would like the committee to temporarily narrow the scope of discussion, the delegate may raise a *Motion for a Moderated Caucus*. The committee will then conduct a procedural vote on the motion.

#### Rule 8.7.2

Moderated Caucuses operate similarly to a GSL, with a set number of speakers to speak on the topic of the Moderated Caucus for a fixed duration per speaker.

#### Rule 8.7.3

When raising such a motion, the delegate will have to state the **total speaking time, the duration of speech for each speaker and the intended topic of discussion.**

#### Rule 8.7.4

The total speaking time for a Moderated Caucus cannot exceed **twenty (20) minutes**, inclusive of extensions, and should be perfectly divisible by the individual speaking time. For instance, a total speaking time of fifteen (15) minutes can accommodate ten (10) speakers with each speaker having one-and-a-half (1.5) minutes speaking time. The delegate may use the following as a template sentence for raising a motion for the delegate's proposed Moderated Caucus.

#### Example:

*“The Delegate of Singapore would like to raise a Motion for a Moderated Caucus of X (total speaking time), with individual speaking time of Y (duration of each speech) to discuss Z (intended topic of discussion).”*



# SECTION VIII

## Flow of Debate

### Rule 8.7.5

If another delegate (A) has raised a *Motion for a Moderated Caucus*, and the delegate (B) wishes to retain the selected topic but modify the total or individual speaking time, B will have to raise it as a separate motion to the Chairs.

### Rule 8.7.6

In the event there is more than one (1) *Motion for a Moderated Caucus* raised at any one point in time, the order of disruptiveness between the motions shall be determined by firstly, the **total duration proposed for the entire Moderated Caucus**, of which the motion with a **greater total duration** is deemed more disruptive, followed by the **maximum number of speakers to speak in the Moderated Caucus**, of which the motion that can accommodate a **greater maximum number of speakers** is deemed more disruptive.

### Example:

*There are three delegates who raised a Motion for a Moderated Caucus.*

- a. Motion for a Moderated Caucus of twenty (20) minutes, two (2) minutes per speaker on the topic of XXX.
- b. Motion for a Moderated Caucus of fifteen (15) minutes, one (1) minute per speaker on the topic of YYY.
- c. Motion for a Moderated Caucus of fifteen (15) minutes, one and a half (1.5) minutes per speaker on the topic of ZZZ.

### Explanation:

The order of disruptiveness will be Motion A, followed by Motion B, then Motion C, in that order. Motion A is deemed the most disruptive as it has the **longest total duration proposed of all three motions**. As Motions B and C have the same total duration proposed, the **next tiebreaker of disruptiveness would be the maximum number of speakers**; thus, making Motion B more disruptive than Motion C as Motion B allows for fifteen (15) total speakers, whereas Motion C allows for only ten (10) total speakers.





# SECTION VIII

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## Flow of Debate

### Rule 8.7.7

Assuming the motion passes, the delegate who raised the motion may indicate to the Chairs whether they would like to speak first or last in the Moderated Caucus. Thereafter, delegates may indicate their interest to speak on the Moderated Caucus by raising their placard once the Chairs have called for speakers for the caucus. Delegates are **not allowed to change the speaking order on the list once recognised by the Chairs.**

### Rule 8.7.8

There is no yielding of time in a Moderated Caucus. The delegate will simply end the delegate's speech and return to the delegate's seat.

### Rule 8.7.9

Assuming the full duration of the caucus is not utilised after the last recognized speaker on the Moderated Caucus has spoken, the Chairs may open the floor to more speakers at their discretion, subject to Rule 8.7.10. This rule only applies if the delegate who raised the Moderated Caucus has either spoken as the first speaker of the caucus, or has yet to make their speech as the last speaker of the caucus.

### Rule 8.7.10

A delegate may not speak more than once in the same Moderated Caucus.



# SECTION VIII

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## Flow of Debate

### Rule 8.8

The following sub-rules under Rule 8.8 will detail how an Unmoderated Caucus will function.

#### Rule 8.8.1

If the delegate would like the committee to discuss various issues in a more informal manner, the delegate may raise a *Motion for an Unmoderated Caucus*. The committee will then conduct a procedural vote on the motion.

#### Rule 8.8.2

Assuming the motion passes, formal committee proceedings will be temporarily suspended during the Unmoderated Caucus, allowing delegates to freely move around and speak to anyone.

#### Rule 8.8.3

When raising this motion, the delegate will have to state the total time of the Unmoderated Caucus, and the total time cannot exceed **twenty (20) minutes**, inclusive of extensions. The delegate may use the following as a template sentence for raising a motion for Unmoderated Caucus.

#### Example:

*“Motion for an Unmoderated Caucus of (total time).”*

#### Rule 8.8.4

No topic is required to be stated for an Unmoderated Caucus.

#### Rule 8.8.5

If a delegate (A) has raised a *Motion for an Unmoderated Caucus*, and the delegate (B) wishes to modify the total caucus time, B will have to raise it as a separate motion to the Chairs.



# SECTION VIII

## Flow of Debate

### Rule 8.8.6

At the end of the Unmoderated Caucus, the Chairs will call for all delegates to return to their seats so that formal debate may resume.

### Rule 8.8.7

The delegate who raised the motion will thereafter be recognised by the Chairs and must give a speech of no longer than **sixty (60) seconds**, summarising what the committee had discussed during the Unmoderated Caucus.



# SECTION IX

## Documents

### Rule 9.1

The following sub-rules under Rule 9.1 will detail the procedures for Working Papers.

#### Rule 9.1.1

Working Papers are documents drafted by delegates in order to highlight or propose certain ideas to the committee.

#### Rule 9.1.2

Working Papers do not have a fixed format, and may be presented in forms such as, but not limited to, written documents, powerpoint slides, diagrams, videos, and websites. Where necessary, working papers should be properly cited, using the **Chicago Manual of Style 17th Edition** citation format.

#### Rule 9.1.3

Working Papers do not require Signatories, but must mention the member state(s) submitting them.

#### Rule 9.1.4

If a delegate wishes to submit a Working Paper, the delegate may submit their Working Paper to the committee email and thereafter, send a note to the Chairs informing them of the submission.

#### Rule 9.1.5

Upon the Chairs' approval of the delegate's Working Paper, the Chairs will notify the delegate of the approval through either a verbal announcement or a written note to the delegate.



# SECTION IX

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## Documents

### **Rule 9.1.6**

A delegate is not permitted to reference the Working Paper in the delegate's speeches if it has not been approved or introduced by the Chairs.

### **Rule 9.1.7**

The Chairs reserve the right to reject any Working Paper that is not constructive or relevant to the topic being discussed.

### **Rule 9.1.8**

Delegates may request the Chairs to screen any approved Working Paper during formal debate, subject to the approval of the Chairs.



# SECTION IX

## Documents

### Rule 9.2

The following sub-rules under Rule 9.2 will detail the procedures for Draft Resolutions.

#### Rule 9.2.1

A Draft Resolution (henceforth referred to as 'Resolution') is a written solution to the problems discussed within committee, and is to be written in the form of a single, long and continuous sentence.

#### Rule 9.2.2

A Resolution consists of two sections - preambulatory clauses and operative clauses.

- a. Preambulatory clauses describe the issue being discussed, acknowledges and references past actions taken, explains the purpose of the Resolution and offers support for the operative clauses that follow. Each clause begins with an *italicised verb* in continuous tense and ends with a comma.
- b. Operative clauses state the appropriate discussed actions, ideally in detail, to be undertaken by the committee. Each clause begins with an underlined active verb in present tense and ends with a semicolon (;) except for the last clause, which ends with a period.

#### Rule 9.2.3

A minimum of two (2) Sponsors, with a maximum number of five (5) Sponsors or one-fifth ( $\frac{1}{5}$ ) of the members present in committee, whichever is lower, is required for a Resolution to be deemed valid.

#### Rule 9.2.4

A minimum of at least one-fifth ( $\frac{1}{5}$  or 20%) of the members present in committee, rounded up to the nearest whole number, must be in support of having the Resolution introduced. This number can be tabulated by summing up the total number of Sponsors and Signatories.





# SECTION IX

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## Documents

### Rule 9.2.5

Thereafter, a Sponsor of the Resolution is to send a copy of the Resolution to the committee email for the Chairs to vet. They are to then send a note to the Chairs alerting them that the delegate has sent a Resolution to the committee email.

### Rule 9.2.6

Once the Chairs have vetted and approved the Resolution, a Sponsor may proceed to introduce their Resolution by raising a *Motion to Introduce Draft Resolution*. The committee will then conduct a procedural vote on the motion, requiring a simple majority to pass.

### Rule 9.2.7

Delegates are not permitted to reference any and all Resolution(s) in their speeches before they are officially introduced.

### Rule 9.2.8

If a delegate wishes to be added as a Sponsor to a Resolution that has already been introduced, the delegate may do so by obtaining the consent of all Sponsors of the Resolution, subject to Rule 9.2.3.



# SECTION IX

## Documents

### **Rule 9.2.9**

A delegate may not sponsor more than one (1) Resolution that has been introduced to committee.

### **Explanation 1:**

For instance, consider there are Resolutions A, B and C. A and B have already been introduced and are currently being debated on the floor, but not C. Therefore, a delegate may not be a Sponsor for both Resolutions A and B, but may Sponsor either A and C, or B and C.

### **Explanation 2:**

In the event a delegate (X) is a Sponsor to more than one (1) resolution (for example, X is a Sponsor of Resolutions A and C) and one of the Resolutions (A) has already been introduced, Resolution A must be failed by a substantive vote or be tabled before X may raise a motion to introduce Resolution C.

### **Rule 9.2.10**

The Chairs reserve the right to reject any Resolution that is incorrectly formatted or contains content that has not been brought up by any delegate during committee discussions. A detailed explanation on how to properly format a Resolution can be found in the 'SMUN 2023 Academics Guide'.



# SECTION IX

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## Documents

### Rule 9.3

The following sub-rules under Rule 9.3 will detail the procedures for Resolution debate.

#### Rule 9.3.1

Upon passing the Motion to Introduce Draft Resolution, the committee will be given five (5) minutes to read the Resolution. The Chairs may amend the amount of reading time given at their discretion.

#### Rule 9.3.2

After the reading time has elapsed, the committee will enter a ten (10) minute Question and Answer (Q&A) session, following the format of *Points of Information*, where delegates will raise their placards and await to be recognised by the Chairs before rising to ask a question. Each question may only be answered by one Sponsor. Furthermore, Sponsors are not permitted to direct questions at fellow Sponsors regarding the resolution they have sponsored themselves.

#### Rule 9.3.3

After time for the Q&A session has elapsed, the committee will enter open debate on the Resolution, following the format of a General Speakers' List. Delegates may wish to raise any Motions for Moderated or Unmoderated Caucuses, where applicable, subject to the discretion of the Chairs.

#### Rule 9.3.4

Delegates may discuss multiple Resolutions simultaneously during open debate, assuming the aforementioned Resolutions have been introduced.

#### Rule 9.3.5

Any merged Resolution(s) must be submitted as a new Resolution, following the procedures outlined in Rules 9.2.2 to 9.2.6.



# SECTION IX

## Documents

### Rule 9.4

The following sub-rules under Rule 9.4 will detail procedures for tabling a Resolution.

#### Rule 9.4.1

If a delegate would like to withdraw any Resolution from being discussed in open debate, the delegate may raise a *Motion to Table Resolution* and state the intention of tabling the resolution, which the committee will then conduct a procedural vote on.

#### Rule 9.4.2

The intent of tabling a Resolution may be to merge different Resolutions, to make extensive modifications to the current Resolution, or any other reason that may be deemed conducive to debate. The Chairs have discretion to reject the motion if the intention given is found to be flippant (i.e. for no reason other than to prematurely cease discussion on that draft resolution).

#### Rule 9.4.3

Resolutions removed from the floor as a result of a successful Motion to Table Resolution can be edited at will without the need for a Friendly or Unfriendly Amendment, but should not be referenced to during debate.

#### Rule 9.4.4

Tabled Resolution(s) must be submitted as a new Resolution, following the procedures outlined in Rules 9.2.2 to 9.2.6.



# SECTION X

## Amendments

### Rule 10.1

If a delegate would like to make modifications to the Resolution, the delegate may do so by introducing either a *Friendly Amendment* or an *Unfriendly Amendment*.

### Rule 10.2

Similar to a Draft Resolution, a delegate is not permitted to reference any amendments in the delegate's speeches if it has not been introduced by the Chairs or to the committee.

### Rule 10.3

The Chairs reserve the right to reject any amendment that is incorrectly formatted, or is not constructive or relevant to the topic being discussed. A detailed explanation on how to properly format amendments can be found in the 'SMUN 2023 Academics Guide'.

### Rule 10.4

The following sub-rules under **Rule 10.4** will detail the procedures for Friendly Amendments.

#### Rule 10.4.1

Friendly Amendments are amendments that are submitted and agreed upon by all the Sponsors. These amendments do not require any voting procedures to be passed and executed.

#### Rule 10.4.2

The delegate will be subjected to the following procedures listed from Rules 10.4.3 to 10.4.6 when submitting a Friendly Amendment.

#### Rule 10.4.3

The delegate is to obtain the consent of all Sponsors of the Resolution upon drafting a Friendly Amendment to said Resolution.



# SECTION X

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## Amendments

### Rule 10.4.4

The delegate is to send a copy of the delegate's Friendly Amendment to the committee email for the Chairs to vet, with all Sponsors of the Resolution carbon copied ('CC') in the email.

### Rule 10.4.5

The delegate is to send a note to the Chairs alerting them that the delegate has sent the delegate's Friendly Amendment to the committee email.

### Rule 10.4.6

Once the Chairs have vetted and approved the delegate's Friendly Amendment, the Chairs will automatically announce and execute the stipulated amendments on the Resolution without requiring the committee to vote.



# SECTION X

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## Amendments

### Rule 10.5

The following sub-rules under Rule 10.5 will detail the procedures for Unfriendly Amendments.

#### Rule 10.5.1

Unfriendly Amendments are amendments raised by any other members of the committee who are not Sponsors to the Resolution, or amendments submitted by Sponsors but which do not have the full consent of all Sponsors of the Resolution.

#### Rule 10.5.2

Unfriendly Amendments must be voted upon substantively, requiring a **two-thirds ( $\frac{2}{3}$ ) majority** to be passed and executed.

#### Rule 10.5.3

The delegate will be subjected to the following procedures in the exact order listed from **Rules 10.5.4 to 10.5.12** when submitting an Unfriendly Amendment.

#### Rule 10.5.4

Unfriendly Amendments may have more than one (1) Sponsor, capped at a maximum limit of **five (5) Sponsors or one-fifth ( $\frac{1}{5}$ )** of the members present in committee, whichever is lower.

#### Rule 10.5.5

The delegate is to ensure that at least **one-tenth ( $\frac{1}{10}$ )** of the members present in committee, rounded up to the nearest whole number, are Signatories of the delegate's Unfriendly Amendment for it to be deemed valid.

#### Rule 10.5.6

The delegate is to send a copy of the delegate's Unfriendly Amendment to the committee email for the Chairs to vet, with all Sponsors for the Unfriendly Amendment carbon copied ('CC') in the email.



# SECTION X

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## Amendments

### Rule 10.5.7

The delegate is to send a note to the Chairs alerting them that the delegate has sent the delegate's Unfriendly Amendment to the committee email.

### Rule 10.5.8

Once the Chairs have vetted and approved the delegate's Unfriendly Amendment, the Chairs will notify the delegate of the approval through either a verbal announcement or a written note to the delegate. The delegate may then raise a *Motion to Introduce Unfriendly Amendment*. The committee will then conduct a procedural vote on the motion, which requires a simple majority to pass.

### Rule 10.5.9

Upon passing this motion, the committee moves into closed debate on the Unfriendly Amendment for an amount of time stipulated by the Chairs according to their discretion.

### Rule 10.5.10

The closed debate will follow the format of a Moderated Caucus on the Unfriendly Amendment. No yielding will be in order during the speeches in closed debate.

### Rule 10.5.11

Upon the conclusion of closed debate on the Unfriendly Amendment, the committee will move into Direct Voting Procedure on the Unfriendly Amendment and conduct a substantive vote on the Unfriendly Amendment.

### Rule 10.5.12

If the substantive vote is passed, the stipulated amendments proposed in the Unfriendly Amendment are executed on the Resolution.





# SECTION X

## Amendments

### Rule 10.5.13

In the event an Unfriendly Amendment fails, a delegate may raise a *Motion to Divide the House* or *Motion to Divide the Question* as stated in Rule 11.3.

### Rule 10.5.14

A delegate who has sponsored a Draft Resolution is allowed to withdraw from being a Sponsor should any passed Unfriendly Amendments go against the stance of the delegate's stakeholder. This is to ensure that Resolutions accurately reflect the interests and stances of its Sponsors.

### Rule 10.5.15

If the delegate wishes to withdraw from being a Sponsor to a Resolution that has already been introduced, the delegate may do so by sending a note to the Chairs.

### Rule 10.5.16

The Chairs may, at their discretion, recognise the delegate who is withdrawing as a Sponsor to a Resolution to justify their actions to the committee through a formal speech of no longer than sixty (60) seconds.

### Rule 10.5.17

If at least one-half (1/2) of the Operative Clauses in the Resolution are substantially modified, through either *Friendly Amendments* or *Unfriendly Amendments*, or the number of Sponsors fall below the minimum number required, the Resolution will automatically fail.



# SECTION XI

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## Direct Voting Procedure on Resolutions

### Rule 11.1

The following sub-rules under Rule 11.1 will detail the Direct Voting Procedure (DVP) on Resolutions.

#### Rule 11.1.1

At any point in time during open debate, a delegate may raise the *Motion to Close Debate and Move into Direct Voting Procedure (DVP)*. This motion requires a simple majority to pass.

#### Rule 11.1.2

Once passed, all Resolutions presently introduced to the committee will be consecutively put to vote based on the initial order of introduction.

#### Rule 11.1.3

The Chairs will instruct that the doors be sealed, and nobody will be allowed to enter or leave the committee room during the substantive voting process.

#### Rule 11.1.4

The vote will proceed even if there are delegates not present in the committee room. These delegates will be temporarily removed from the committee attendance when tabulating the votes.

#### Rule 11.1.5

Before voting on each Resolution, the committee will move into closed debate on the specific Resolution to be immediately voted upon, where the Chairs shall recognise **two (2) speakers 'For'** and **two (2) speakers 'Against'** the Resolution in question.

- a. Each speaker in the closed debate will be allotted **ninety (90) seconds** for their speech.
- b. No yielding will be in order during closed debate.



# SECTION XI

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## Direct Voting Procedure on Resolutions

### Rule 11.1.6

Once closed debate on the Resolution to be immediately voted upon has elapsed, the committee will vote on the Resolution in question.

### Rule 11.1.7

All Resolutions require a **substantive majority** ( $\frac{2}{3}$ ), rounded up to the nearest whole number, to pass.

### Rule 11.1.8

Abstentions during substantive voting will be in order. In the event of abstentions, the committee attendance will be adjusted to remove the abstented delegates to determine the new substantive majority threshold.

### Example:

*Assuming a current committee has thirty (30) present delegates, the substantive majority threshold would be twenty (20) delegates voting 'For'. However, if three (3) delegates abstained, the new substantive majority threshold will be eighteen (18) delegates voting 'For' instead.*

### Rule 11.1.9

If the Resolution fails, the committee will move into closed debate on the next Resolution, if any, and repeat the above process described from Rules 11.1.5 to 11.1.8.



# SECTION XI

36

## Direct Voting Procedure on Resolutions

### Rule 11.2

The following sub-rules under Rule 11.2 describe how motions may be raised during the Direct Voting Procedure (DVP) on Resolutions.

#### Rule 11.2.1

The following motions as described in Rule 11.3 may be raised when the committee has entered closed debate or during Direct Voting Procedures, and all require a simple majority to pass. The specific instances in which these motions may be raised are highlighted in Rules 11.2.2 and 11.2.3.

#### Rule 11.2.2

For Draft Resolutions, the first possible instance is immediately after closed debate on the incumbent resolution and before voting on the incumbent Resolution, and will **only apply** to the incumbent resolution. For Unfriendly Amendments, the first possible instance is immediately after closed debate has elapsed and before voting is conducted, similar to that of a Draft Resolution.

#### Rule 11.2.3

The second possible instance is immediately following the failure of a Resolution and before closed debate and voting on the next Resolution begins, and will **only apply** to the resolution that has just been failed. For Unfriendly Amendments, the next and last possible instance is following the failure of the Unfriendly Amendment.

#### Rule 11.2.4

Motions cannot be raised while voting is in progress, or for a Resolution that has failed earlier and thus been tabled.



# SECTION XI

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## Direct Voting Procedure on Resolutions

### Rule 11.2.5

Pursuant to Rules 11.2.2 and 11.2.3, the Chairs will open the floor to motions, whereby only motions mentioned in Rule 11.3 may be raised.

- a. All unique motions under Rule 11.3 raised at this juncture must be voted upon in the order of disruptiveness. The passing of a more disruptive unique motion does not fail the unique motions that are less disruptive (refer to Explanation 1 and 3 below).
- b. For differentials raised under the *Motion to Reorder Draft Resolutions* (i.e., the proposed reorder of Resolutions) or *Motion to Divide the Question* (i.e., how the Question will be divided), the order of disruptiveness will be determined by the order in which the motions are recognised by the Chairs and the passing of a motion will fail any subsequent motions of similar nature (refer to Explanation 2 below).

### Example:

The following 4 motions are raised in descending order before a Resolution is voted upon.

- a. Motion to Divide the House
- b. Motion to Divide the Question by Articles
- c. Motion to Divide the Question by Operative Clauses
- d. Motion for a Roll Call Vote



# SECTION XI

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## Direct Voting Procedure on Resolutions

### Explanation 1:

Based on the order of disruptiveness, the committee will vote on the motions in the order of A, B, C and D. Assuming Motion A passes, the less disruptive motions will still be voted upon until all motions are voted upon.

### Explanation 2:

However, as Motions B and C are differentials raised within the same motion, the passing of Motion B will fail Motion C.

### Explanation 3:

The motions to *Divide the House*, *Divide the Question* and *Roll Call Vote* may be enforced simultaneously if one of each motion is passed at this point.



# SECTION XI

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## Direct Voting Procedure on Resolutions

### Rule 11.3

The following motions are in order during Direct Voting Procedure (DVP) on Resolutions, and may be enforced simultaneously:

a. Motion to Reorder Draft Resolutions

The *Motion to Reorder Draft Resolutions* can be raised if there are multiple Resolutions on the floor. This motion may be raised before closed debate on any Resolution commences, and when there is still more than one Resolution left to be voted upon. If passed, this motion will change the order of the Resolutions being voted on, and the Motion to Reorder Draft Resolution cannot be raised anymore to avoid trivialisation of the same. This motion will not apply to DVP on Unfriendly Amendment.

Example:

*"Motion to Reorder Draft Resolutions. The new order will be Resolution 2, Resolution 1, and finally Resolution 3."*

b. Motion to Divide the House

The *Motion to Divide the House* is a motion that forces all delegates eligible for substantive voting to only vote 'For' or 'Against' the Resolution or Unfriendly Amendment in question if passed; abstentions will not be allowed.



# SECTION XI

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## Direct Voting Procedure on Resolutions

### c. Motion to Divide the Question

*The Motion to Divide the Question* is when a delegate raises this motion and is passed, the committee will conduct a substantive vote on individual components of the Resolution or Unfriendly Amendment in question as opposed to the Resolution or Unfriendly Amendment as a whole. The process of such a motion is described below. A delegate raising this motion **must specify how the Question should be divided** (i.e., Divide by Article, operative clauses, sub-clauses, etc.). If a delegate fails to specify how the Question should be divided, the Question will be divided by Articles by default.

#### Example:

*“Motion to Divide the Question by Article(s).” or “Motion to Divide the Question by Operative Clauses.”*

#### Procedure to Divide the Question:

- i. The Chairs will be afforded special discretion to reject this motion for Unfriendly Amendments on grounds of triviality (i.e. the Amendment is not substantial enough for a worthwhile division of the Question).
- ii. If passed, individual components of the Resolution or Unfriendly Amendment affected require a **two-thirds (2/3)** majority to be retained, and any components failing to reach that threshold will be struck off. Abstentions will be in order and will follow the procedure highlighted in **Rule 11.1.8**.
- iii. All the retained components will then be compiled as a new Resolution or Unfriendly Amendment and will immediately go through a DVP which requires a **two-thirds (2/3)** majority to pass. Abstentions will be in order and will follow the procedure highlighted in **Rule 11.1.8**.
- iv. If **less than one-half (1/2)** of the original Operative Clauses are retained, the Resolution or Unfriendly Amendment automatically fails.





# SECTION XI

## Direct Voting Procedure on Resolutions

d. Motion for a Roll Call Vote

*A Motion for a Roll Call Vote*, if passed, will require delegates to be asked individually to cast their vote for the Resolution or Unfriendly Amendment in question, in alphabetical order of their countries. There will be two rounds of voting, as described in Rules 11.3 d.i. to d.iii..

- i. In the First Round, delegates may vote 'For', 'Against', 'Abstain', or 'Pass'. A delegate who has voted 'Pass' would be taken to have not participated in the First Round of voting and will be required to vote in the Second Round.
- ii. In the Second Round, delegates who passed in the First Round will now vote 'For' or 'Against' on the Resolution or Unfriendly Amendment. Delegates who voted 'For', 'Against' or 'Abstain' in the First Round are not allowed to recast a vote in the Second Round.
- iii. The total number of votes cast for 'For', 'Against' and 'Abstain' are tallied from both rounds of voting and the outcome shall be decided thereafter.



# SECTION XI

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## Direct Voting Procedure on Resolutions

### Rule 11.4

The following sub-rules under Rule 11.4 will detail the outcomes of the Direct Voting Procedure (DVP) on Resolutions and their respective subsequent actions.

#### Rule 11.4.1

Once a Resolution is passed, all discussions on the current topic will be concluded. Any Resolution which has not yet been voted on will be automatically tabled.

#### Rule 11.4.2

If no Resolutions are passed at the end of the Direct Voting Procedure, the committee will automatically revert to the General Speakers' List.

#### Rule 11.4.3

A delegate may also raise a *Motion to Table the Question*, requiring a simple majority to pass. If passed, the committee will immediately conclude all discussions on the current topic.

#### Rule 11.4.4

If there is a second topic, the committee will move onto discussing the second topic, beginning with opening speeches, following the passing of a Resolution for the first topic or a successful Motion to Table the Question.

#### Rule 11.4.5

The Motion to Table the Question may also be raised at any point during committee discussions on the topic but may not be raised at any point when DVP is in progress.



# SECTION XII

## Conclusion of Debate

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### Rule 12.1

The following motions under Rule 12.1 may be raised during the end of committee session to conclude debate.

a. Motion to Suspend Debate

A *Motion to Suspend Debate* may be raised when the committee is temporarily pausing the debate for administrative reasons, such as a lunch break.

b. Motion to Adjourn Debate

A *Motion to Adjourn Debate* may be raised when the committee is permanently ending debate after the last committee session of the conference.

