

Oakland University Model United Nations High School Conference Rules of Procedure

Article I:

1. Scope of the Rules

These rules are the governing policies for the Oakland University Model United Nations Conference, or OUMUN. Unless otherwise noted, these rules will apply to all OUMUN committees. The Secretary General is the final interpreter of the rules.

2. Official Language

English is the official language of all committees. If a delegate needs to use a language other than English, s/he must supply a translation. Use of foul or offensive language could result in censure and loss of delegate's voting rights and speaking privileges. These issues will be left to the discretion of the committee's chair.

3. Personal Conduct

Please refer to the Delegate Code of Conduct. Delegates in violation of this code may be expelled from the conference at the discretion of the Secretariat.

4. Display of National Symbols

The display of national symbols, icons, and flags is prohibited at OUMUN. This includes wearable pins, folders, and placards. Delegates displaying these symbols will be asked to put them away. Symbols and icons of the United Nations are allowed.

5. Committee Members

The members of a committee will be selected by the Secretariat before the conference. The delegation representing a member of a committee may consist of only one delegate.

6. Role of the Chair

The Chair will enforce the rules while committee is in session. The Chair will also declare each session open and closed. The Chair will confer the right to speak, make a ruling on points of order, put questions to vote and announce decisions. The Chair has the power to entertain, deny, or question all motions. Even though the Chair is not permitted to propose motions, they may point delegates towards favorable motions. The Chair has no voting power, and is by no means allowed to advance a personal agenda in committee business.

Article II: Committee Procedure

1. Roll Call and Attendance

When session begins, the first order of business is the calling of the roll. This will be done by the Chair who will read the roster of members in alphabetical order. Members in attendance may either reply with "Present" or "Present and Voting." When a member chooses to reply with "Present and Voting," it gives up the right to abstain on substantive votes. The Chair will maintain records of attendance at all sessions. Members who arrive late to session must pass a note to the Chair stating their presence in order to be marked as present.

2. Quorum

- a. A quorum shall consist of a majority of the assigned member nations. A quorum is required before the body may begin conduct of business.
- b. If at any time a delegate believes that a quorum is not present, the delegate may make a Point of Order to call for a Quorum Check. The Chair will then immediately ensure that a quorum is present by asking for a show of placards. If a quorum is present, business will continue at the point where the Quorum Check was called. If a quorum is not present, the Chair will declare the body to be recessed until a quorum is present.

3. Formal Debate and Substantive Debate

For the purposes of the OUMUN conference, “formal debate” is defined as speeches taking place from the speakers’ list. Moderated caucuses are then to be considered “informal debate.” “Substantive debate” takes place on any issue if there have been two speeches in formal debate.

Article III: Debate

1. Primary Speakers’ List

After roll has been called, a delegate must make a motion to open the primary speakers’ list. This list will be used primarily to help establish which topic should be debated. This motion requires a second and no vote. After a speakers list has been created, speakers will be added to the list by raising their placards when the chair calls for delegates wishing to be added to the list. A member state may add its name to the list at any time through passing a note to the chair.

2. Setting the Agenda

The Chair along with the Secretariat will establish the committee’s topics for debate prior to the opening of the conference, and will provide delegates with background guides on the topics. Once there has been substantive debate on the primary speakers’ list over the selection of a topic, the Chair will entertain a motion to set the agenda. This motion requires a second, and will then require two speakers for and two speakers against setting the agenda to a specific topic. Each speaker will be given one minute to speak. The motion needs a simple majority to pass. If the motion carries, debate will be opened on that topic. If the motion fails, the committee will return to debate on setting the agenda topic. If all topics fail such a motion, the Chair has discretion to set the agenda topic to the topic that received the most votes. When the committee has concluded debate on one topic and the topic is tabled, the committee shall automatically return to the primary speakers’ list.

3. Secondary Speakers’ List

Once a topic has been chosen, a delegate may move for the committee to open a secondary speakers list for substantive debate on that topic exclusively. This motion only requires a second to pass. After a Speaker’s list has been created, a member state may add its name to the list at any time, provided that the member state’s name is not already on the list, and the list has not been closed. Delegates may add their country to the speakers’ list through a note to the dais or by raising their placards when the chair calls for speakers.

4. Closing the Speakers’ List

At any time, a delegate may motion to close the speakers’ list, meaning no other delegation may be added to the speakers’ list. This requires a second, a speaker for and a speaker against, and a simple majority to pass. In addition, if there are no further delegations on a given speakers’ list, it shall be considered closed and voting shall automatically commence on any recommendation or resolution on the floor. If no resolution or recommendation is on the floor, the topic shall be considered tabled.

5. Time Limits on Speeches

The committee may allocate a limited amount of time for each substantive speech. Any member may move to set this time limit, and once established any member may move to change the set time. The motion requires a second and is debatable with one speaker for and one against. It requires a simple majority vote to pass. If no delegate moves to set a limit on speaking time it will automatically be set at two minutes.

6. Yields

At the end of a substantive speech, a delegate may make a yield:

- a. To the Chair. The time yielded to the chair is forfeited and remains unused, and committee business continues immediately following the yield.
- b. To another delegation. This time may not be extended or yielded a second time. A delegation may refuse the yielded time.
- c. To questions. There is no provision for automatic or 'guaranteed' questions. If a delegate has time remaining after his/her speech, the delegate may yield to questions. When yielding to questions, a delegate agrees to entertain Points of Inquiry from other delegations. Delegations wishing to ask questions ask be recognized by the Chair; there is no direct cross talk between delegates. A delegate only consumes speaking time while answering the stated question; the time taken to ask question is not counted against speaking time. A delegation may pose only one question/Point of Inquiry to the speaker. This must be posed as a question. Delegates who rise to make a Point of Inquiry and engage in a substantive speech will be ruled out of order. If a delegate declines to answer a given question, all of the remaining time is automatically yielded to the Chair.
- d. If a delegate does not yield, the default is a yield to the Chair.

7. Censure

Delegates may be subject to censure for not adhering to the Code of Conduct or systematically disrupting proceedings. Decision to censure a delegate shall be made by the Chair. Prior to formal censure, the Chair shall give warning to the delegate. A censured delegate shall lose speaking rights for the remainder of the committee's session. However, the delegate must remain in the committee room.

Article IV: Points and Motions

1. Point of Order

A point of order is used when a member wishes to draw attention to a possible procedural error made by a member or the Chair. This point must be raised at the time of the incident, and the Chair must rule immediately on the matter. In explaining the point of order, a delegate may only speak about the possible violation of procedure and not about the topic at hand. A point of order may interrupt a speaker. The Chair shall explain his/her decision. The Chair's ruling is not subject to appeal.

2. Point of Personal Privilege

If a delegate wishes to raise a question or make a request relating to the organization of the meeting, personal comfort, or the conduct of fellow delegates or staff, he/she may rise to a point of personal privilege. This point may only interrupt a speaker if it relates directly to the speech at hand.

3. Point of Inquiry

A point of inquiry can take two forms. A point of parliamentary inquiry, also known as a point of inquiry to the Chair, is a question to the Chair regarding these rules and their application. Such a point may not be used to interrupt a speaker. A point of inquiry to the speaker is a substantive question directed toward another delegate. This form of the point of inquiry is only in order during a substantive speech after the delegate who holds the floor has yielded to questions, or during a suspension of the rules following the introduction of a resolution.

4. Right of Reply

A delegate who feels his/her personal or national integrity has been offended by another delegate in a manner that is clearly insulting to his/her personal or national dignity may request a right of reply by sending a note to the dais, explaining the nature of the offense in detail. After the note has been read and approved by the dais, the delegate making the request must move for a right of reply. One may not interrupt a speaker to request a right of reply. A delegate desiring the right of reply during a moderated caucus must wait until between speakers to request it. If the right of reply is granted, the time remaining in the caucus is paused. The Chair's decision whether to grant a right of reply is not subject to appeal. A delegate granted the right of reply shall have the opportunity to address the group with a time limit set at the Chair's discretion. Such a speech may deal only with the context of the offenses in the previous

speech, and the only yield in order shall be a yield to the Chair. Delegates will not be granted a right of reply in response to the right of reply.

5. Limit or Extend Debate

A member may, at any time while debate is progressing on a speakers' list, make a motion to limit or extend debate. A limit can be made in the form of a number of speakers, in which case, debate on the item at hand ceases after the last speaker provided for by the limit finishes speaking. For example, if debate is limited to five more speakers, the fifth delegate to speak after the limit is passed shall be the last. A limit can also be made in the form of a set length of time. In this case, after the time period has passed, debate will end as soon as the speaker currently occupying the floor completes their speech. If the limit on debate is reached, voting will commence on any recommendation or resolution on the floor. If there are no recommendations or resolutions to vote on then the topic is tabled. A motion to extend debate can be made in the same fashion, and can also be made indefinite, which returns debate to its original condition and permits it to continue until the close of the conference. Motions to limit or extend debate require a second, a speaker in favor and a speaker opposed, and pass by simple majority vote.

6. Appeal Decision of the Chair

The Chair's decision on procedural matters, when made as a matter of discretion and not as a clear enforcement of these rules, may not be appealed by any member

7. Motion to Recess

A member may make a Motion to Recess, suspending the session with the intent to reconvene at a later date or time. The motion is subject to the Chair's approval, and the Chair's ruling is not open to appeal. The motion requires a second and a simple majority to pass.

8. Motion for Unmoderated Caucus

Provided that the floor is open, a member may make a motion to temporarily suspend committee proceedings with an unmoderated caucus. During an unmoderated caucus, delegates are free to leave their seats and caucus with other delegations. The delegate making the motion must specify the length and purpose of the caucus. Unmoderated caucuses are often, but not necessarily, utilized for the purpose of drafting resolutions and amendments. The time limit is subject to the Chair's approval, and shall not exceed twenty minutes. This motion requires a second and a simple majority to pass.

9. Motion for Moderated Caucus

Provided that the floor is open, a member may make a motion for a moderated caucus, meaning that the committee will temporarily cease using the speakers' list and have the Chair call on countries at his/her discretion. The member making the motion shall suggest a purpose for such a caucus and a total time for the moderated caucus. The topic for a moderated caucus must be a more specific subsidiary topic of the topic currently at hand on the speakers' list. This motion requires a second and a simple majority to pass. The speaking time for each delegate in a moderated caucus shall be one minute. No yields shall be accepted at the end of speeches during a moderated caucus.

10. Motions to Extend Caucuses

At the conclusion of a moderated or unmoderated caucus, a delegate may make a motion to extend the caucus. This requires a second and passes with a simple majority vote.

11. Limits on Caucusing

Moderated and unmoderated caucuses may be continued, extended, and repeated for up to thirty consecutive minutes. After this, the committee will return to the Speaker's List and engage in substantive debate prior to any additional caucuses. Motions to hold or extend caucuses may also be denied by the chair if the chair believes there has been excessive or unproductive use of caucuses.

12. Motion to Invite an Outside Representative

At the discretion of the Chair, the committee may invite an outside representative from a non-represented state, inter-governmental organization, non-governmental organization, or other institution. Such a motion requires a second and a simple majority to pass. It should specify the name of the state/institution, not a particular person. The Chair may then call for an unmoderated caucus for the purpose of collecting

questions to pose to the representative. When the representative appears before the committee, he/she will be allowed to make a brief statement and take Points of Inquiry at his/her discretion. The committee can then pass a motion to dismiss the representative, or the Chair at his/her own discretion may ask the representative to leave. With the exception of the Security Council (see below), outside representatives are not allowed to remain in committee and engage in debate or committee business.

13. Dilatory Motions and Points

The Chair will rule as dilatory any point or motion that is out of order according to these rules. The Chair may also do so for points or motions that have been recently made and failed, or those intended to delay or disrupt the normal functioning of the committee. A motion ruled dilatory is then out of order.

14. Multiple Motions

When presented with multiple motions, the committee shall adhere to the order of precedence laid forward in Article V, and vote on them in that order. When there are two or more motions of the same precedence on the floor, they will be voted on in order of most destructive to least destructive to the proceedings of the committee. The Chair reserves the right to limit the number of motions on the floor at any time.

Article V: Order of Precedence

Precedence of points or motions shall take the following order:

Parliamentary Points

- a. Point of Order
- b. Point of Personal Privilege
- c. Point of Inquiry

Procedural Motions

- a. Motion to Open a Speakers' List
- b. Motion to Recess
- c. Motion to Adjourn
- d. Motion to Table
- e. Motion to Take from the Table
- f. Motion to Close Debate
- g. Motion to Vote
- h. Motion to Introduce a Resolution
- i. Motion to Introduce an Amendment
- j. Motion for Unmoderated Caucus
- k. Motion for Moderated Caucus
- l. Motion to Extend a Caucus
- m. Motion to Limit/Change Speaking Time
- n. Motion to Limit/Extend Debate
- o. Motion to Invite an Outside Representative
- p. Motion to Close Speakers List
- q. Competence
- r. Division of the Question
- s. Motion for a Roll Call Vote
- t. Setting the Agenda
- u. Reconsideration (SC only)

Article VI: Resolutions and Amendments

1. Resolutions/Recommendations and Amendments

A resolution or recommendation is the main product of committee debate and describes, in writing, any action the committee agrees to take or recommend. An amendment changes a draft resolution by adding, striking out, or substituting words, phrases, or clauses. All amendments must be submitted to the Chair in writing, and may alter the operative clauses, but not the preambulatory clauses. In addition, pre-written resolutions are strictly prohibited. All resolutions should be the work of the delegates during the conference and produced as the result of committee debate and negotiation. Prior to formal introduction of a resolution, delegates may refer to “working papers,” but these are not formally recognized by the committee.

2. Competence

The competence of a committee to debate the topics on its agenda is determined by the Secretary-General prior to the conference, and is not subject to challenge. A motion to question the competence of the committee to discuss a resolution or amendment is in order at any time if a member believes the substance of an introduced resolution or amendment is outside the committee’s jurisdiction or expertise. This motion requires a second, two speakers for and two speakers against, and a two-thirds majority is required to pass. If the motion passes, the document in question will be removed from the floor and may no longer be considered by the committee.

3. Approval of Resolutions and Amendments

In order for a resolution or amendment to be discussed in formal or informal debate, the document must be approved by the Chair. The Chair’s approval is conditional upon several factors, including adhering to the proper formatting of a resolution as stipulated in the Conference Program. For the committee to consider such a document, signatures from one-quarter (1/4) of the committee members present must be obtained between sponsors and signatories. A minimum of two delegates must serve as sponsors; there is no maximum of the number of sponsors. Sponsorship of the document, however, shall ordinarily be limited to those members who contributed a significant portion of the document’s language, and sponsors are required to support the document at all times, unless their sponsorship is withdrawn. Signatories are not required to support the document, only its presence on the floor for debate. Members may sign more than one draft resolution or amendment per topic. Observer states and delegations may serve as a signatory or a sponsor. A member may withdraw or add his/her signature from a document at any time before voting procedure begins, and can submit a request to do so in a note to the Chair. If signatures are withdrawn to the point that fewer than one-quarter of members are represented on the document, it shall be removed from consideration.

4. Motion to Introduce a Resolution

Once the Chair has approved a draft resolution for formatting and content, it can be introduced to the body. A motion to introduce a resolution requires a second and then it shall be introduced, as a matter of courtesy, without a vote.

5. Question and Answer Period

After the resolution is formally introduced to the committee, the chair will then entertain a motion for a moderated caucus for a question/answer period for substantive questions as well as non-substantive clarifications directed at the sponsors of the resolution. This motion requires a second and a simple majority to pass. This motion should specify a time period and a maximum number of questions that will be entertained. If this motion passes, the chair shall invite up to three (3) sponsors of the resolution to answer questions from the body. The chair shall moderate the caucus, recognizing delegates wishing to pose questions. Delegates must ask a question; those making a substantive speech shall be ruled out of order. For each question, only one (1) sponsor will be allowed to provide an answer. A motion to extend this caucus for additional time and questions will be permitted at the Chair’s discretion.

6. Friendly Amendments

An amendment is considered friendly if all of the sponsors of the resolution in question agree to sponsor it. Friendly amendments are changes to which all the sponsors of a draft resolution agree and can therefore be adopted without a vote. Any delegate can write a friendly amendment and submit it to the Chair after collecting signatures from all of the document's sponsors. Amendments typically are proposed and accepted after the resolution has been introduced to the committee. When the amendment is approved by the chair, it is read aloud and automatically considered added to the resolution.

7. Unfriendly Amendments

Should an amendment not be approved by all sponsors of the resolution in question, it must be introduced to the committee. Amendments of this type require at least one-eighth (1/8) of members present to sign onto it as signatories. It must be approved by the chair for formatting concerns. A motion to introduce an amendment of this type requires a second, and, as with the motion to introduce a resolution, it is considered approved without a vote. Motions for a question and answer period on an amendment are not in order. After an unfriendly amendment is formally introduced to the committee, the Chair shall read it aloud. After this time, the amendment can be subject to substantive debate or discussed in a moderated caucus.

8. Motion to Table

Any delegate can make a motion to table a topic, resolution, amendment, or motion currently under discussion. To table an item means to set it aside and allow debate on other items or issues. Once tabled, a topic, resolution, amendment, or motion cannot be raised or discussed. This motion requires a second, a speaker for and a speaker against, and a simple majority to pass.

9. Motion to Take from the Table

After a topic, resolution, amendment, or motion has been tabled, and substantive debate has taken place following that tabling, a delegate may move to take it back from the table and allow debate on it. This motion requires a second, a speaker for and a speaker against, and a two-thirds (2/3) majority to pass.

10. Motion to Vote on Resolutions and Amendments

After a resolution or amendment has been formally introduced and any question and answer period completed, the committee should engage in substantive debate. Once there has been substantive debate, a delegate may motion for a vote on a resolution and/or amendments. This requires a second, a speaker for and a speaker against, and a simple majority to pass. Any vote on a resolution automatically includes a vote on any approved amendments. Votes on amendments to draft resolutions shall occur prior to a vote on the resolution itself. If an amendment is approved, it is added to the draft resolution. Alternatively, a delegate may move for a vote exclusively on an amendment. If it passes, the amendment is considered added to the resolution and debate on the resolution can continue.

11. Motion to Close Debate

Debate on a set topic can be ended by a Motion to Close Debate. A Motion to Close Debate can be made only when the floor is open, and requires a second. The Chair shall recognize two speakers against closing debate and a simple majority is necessary for it to pass. If the motion passes, all debate on the topic at hand ends and the committee enters into voting procedure on any resolutions and amendments on the floor. The committee then returns to the primary speakers list.

Article VII: Voting

1. Voting on Non-Substantive Matters

Participation in procedural votes, i.e. motions and other strictly functional features of committee, is mandatory, and includes both recognized and observer states and delegations. Delegations shall signal their positions by raising their placards at the appropriate time. The tallies shall be recorded by the Chair, who will announce the passage or failure of the motion in question. Unless otherwise noted, procedural votes require a simple majority to pass.

2. Voting on Substantive Matters (Voting Procedure)

Substantive matters are voted on during formal voting procedure. They include voting on amendments and draft resolutions. Only recognized member states may vote on substantive matters. Upon entering voting procedure, no persons may enter or leave the committee room with the exception of members of the Secretariat. All points and motions are out of order unless directly related to the execution of voting. Talking and note passing among delegates is forbidden at this time. Votes may be given in the form of yes, no, or abstain. An abstention means that the committee member abstaining does not vote, and their vote is not counted for the purposes of determining a simple or two-thirds majority. Following the completion of voting procedure, the Chair shall announce the result of the vote, declaring either that the proposal has passed or that it has failed. Unless otherwise noted, a simple majority is required to pass a measure, recommendation, resolution, or directive.

3. Division of the Question

After all amendments on a draft resolution have been voted upon, a member may move to divide the draft resolution. This motion indicates that the member wishes to consider two or more parts of the draft resolution separately. The member making the motion must specify, both in writing and verbally, how the draft resolution shall be divided. Preambles cannot be divided; they stand with whichever operative clauses pass. Once a motion to divide the question is made, the Chair shall entertain additional motions to divide the draft resolution. At the Chair's discretion, the committee shall entertain the motions to divide in order of severity, from most severe to least severe. Each separate motion shall require a second, one speaker for and one speaker against, and a simple majority to pass. If multiple motions for division are made, they will be voted on in the order of most destructive to least destructive. If a motion for division passes, all other motions for divisions shall be ruled dilatory and voting shall commence immediately on each section of the proposal. Once voting on all sections has taken place, there will be a final vote on whatever parts of the resolution remain as a whole.

4. Non-Roll Call Voting

In all substantive votes absent a request for a roll-call vote, the Chair shall ask in turn for "delegates in favor," "delegates opposed," and "delegates abstaining." Delegations shall signal their positions by raising their placards at the appropriate time. The tallies shall be recorded by the Chair.

5. Roll Call Voting

A motion for a roll call vote is in order only for substantive motions, and is made directly before voting commences. Once voting has commenced, this motion is out of order. Any member may move for a roll call vote, and the motion requires no speakers, no second, and no vote. The Chair shall read off the list of member states in alphabetical order. When called, each member shall vote only: "Yes," "No," "Abstain," or "Pass." When the Chair finishes reading the list of member states, the members who previously passed shall be asked to vote in turn. A second pass counts as an abstention. The Chair shall then announce the final tally, and outcome of the vote.

6. Passage of Multiple Resolutions on a Single Topic

A committee may vote on or pass multiple resolutions on a single topic. However, if a subsequent resolution either substantially repeats what has been previously passed or severely undermines a resolution passed in the same session, the Chair has the discretion to rule such resolutions dilatory and prevent them from being introduced to the committee.

7. Motion to Adjourn

To officially end committee business a member may move to adjourn the committee meeting immediately prior to Closing Ceremonies. The motion is subject to the Chair's approval, and the Chair's ruling is not open to appeal. Such motions shall require a second and a simple majority to pass.

Article VIII: Security Council

1. Security Council Scope

The Security Council Addendum shall only apply to the proceedings of the Security Council(s) at the OUMUN Conference.

2. Sponsorship of Resolutions and Amendments

Any resolution in the Security Council requires at least 3 member states to be sponsors or signatories. Unfriendly amendments can be submitted with two signatories. For the Security Council, observer states and delegations cannot be sponsors or signatories to resolutions and cannot formally propose amendments.

3. Security Council Voting

Procedural matters within the 15 member Security Council shall be made with the affirmative vote of a majority of member delegates. Substantive matters within the Security Council shall be made with the affirmative vote of at least sixty (60) percent of members present and the non-negative vote of the five permanent members. The five permanent members are: the United States of America, the United Kingdom of Great Britain and Northern Ireland, the French Republic, the People's Republic of China, and the Russian Federation.

5. Invitation of Non-members

The Security Council may invite non-member states, observers, and accredited representatives of UN-recognized non-governmental organizations to participate in its discussion in accordance with Articles 31 and 32 of the United Nations Charter if it is deemed necessary to further the debate. Invitations to Security Council discussions will be considered a procedural matter, and are made with a motion to invite an outside representative. It requires a second and will pass with a simple majority vote. The Security Council may prepare a list of written questions for non-member invitees. Members invited to participate may be addressed for speaking and for Points of Inquiry and may, with the Chair's approval and approval of majority of members, also attend session, participate in debate, and make and vote on procedural motions, but may not participate in voting on substantive measures.

6. Member State Directives

Members of the Security Council can issue directives (unilateral statements of action to be taken by their states). While they may be expressed orally, to be officially considered they must be submitted in writing to the Chair and reflect the interests and capabilities of the state. The Chair should approve them for clarity and that they reflect the capabilities of the state. The Chair will pass directives to the Secretariat. The Secretariat, in due course, shall inform in writing both the member state and the Chair of results of any directives issued by member states. Member states may share or not share, at their discretion, their directives and the results of their directives with other states or the committee as a whole.

7. SC Directives

During crisis mode, the Chair may allow the body to pass directives instead of full resolutions. Directives need not include preambulatory clauses and should clearly spell out what the Security Council and/or its member states intend to do. Passage of a directive is the same as a resolution.

8. Reconsideration

A motion to reconsider a substantive proposal is in order only when made by a delegate who voted with the prevailing side when the proposal was originally accepted or rejected. This must be debated with one speaker for and one against. The motion may only be made when there is no other substantive proposal on the floor. A motion to reconsider is a substantive proposal under the rules of the Security Council, and requires the non-negative vote of the permanent members. The vote requires a simple majority to pass.