Old Dominion University
Model United Nations

General Assembly

Rules and Procedures
Old Dominion University Model United Nations Conference

General Assembly

Rules and Procedures

Contents

Chapters

I. SESSIONS .......................................................................................................................... 3
II. LANGUAGES ..................................................................................................................... 3
III. SECRETARIAT .................................................................................................................. 3
IV. COMMITTEE CHAIR AND VICE-CHAIR ........................................................................ 3
V. DELEGATIONS .................................................................................................................. 4
VI. CONDUCT OF BUSINESS ............................................................................................... 4
VII. PROCEDURAL MOTIONS ................................................................................................. 6
VIII. VOTING .......................................................................................................................... 9
IX. DISCRETION OF THE CHAIR .......................................................................................... 11
I. SESSIONS

Rule 1 Opening Date

The Old Dominion University Model United Nations (ODUMUNC) General Assembly shall meet every year in regular session commencing and closing on the dates designated by the ODU Model United Nations Society.

II. LANGUAGES

Rule 2 Official and Working Languages

English shall be the official and working language of the General Assembly of the ODU Model United Nations, its committees and other bodies. Use of any other official UN language is permitted if simultaneous translation into English is provided by the delegate. All resolutions and other documents shall be published in English.

III. SECRETARIAT

Rule 3 Duties of the Secretary-General

The Secretary-General, chairs plenary sessions of ODUMUNC, directs the operations of the ODUMUNC staff, and insures the effective conduct of all meetings of the General Assembly, its committees, and other bodies. The Secretary-General may designate a member of the Secretariat to act in their place at these meetings. The Secretary-General or a person designated by them may at any time assume the role and duties of the Chair in any ODUMUNC body.

Rule 4 Staff

The Secretary-General shall provide and direct ODUMUNC staff required by the General Assembly and any committees or subsidiary organs, which it may establish. The Secretary-General may suspend and substitute staff at ODUMUNC with due cause, with the approval of the Director of ODUMUN.

Rule 5 Duties of the Secretariat

The Secretariat shall receive and print official documents, reports, and resolutions of the General Assembly, its committees, and its organs; and it shall distribute documents of the Assembly to members of the ODUMUNC, and generally perform all other work which the Assembly may require.

IV. COMMITTEE CHAIR AND VICE-CHAIR

Rule 6 Chair

At each committee session of the Assembly, the Chair, designated by the Secretary-General, shall preside. The Chair, in the exercise of their functions, remains under the authority of the Secretary-General.
Rule 7 Acting Chair

If the Chair finds it necessary to be absent during a meeting or any part thereof, the Vice-Chair, or another member of staff designated by the Chair or Secretary-General, shall preside as the Acting Chair. The Acting Chair shall have the same powers as the Chair.

Rule 8 General Powers of the Chair

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the session, direct the deliberations in meetings, ensure observance of these rules, accord the right to speak, rule on points of order, and maintain decorum. The Chair may, in the course of the discussion of an item, declare to the body a limit on the number of times each member may be placed on the speakers' list. The Chair shall maintain the list of speakers either by taking placard requests or by requiring requests in writing. The Chair is authorized to see to it that delegates focus their remarks on the items under discussion. They may invite motions, declare an action dilatory, and limit caucusing.

Rule 9 Voting

The Dias shall not vote on any matters concerning procedural or substantive issues.

V. DELEGATIONS

Rule 10 Composition

Delegations within a committee or other body shall have not less than one and no more than two representatives.

VI. CONDUCT OF BUSINESS

Rule 11 Opening of Meeting and Debate

The Chair may declare a meeting open and permit debate to proceed when a quorum (at least two-thirds) of the member states registered at the conference are present. The presence of a majority, which consists of one half plus one of the members, is required for a vote on a resolution or an amendment.

Rule 12 Precedence

Members of the Secretariat are accorded precedence at all times.

Rule 13 Statements by the Secretariat

The Secretary-General, or a member of the Secretariat designated by the Secretary-General, may at any time make either oral or written statements to the committees.
Rule 14 Debate on the Establishment of Agenda Topic

At the discretion of the Chair, or by motion, a Speakers List must be established before any debate or other motions may be made. The body may use the Speakers List, Moderated and Unmoderated Caucuses to debate on the establishment of a topic. Voting on the establishment of the agenda topic shall be limited to two speakers in favor of and two against the proposed topic. The Chair may limit the speakers time under this rule.

Rule 15 Speeches

No representative may address the General Assembly, its main committees, its subcommittees, or ad hoc committees without having previously obtained the permission of the Chair. The Chair shall call upon speakers to be placed on the speakers' list in the order in which they signify their desire to speak. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion.

A delegate wishing to yield time to questions, the chair or another delegation must note so at the beginning of their speech.

A delegate may only speak once he/she is recognized by the Chair.

Rule 16 Time Limit on Speeches

The committee or the Chair may limit the time allowed for each speaker. When the debate is limited and a representative exceeds their allotted time, the Chair shall call them to order without delay.

Rule 17 Points of Order (Procedural)

During the discussion of any matter, a representative may rise to a point of order (a procedural question), and the point of order shall be decided upon immediately by the Chair, in accordance with the rules of procedure. A representative rising to a point of order may not speak on the substance of the matter under discussion.

A delegate intending to seek information or clarification of procedure rises to a point of order as a means of obtaining the floor. However, to introduce a motion (request for specific action), a delegate should raise their placard and wait to be recognized by the Chair.

A point of order is also an intervention directed to the Chair, requesting them to make use of some power of their office, such as the manner in which the debate is being conducted, the maintenance of order, the observance of the rules of procedure, or the way in which the Chair is exercising their powers. Under a point of order, a representative may request the Chair to apply a certain rule of procedure.

Generally, delegates should not rise to points of order during a fellow delegate's speech.
Rule 18 Points of Information (Substantive)

A point of information is used to request information or clarification of remarks relating to material or arrangements of the meeting, documents, translations, etc.

A point of information is also used to request information from another delegate through the Chair during informal debate or to request information from the Chair.

Rule 19 Appealing the Decision of the Chair

A representative may appeal a ruling of the Chair or Acting Chair. The appeal shall immediately be put before the Secretary-General and the Chair's ruling shall stand unless overruled by the Secretary-General. Decisions concerning Right of Explanation, Right of Reply, and Roll Call Votes are not appealable. All appeals must be submitted in writing through the Chair.

Rule 20 Right of Reply

A request for a right of reply must be submitted in writing to the Chair. A right of reply may be granted by the Chair, which the Chair will then read out loud. Right of Reply is used to respond to a direct offensive remark made by a member's speech. The Chair has total discretion in granting a right of reply. This decision is not appealable.

VII. PROCEDURAL MOTIONS

Rule 21 Closing the Speakers' List

During the course of a debate, the body may vote to close the speakers' list. This motion requires a majority vote of those members present and voting; it is not debatable. A Delegate may motion to reopen the Speakers List at a later time.

Once the Speakers List is exhausted, the body moves directly into Closure of Debate. The Chair may, however, accord the right of reply to any member after the speakers' list is closed.

Rule 22 Formal Debate

During formal debate, delegates may only deliver speeches. Questioning of the delegates and caucuses are not permitted. Voting on substantive matters shall occur when the committee is in formal debate. The committee opens in formal debate.

Rule 23 Informal Debate

A motion followed by a simple majority vote or at the discretion of the Chair, the committee can move into informal debate. No substantive matters shall be voted on during informal debate. During informal debate questions may be asked of the speaker under conditions established by
the Chair and caucusing may occur. The Chair, or motion with a simple majority, may at any time move the committee back into formal debate.

*Rule 24 Moderated Caucus*

A moderated caucus is informal debate under the authority of the Chair. The committee may motion and vote to move into moderated caucus at any time by simple majority vote. A time limit for such moderated caucus must be part of the motion. There will be no speakers' list, and delegates will be recognized to speak upon raising their placards. There can be no points, motions, yields or votes during a moderated caucus. The only Point of Order that will be entertained during a Moderated Caucus is one pertaining to being able to hear speakers. The Chair may, at their discretion, move the committee back into formal debate before the time limit has expired.

*Rule 25 Unmoderated Caucus*

The committee may motion and vote to move into an unmoderated caucus (unstructured meeting for consultation) at any time during normal debate by simple majority vote. A time limit for such caucus must be part of the motion. The Chair may, at their discretion, move the committee back into debate before the time limit has expired.

*Rule 26 Suspension of the Rules*

Suspension of the Rules allows for an informal structured presentation and is how a draft resolution is introduced. The committee may motion and vote to suspend the rules or it may be done at the Chair’s discretion, with a time limit for a question-answer period moderated by the Chair in the motion. During the suspension of the rules the sponsors will read the proposed resolution and answer questions pertaining to the draft resolution. Once the time for the questions has elapsed, the committee moves back into debate.

*Rule 27 Adjournment of Debate*

To adjourn debate is to end discussion (table debate) on an agenda item *without* coming to a vote on any resolution on the floor under that item. Discussion moves directly to the next agenda item.

During the discussion of any matter, a representative may move for adjournment of the debate on the item under consideration. Such a motion requires a majority of members present and voting to pass. This motion is debatable: two delegates may speak in favor of, and two against this motion. The Chair may limit the time allowed to the delegates debating under this rule.
Rule 28 Closure of Debate

Closure of debate terminates discussion on the agenda item and moves the body directly into formal voting procedures.

A delegate may at any time move for closure of debate on the agenda item under discussion. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the motion, after which the motion for closure will be put to a vote. The Chair may limit the time allowed to speakers under this rule.

Passage requires a majority of the members present and voting.

After debate is closed, voting shall be conducted in the following order:

   a) amendment(s);
   b) division of the question--first, to divide the proposed section(s) from the resolution; then, to pass or fail the divided-out section(s); (see Rule 41)
   c) the resolution as divided and amended.

Rule 29 Recess/Suspension of the Meeting

A delegate may move to recess a meeting (typically for meals) or for suspension of the meeting (typically ending a day’s deliberation) during the discussion of any matter. Such motions shall not be debated. The suspension of the meeting requires the support of a majority of the members present and voting. The Chair may also suspend the meeting at their discretion.

Rule 30 Order of Procedural Motions

The motions indicated below shall have precedence in the following order over all other proposals or motions before the body (in the order of most destructive):

   a) to move for a caucus/moderated caucus
   b) to recess/suspend the meeting;
   c) to adjourn debate;
   d) to close debate.

Rule 31 Proposed Resolutions

Working Papers shall be submitted to the Director in writing (type-written) with the appropriate number of sponsors and signatories. A working paper, before being considered by the General Assembly, must be approved by the Director. If accepted by the Director, the resolution should then be formally introduced by a sponsor(s) during their speech. The Director is responsible for photocopying and distributing the draft resolution, if necessary.
Rule 32 Proposed Amendments

To amend is to change a proposed resolution in some way. The process for submitting an amendment is the same as for a resolution.

Friendly amendments, those which are approved by all of the sponsor(s), are automatically incorporated into the resolution.

Unfriendly amendments require the vote of the body to be added to the proposed resolution. All unfriendly amendments and the resolutions to which they apply shall be voted on after the debate is finished or closed.

Rule 33 Withdrawal of Motion and Resolutions

A motion and resolution may be withdrawn by its sponsor(s) at any time before voting on it has commenced, provided that the motion or resolution has not been amended. Any delegations who seconded or co-sponsored the motion or resolution must also agree with the withdrawal. The motion or resolution may be reintroduced and seconded by other delegations.

VIII. VOTING
Rule 34 Voting Rights

Each Member State of the General Assembly shall have one vote. Palestine and The Holy See do not have voting rights on substantive matters. They may vote on procedural matters only.

Rule 35 Questions Decided by a Simple Majority

Unless provided otherwise in these rules, decisions of the Assembly on questions shall be determined by a simple majority. Simple majority is one half of the body present plus one.

Rule 36 "Important Questions"

An issue may be designated upon majority vote of a committee as an "Important Question" if it relates specifically to recommendations on the maintenance of international peace and security, suspension of the rights and privileges of a member or membership, expulsion of members, and budgetary questions.

A matter designated an "important question" requires a two-thirds majority of members present and voting to pass.
Rule 37 Method of Voting

The Assembly shall normally vote by a simple placard vote. Any member may request a roll call vote on a draft resolution. The roll call vote shall be taken in English alphabetical order of the names of member states, and one of its representatives shall reply yes (with rights), no (with rights), or abstain. A delegation also may vote pass; when called again the delegation must vote yes or no.

Rule 38 Conduct During the Vote

After the Chair has announced the beginning of voting, all caucusing and passing of notes shall cease. No representative shall interrupt the voting except on a point of order in connection with the actual conduct of voting. No person shall be permitted to enter or exit the meeting room once a vote has begun until after the vote is completed.

Rule 39 Explanation of Vote:

The Chair may permit members to explain their votes, after voting. The Chair may limit the time allowed for explanations. After all explanations are concluded, the Chair shall ask for any change of votes.

Rule 40 Voting on Unfriendly Amendments

When two or more unfriendly amendments are submitted for a resolution, the committee votes first on the amendment farthest removed from the substance of the original resolution. One speaker in favor of the unfriendly amendment and one against may speak before the vote. After amendments are voted upon, the committee votes on the draft resolution as it then stands.

Rule 41 Division of the Question

A representative may divide parts of a draft resolution to be voted upon separately. The motion and the section to be divided from the rest of the text must be submitted to the Chair in writing before the closing of debate. After debate is closed, but before voting procedure commences on the resolution to be divided, a delegate must move for a division of the question.

Division of the Question requires a simple majority of member states present and voting for passage. Two speakers in favor of and two against may address the motion. If the motion for division passes, the separated sections are voted on as separate draft resolutions, keeping the same preamble. If the procedural motion fails to pass, the draft resolution stays intact.

Rule 42 Equally Divided Votes

If a vote is equally divided, the proposal fails.
IX. DISCRETION OF THE CHAIR

Rule 43 Discretion of the Chair

Any matters of interpretation or items not covered by these rules are left to the discretion of the Chair. All decisions, except those otherwise noted in the rules, are appealable only to the ODUMUNC Secretary-General.