

EagleMUNC

Rules of Procedure



Table of Contents

[I. General Rules](#)

[II. The Dais and Other Staff](#)

[III. Committee-Related Details](#)

[IV. Debate](#)

[V. Committee Points](#)

[VI. General Motions](#)

[VII. Directives](#)

[VIII. Resolutions](#)

[IX. Amendments](#)

[X. Voting Procedure](#)

[XI. Ending Notes](#)

[XII. Preambulatory and Operative Clauses](#)

[XIII. Sample Resolution](#)



Please note: the Rules described in this guide are the general rules of procedure for all committees. General Assemblies will follow these rules as written. All other committees, however, will vary in their rules and procedures.

I. General Rules

A. Working Language

The working and official language of EagleMUNC is English. It is the expectation that all delegates shall speak and write in English. If a delegate wishes to offer a statement or quote in another language recognized by the United Nations, he or she must provide the translation to the committee at large and be approved by the Chair.

B. Rules Change

EagleMUNC reserves the right to change the Rules of Procedure, and any Addenda, at any given time.

C. Delegate Conduct

- i. All delegates are expected to be respectful of others. The Secretariat shall immediately respond to any form of bullying or harassment.
- ii. Laptops are not permitted inside committee rooms.

II. The Dais and Other Staff

A. Composition of the Dais

The Dais shall consist of a Chair and a Vice Chair. The Simulations Staff will also aid the Dais and delegates in its discussions (explained below).

B. General Powers of the Chair¹

The Chair, as expert on the topic and enforcer of the rules of procedure in this handbook, shall have complete control of the proceedings of the committee. The Chair shall have the following powers in committee:

- i. Declare the opening and closing of each meeting of the committee;
- ii. Direct the debate and discussion of the committee;
- iii. Ensure the rules of the committee are followed;
- iv. Recognize delegates to speak;
- v. Put questions and documents to vote and announce the results;
- vi. Rule on points of order.
- vii. Propose motions that the committee should adopt.

C. Chair's Authority²

“The Chair, in the exercise of his or her functions, remains under the authority of the committee.” Thus, if a delegate believes a decision of the Chair has unfairly hindered debate, he or she may

¹ Rule 106 of the United Nations General Assembly Rules of Procedure.

² Rule 107.

appeal the decision, a procedure discussed later. However, this power cannot be abused by delegates; if the Chair believes the use of appeal is being overused, he or she reserves the right to suspend that power.

D. The Vice Chair³

The Vice Chair assists the Chair in performing his or her duties in managing the committee. The Vice Chair is also the primary communicator between the committee and its Simulations Staff. If the Chair finds it necessary to be absent during part or all of a meeting or session, the Vice Chair shall take the place of the Chair. A Vice Chair acting as Chair shall have the same powers and duties as the Chair.

E. The Simulations Staff

Each committee has a corresponding Simulations Staff and Director, who create, coordinate, and present any crises to the committee. In certain crisis and hybrid-based committees, delegates have the ability to coordinate actions with their committee's Staff via Directives and crisis notes. Simulation Staffers will enter the committee room at appropriate times during the session to collect these Directives and crisis notes and to present any crises as needed.

III. Committee-Related Details

A. Quorum⁴

A quorum is defined as the minimum number of delegates required for a committee to officially be in session. The Chair may declare a meeting open and permit the debate to proceed when at least one-third of the members of the committee are present.

Example: A committee has 50 delegates. The quorum is 17 delegates (16.67 rounds up).

B. Simple Majority⁵

A simple majority is half of the body plus one delegate in a committee. The presence of a simple majority of members shall be required for any decision (i.e. passage of a resolution) to be taken. Further, decisions of the committee shall be made by a majority of members.

Example: A committee has 50 delegates. The simple majority is 26 votes. At 25 votes, the motion fails.

C. Two-thirds Majority

A two-thirds majority is less frequent than a simple majority and is used only to close debate on a topic, or adjourn a meeting.

Example: A committee has 50 delegates. The two-thirds majority is 34 votes (33.33 rounds up).

D. Procedural Voting

This pertains to all voting except on draft resolutions and amendments. Delegates must vote either "yes" or "no" on procedural matters.

E. Substantive Voting

³ Rule 105.

⁴ Rule 67.

⁵ Rule 125.

This pertains to voting on draft resolutions and amendments. Delegates must vote “yes,” “no,” or “abstention” unless during a Roll Call vote, which will be discussed in Section X.

F. Introduction of Non-members

If a person from another committee or group, or from a third-party organization such as a news media outlet or a government entity (typically represented by a Simulations Staffer), wishes to visit and address the committee, the Chair shall inform the body of the arrival of this non-member. A question and answer period may be in order to ask the non-member questions that are relevant to the topic or crisis at hand. At the Chair’s discretion, and with committee approval, the period may be extended, shortened, or waived.

G. Passage of Notes

Note passing is a significant tool for contacting other delegates to gain support for certain committee issues, such as setting the agenda, voting on a specific draft resolution, or simply receiving an opinion on a proposed idea. Delegates, however, must not abuse this privilege. Messages that fail to uphold the proper standards that EagleMUNC strives for are strictly prohibited (i.e. inappropriate or offensive language). If such events do arise, note passing shall be immediately suspended and the Secretariat may be informed of the situation.

IV. Debate

A. Roll Call

At the start of every session, the Dais shall commence roll call. This is the first order of business. Delegates are requested to maintain order during roll call. Each delegate, upon hearing his or her country’s name, shall respond “present” (a response of “present and voting” is unnecessary). A delegate that misses roll call, or misses his or her country’s name being called, must send a note to the Dais so that he or she may be properly recorded as being in attendance.

B. Setting the Agenda⁶

NOTE: *Many of the crisis-driven committees at EagleMUNC will not require this procedure.*

The topics under consideration for a committee are provided in that committee’s background guide. If there are multiple topics, the committee shall first determine the order in which it plans to debate these topics. The Chair shall entertain three speakers in favor of starting with a particular topic (i.e. if there are two topics, six delegates will speak: three for Topic 1 and three for Topic 2).

After these speakers, the Chair will entertain motions to set the agenda which specifies the order of discussion for the topics. The motion requires a simple majority to pass.

Example: “Motion to set the agenda to Cybersecurity first and Maritime Security second.”

C. Speakers’ List⁷

The Speakers’ List is the primary mode of debate for a given committee. Speeches during this mode of debate generally detail the country’s position and possible solutions to the chosen topic, although they may mention introduced amendments or draft resolutions as well.

⁶ Rule 23.

⁷ Rule 115.

Once the committee has voted on the agenda, the Chair shall then open up the Speakers' List. No vote is required to open the Speakers' List. Delegates who wish to be added to the Speakers' List shall initially raise their placard and the Chair shall record their country's name in discretionary order. Thereafter, if a delegate wishes to be added, or re-added, to the Speakers' List, that delegate must send a note to the Dais requesting thus.

At the Chair's discretion, and with committee approval, the Speakers' List may be closed to additional names being added.

D. Speaking Time and Number⁸

The committee may limit the time to be allowed to each speaker and the number of times each representative may speak on any topic or question. Upon the opening of the Speakers' List, the Chair will ask for a motion to limit the speaking time, which may be amended by motion at any time thereafter. Before a decision is taken, one delegate may speak in favor of, and one against, a proposal to such limits.

Examples: "Motion to limit the speaking time to 2 minutes." or "Motion to limit members to three speeches on the current topic."

E. Yields

A delegate may only make a yield while on the Speakers' List. The delegate may yield his or her remaining speaking time in one of three ways:

- i. To the Chair: A yield to the Chair forfeits the remaining time and the next speaker on the list will have the floor. This is the default yield if no other yield is specified.
- ii. To questions: The Chair will select delegates to ask questions, which will be limited to 30 seconds. Only the speaker's answers will be deducted from the speaker's remaining time. Crosstalk is out of order.
- iii. To another delegate: If the delegate to whom the yield is given accepts, the Chair shall recognize him or her for the remaining time. This delegate may not make another yield.

F. Right of Reply⁹

If a delegate feels that the individual or nation that he or she represents has been egregiously defamed in a speech, a right of reply may be in order. The insulted delegate must verbally request this motion to the Chair immediately following the defaming speech, explaining the reasons for the request. If the Chair approves, the delegate will be granted the right to speak. The delegate is limited by the same time limit as any other speech, though a speech under Right of Reply does not count towards that delegate's limit on number of speeches.

V. Committee Points

Committee points serve a wide number of purposes for the delegate from correcting a mistake in procedure to addressing a personal comfort issue, all of which are to be entertained at the Chair's approval. The four points are as follows, in order of precedence:

A. Point of Personal Privilege

This is used when a delegate is experiencing personal discomfort that affects his or her ability to participate in the session. It can be used in the event of a medical or other emergency, or

⁸ Rule 114.

⁹ Rule 115.

more commonly if a speaking delegate cannot be understood or heard. Thus, it may interrupt a speaker.

Example: “Point of Personal Privilege: can the delegate please speak up? She cannot be heard.”

B. Point of Order¹⁰

A point of order is used when a breach of procedure has taken place. It must be immediately raised when the violation of a rule occurs and, as a result, may interrupt a speaker. When a delegate is recognized by the Chair, he or she must state the reason for rising to the point.

Example: “Point of Order: the speaker’s time limit has expired.”

C. Point of Information

A point of information is used when the delegate wishes to clarify with the Chair a fact that may have been misstated by a speaker. It must be related to the topic at hand. Points of information should not be used as a tool to debate. The Chair may decide to respond to the delegate’s question via note. It may never interrupt a speaker.

Example: “Point of Information: the previous speaker stated that the Russian Federation abides by ICC rulings. Does the ICC in fact have jurisdiction within the Russian Federation?”

D. Point of Inquiry

This is used when a delegate has a question or seeks clarification about the rules of procedure. It may never interrupt a speaker.

Example: “Point of Inquiry: what is the number of sponsors required for a draft resolution to be submitted?”

VI. General Motions

The Chair will decide which motions are to be voted upon based on order of precedence. There are some other specific motions relating to amendments and draft resolutions as well as motions in voting procedure that are explained in those respective sections of this handbook. This section covers the motions in general debate and the procedural aspect relating to them.

A. Dilatory, Absurd, or Frivolous Motions

The Chair may rule out of order any motion that is clearly not related to the pending topic, proposes debate of an issue that has already been sufficiently discussed, or is simply absurd or inappropriate.

B. Withdrawal of Motions¹¹

A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

Example: “I withdraw my motion for a 10 minute unmoderated caucus.”

C. Motion for a Moderated Caucus

Delegates are encouraged to use the Speakers’ List as the primary method of debate. That said, delegates may propose a moderated caucus to facilitate debate on a specific topic in the general discussion. This motion requires a simple majority to pass. The delegate who proposes the

¹⁰ Rule 113.

¹¹ Rule 122.

motion should state the duration, the speaking time per delegate, and the specific topic of the caucus.

A moderated caucus may not exceed 20 minutes either as a single motion or as a motion to extend the caucus once the original has elapsed. The moderated caucus shall end when the time has elapsed or no delegate wishes to speak. If there are no subsequent motions, the committee shall return to the Speakers' List.

Example: "Motion for a 10 minute moderated caucus, with a 30 second speaking time, with the purpose of discussing the feasibility of a humanitarian aid operation in the Central African Republic."

D. Motion for an Unmoderated Caucus

The purpose of this motion is to serve as an opportunity for delegates to draft resolutions, amendments, and directives as well as to more freely discuss the topic at hand. This motion requires a simple majority to pass. The delegate who raises the motion must state the duration, but does not need to specify a purpose of the caucus.

Example: "Motion for a 15 minute unmoderated caucus."

E. Motion to Table the Topic

Though rarely used, the purpose of this motion is to temporarily set aside the current topic to discuss either the next topic in the Agenda, or a new topic of essential importance. It requires one speaker in favor of, and one against, and a simple majority to pass.

F. Motion to Close Debate¹²

This motion is in order when there has been substantial debate on a topic and draft resolutions have been introduced and adequately discussed, or once the Speakers' List is closed and no more speakers remain. It requires two speakers in favor of, and two speakers against, the motion, and a two-third majority to pass. If this motion passes, or if the Speakers' List is closed, the committee moves to voting procedure.

G. Motion to Suspend the Meeting¹³

This motion is in order when the committee has reached the ending time for its session. If the motion passes, the committee is excused until the start of the next session. It requires a simple majority to pass.

H. Motion to Adjourn the Meeting

This motion is similar to a motion to suspend the meeting, but it is only in order at the end of the last committee session. Along with the motion to suspend, this motion cannot be made when the committee is voting or verifying a vote. It is at the Chair's discretion regarding when a motion to suspend or adjourn a meeting is in order, especially if there still remains important substantive matters.

I. Motion to Appeal the Decision of the Chair¹⁴

This motion is used if a delegate believes a decision of the Chair unfairly hinders the committee's debate on a topic. If the Chair entertains this motion, the delegate shall have one

¹² Rule 117.

¹³ Rule 118 for Sections F-G.

¹⁴ Rule 105.

minute to explain his or her reasoning for the appeal. The motion shall then be put to a vote, and requires a simple majority to pass. However, delegates should not abuse this power. If the Chair believes this motion is being abused by delegates, he or she reserves the right to suspend the further use of this motion.

VII. Directives

Directives are used in crisis committees to act as a method to obtain information or carry out an action. However, they do not apply to General Assemblies. Specific directive procedures will be discussed in the addendum to crisis and hybrid committees.

VIII. Resolutions

A. Sponsors and Signatories

A sponsor is a delegate who has worked on a draft resolution and wishes to see it passed by committee. Such a delegate is obligated to vote in favor of the particular draft resolution. A draft resolution requires at least two sponsors in order to be approved by the Dais.

A signatory is a delegate who wishes to see the draft resolution brought to the floor and debated. He or she may not necessarily support the content of the particular draft resolution. A delegate may be a signatory for however many draft resolutions he or she wishes.

- i. A draft resolution requires one-fifth (20%) of the total number of delegates as signatories in order to be approved by the Dais. If a draft resolution has more than two sponsors, those additional sponsors shall count toward the one-fifth requirement.

Example: A committee has 50 delegates. The required number of signatories is 10.

B. Introducing a Draft Resolution

After the sponsors have the required number of signatories, a draft resolution shall be sent to the Dais to be approved for relevance and format. Once approved, the draft resolution may be introduced at any point in time. It requires a simple majority vote to be introduced. The Chair will then ask the sponsors to present the draft resolution.

C. Presenting a Draft Resolution

When a draft resolution is introduced, the Chair shall temporarily suspend the rules. The sponsors (or a select number, if there are many) shall approach the Dais and read the draft resolution aloud.

D. Question and Answer Period

A delegate may motion, or the Chair may simply allow, for a five minute question and answer period in which delegates can ask the sponsors questions about the introduced draft resolution. At the Chair's discretion, and with committee approval, the five-minute period may be extended, shortened, or waived. Only the time that the sponsors discuss the responses to the questions asked count as part of the five-minute period. The time that it takes for a delegate to ask the question does not.

IX. Amendments

An Amendment is used to change certain sections of a draft resolution that has been introduced. The Chair will correct any grammatical or spelling errors after an amendment is submitted to this regard and will announce any such changes to the committee. A delegate who introduces an amendment must submit it in writing. As with draft resolutions, all amendments must be approved by the Chair for relevance and formatting.

A. Friendly Amendments

A friendly amendment is one that is approved by all the sponsors of a particular draft resolution. Upon receiving the amendment and confirming that all of the sponsors are in favor, the Chair shall read the amendment aloud to the committee. The amendment is then incorporated into the draft resolution.

B. Unfriendly Amendments

An unfriendly amendment is one that has not received the approval of all the sponsors, or to which none of the sponsors have previously agreed. An unfriendly amendment, like a draft resolution, requires one-fifth of the total number of delegates as signatories in order to be approved by the Dais. The committee shall vote on unfriendly amendments in voting procedure. When the amendment is sent to the Chair, a delegate may motion to introduce it, which, after a simple majority vote, may allow the amendment to be debated and discussed.

X. Voting Procedure

Voting is the final substantive aspect of a committee and is where the delegates' hard work is finally put to vote by the body at large. After the motion to close debate is passed, the committee will begin the process of voting on the introduced amendments and draft resolutions. In addition, there are a number of motions that are relevant only while in voting procedure.

A. General Rules

- i. Voting on unfriendly amendments takes place before voting on a draft resolution as a whole.
- ii. A point of information is not in order while in voting procedure.
- iii. Each draft resolution is voted on in the order that it was introduced, with the exception of a passed motion to reorder.
- iv. Multiple non-contradictory draft resolutions may be passed.
- v. At the conclusion of voting procedure, assuming debate has been closed on the topic, if there are no other motions, the committee will automatically move to the next topic on the agenda.

B. Conduct during Voting

- i. Delegates are expected to exhibit order and decorum.
- ii. Delegates may not enter or leave the committee rooms.
- iii. There may be no note passing whatsoever.

C. Unfriendly Amendments¹⁵

¹⁵ Rule 130.

Voting on an unfriendly amendment requires a simple majority to pass. In the event that two or more unfriendly amendments exist, voting will proceed in the order that the Chair received them, with the exception of a passed motion to reorder the amendments. However, when the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to a vote.

D. Reordering of the Draft Resolutions¹⁶

If two or more draft resolutions have been proposed, the committee shall vote on the proposals in the order in which they have been submitted, unless it decides otherwise. A delegate who raises this motion shall state the preferred order of the draft resolutions. This motion requires a simple majority to pass.

Example: “Motion to reorder the draft resolutions to 1.2, 1.3, and then 1.1.”

E. Division of the Question¹⁷

A delegate may move that parts of a proposal or of an amendment should be voted on separately. Preambulatory clauses are not subject to a division. If entertained by the Chair, the proposing delegate shall state how to divide the question. The Chair shall recognize two speakers in favor, and two speakers against, the division. It requires a simple majority to pass.

Example: “Motion to divide the question for draft resolution 1.2 with operative clauses 1, 3, 4, and 5 as separate and operative clauses 2, 6, and 7 as separate.”

F. Roll Call Vote¹⁸

The committee shall normally vote on draft resolutions and amendments by raising their placards, but any delegate may request a roll-call vote. The roll-call shall then be taken in alphabetical order of the names of the members, in a similar way to the roll call for attendance. Each delegate shall reply “yes,” “yes with rights,” “no,” “no with rights,” “abstention,” or “pass.” After going through the roll call, the Chair will then return to those delegates who passed, who may then only vote “yes,” “no,” or “abstention.”

G. Voting with Rights¹⁹

This is when a delegate votes contrary to his or her assumed policy on a draft resolution or amendment and may explain the atypical vote for clarification. This only occurs during a roll call vote. As the delegate would be veering from his or her country’s position, there should be a very compelling reason for one to vote with rights. The Chair may permit members to explain their vote, but may limit the time to be allowed for such explanations. The sponsor of the draft resolution or amendment may not vote with rights.

Example: After aid groups threatened to withdraw support from Ethiopia, the delegate from Ethiopia voted yes with rights, stating, “Although we strongly oppose the contents of draft resolution 1.4, foreign pressures, namely international humanitarian aid groups, have effectively forced us to support this document at risk of losing critical foreign aid. It is for this reason that we marginally support this draft resolution and vote yes.”

¹⁶ Rule 131.

¹⁷ Rule 129.

¹⁸ Rule 127a.

¹⁹ Rule 128.

XI. Ending Notes

If you have any further questions about the Rules of Procedure, please feel free to contact our Under-Secretary General of Political Affairs at usgpa@eaglemunc.org.



XII. Preambulatory and Operative Clauses

Preambulatory Clauses

The preamble of a draft resolution effectively states key points of the topic at hand. It may mention previous UN resolutions, other international treaties, and/or actions taken by countries. The following is a select list of sample preambulatory clause words:

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

Operative Clauses

The main substantive part of a draft resolution includes operative clauses which decide the action that the committee should undertake. The following is a select list of sample operative clause words (Clauses with a * are only to be used by the UNSC):

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

XIII. Sample Resolution

United Nations Security Council Draft Resolution 1.2

Topic: The Situation in the Democratic Republic of the Congo

Sponsors: Argentina, France, United States of America

Signatories: Australia, Chile, Jordan, Lithuania, Rwanda, United Kingdom

The Security Council,

Guided by the purposes, principles, and provisions of the Charter of the United Nations,

Gravely concerned about the current situation in the Democratic Republic of the Congo (DRC),

Recognizing the country's past history with regards to internal and external instability,

Noting the terms of the 1999 Lusaka Ceasefire Agreement which has been mutually agreed upon by all belligerent parties of the Second Congo War,

Acting under Chapter VII of the Charter of the United Nations,

1. *Requests* significantly increased funding for the United Nations Organization Stabilization Mission in the DRC (MONUSCO);
2. *Recommends* international aid, both humanitarian and economic, be delivered to the government of the DRC;
3. *Urges* MONUSCO to strengthen its presence in the DRC by:
 - Providing more of a deterrent military presence to protect the vulnerable civilian population,
 - Using all available diplomatic tools to bring regional states and entities to the peace table,
 - Facilitating the training of DRC army soldiers to better combat rebels;
4. *Decides* to remain actively seized of the matter.