

RUMUN RULES OF PROCEDURE

1. Scope of the Rules

The following rules have been approved by the Secretary-General and shall apply to all General Assembly Committees. Directors of the Specialized Agencies shall use their discretion in the application of these rules.

2. The Secretariat

The Co-Secretaries-General shall act as the highest authority at the conference.

3. Statements of the Secretariat

A member of the Secretariat may, at any time, make either oral or written statements to any full session, committee, or sub-committee.

4. The Directors

Each committee shall have one director, appointed by the Secretariat, prior to the conference.

5. Functions and Powers of the Director

The director is responsible for all parliamentary procedure during committee meetings and further has discretionary power over the administration of his/her committee.

6. The Assistant Director

The assistant director will assist the director in running the committee, and may serve directorial functions at the discretion of the director.

7. Changes to the Rules of Procedure

The Secretariat shall have the authority to alter the rules to provide for the smooth functioning of the conference. In the event of such a change, delegates will receive written notification of the change. Further, a member of the Secretariat shall verbally present the alteration to each committee when such a change is deemed necessary.

8. Provisional Agenda

The agenda for each committee shall be approved by the Secretary-General and shall be communicated to the members of the United Nations at least forty-five days prior to the opening of the session.

9. Quorum

The director of each committee shall declare a meeting open and permit debate to proceed or a procedural vote to be taken when at least twenty-five percent of the members represented in that committee are present. A majority of the represented members of the committee must be present for any substantive vote to be taken.

10. Decorum in Debate

Members must maintain decorum at all times while in formal committee session. In debate, a member must speak on matters concerning the question before the committee. Resolutions may only be introduced into committee by a member of that committee.

11. Creation of a Speakers' List

A new speakers' list shall be created when setting the agenda or when the committee moves to a new topic. The director will acknowledge delegates who raise their placards and will direct the assistant director to place their delegation name on the Speakers' List.

12. Adoption of the Agenda

The first order of business for each committee shall be the consideration of the agenda. Only topics that are on the approved agenda may be considered. A provisional speakers' list shall be established for the purpose of setting the agenda. Two members shall speak in favor and two shall speak against a motion to set the agenda, followed by a simple majority vote. If the motion passes, the committee will immediately begin substantive debate on the first topic of the approved agenda. If this motion fails, the committee will return to substantive debate over the agenda.

13. Speakers' List

After the agenda has been established, a new speakers' list shall be created. After the speakers' list has been created, a member may add his/her delegation name to the list provided it is not already on the list and that the list is not closed. Such a request shall be submitted in writing.

14. Speeches

No member may address a committee without having previously obtained permission from the director. The director may call a speaker to order if his/her remarks are not relevant to the topic under discussion.

15. Speaking Time

The director may, upon consultation with the committee or upon the proposal by a member of the committee, limit the time allotted to each speaker. When this time limit expires, the director shall immediately call that member to order.

16. Point of Order

A member may rise to a point of order if there has been a procedural error. A point of order may interrupt a speaker, however it may not be used to address a substantive matter.

17. Point of Parliamentary Inquiry

A member may rise to a point of parliamentary inquiry if he/she wishes to have the director explain a procedural matter. A point of parliamentary inquiry may not interrupt a speaker.

18. Point of Information

A member may rise to a point of information if he/she wishes to ask the speaker a substantive question provided that the speaker has elected to accept points. A brief preface may be granted to the questioning member upon request and the speaker reserves the right to refuse any individual question. Only the duration of the answers to questions shall be deducted from the speaker's time. Once a delegate declines to

RULES OF PROCEDURE (CONT.)

answer three questions, the chair shall assume any remaining speaking time.

19. Point of Personal Privilege

A member may rise to a point of personal privilege while experiencing discomfort in the committee. A point of personal privilege may interrupt a speaker. The granting of this motion shall be at the discretion of the director.

20. Right of Reply

If a speaker has impugned the personal or national integrity of another member, the director may afford the affected member the right of reply. The impugned delegate shall rise to a right of reply, and shall submit a written explanation of his complaint to the director before the next speaker. The director will determine the appropriateness of the complaint, and shall act accordingly. The right of reply shall be used for the sole purpose of bringing the affront to the attention of the committee. While the right of reply shall not interrupt a speaker, it takes precedence over other motions. The decision of the director shall not be subject to appeal.

21. Motion to Set the Speaking Time

Throughout the course of debate it may become necessary to alter the time allotted for substantive speeches. One member shall speak in favor and one shall speak against a motion to set the speaking time, followed by a simple majority vote.

22. Yields

Before beginning any speech, the speaker must inform the director of how he/she plans to yield any time remaining after completing his/her remarks. A speaker has three options when yielding time:

- a) Yield to points of information: A speaker may choose to yield his/her remaining time to questions from the committee, but may refuse to answer any individual question.
- b) Yield to the Chair: A speaker may choose to yield his/her remaining time to the Director, at which point the next speaker on the speakers' list shall be recognized.
- c) Yield to another delegate: A speaker may choose to yield his/her remaining time to another delegate who will be recognized to speak. The newly recognized member cannot yield.

23. Motion to Appeal

A motion to appeal may be used to contest the decision of the Director, and must be seconded. There are four steps involved in the motion to appeal:

- a) The director is allotted thirty seconds to explain his/her decision.
- b) The appealing member is allotted thirty seconds to explain his/her objections.

c) The director is allotted a rebuttal period of thirty seconds.

d) Lastly, a two-thirds majority, procedural vote shall be taken.

A "yes" vote indicates that a member wishes to overrule the director's decision, and a "no" vote indicates that a member supports the director's ruling.

24. Motion to Declare as an Important Question

At any time during general debate, a delegate may move that the resolution under debate addresses an important question. Important Questions refer to one or more of the following:

- a) Maintenance of international peace and security
- b) Admission of new members to the United Nations
- c) Suspension of the rights and privileges of members
- d) Expulsion of members
- e) Budgetary questions

Two delegates shall speak in favor and two shall speak against a motion to declare as an important question, followed by a simple majority, procedural vote. If the resolution is declared an important question, it requires a two-thirds majority, substantive vote to pass.

25. Motion to Object to the Consideration of a Question

This motion is provided for a member to prevent a committee from debating a topic on the basis of its irrelevance to the scope of the committee. This motion shall only be deemed in order if it is made prior to a substantive vote on the topic. One delegate shall speak in favor and one against a motion to object to the consideration of a question, followed by a two-thirds majority, procedural vote.

26. Motion to Close the Speakers' List

When the speakers' list is closed, no additional speakers may be added. One member shall speak in favor and one shall speak against a motion to close the speakers' list, followed by a simple majority vote. If the speaker's list is exhausted, the committee immediately moves into voting procedures.

27. Motion to Reopen the Speakers' List

The speakers' list may be reopened so that additional members may be added. One member shall speak in favor and one shall speak against a motion to reopen the speakers' list, followed by a simple majority vote.

28. Motion to Adjourn

A member may move to adjourn the session temporarily and resume its meeting at a later date or time. A 2/3 majority vote is required for a motion to adjourn, and no debate shall take place.

29. Motion for Adjournment of Debate

A motion for adjournment of debate sets aside a topic area for

RULES OF PROCEDURE (CONT.)

an unspecified period of time. Two members shall speak in favor and two shall speak against the motion for adjournment of debate, followed by a two-thirds majority, procedural vote. If the motion passes, the committee moves immediately to the next topic area on the agenda.

30. Motion for Resumption of Debate

A motion for resumption of debate is used to reopen debate on a topic area that has been adjourned. Two members shall speak in favor and two shall speak against the motion for resumption of debate, followed by a two-thirds majority, procedural vote.

31. Motion for Closure of Debate

A motion for closure of debate is used to end debate on a topic and immediately move the committee into voting procedure. Two members shall speak in favor and two shall speak against the motion for closure of debate, followed by a two-thirds majority, procedural vote.

32. Resolutions

Resolutions shall be submitted in writing to the director for the purpose of typing, copying and distribution to the entire committee. In order for a resolution to be approved, it must have at least two official sponsors, and at least one-fourth of the committee as signatories. Upon approval by the director, the sponsors and signatories shall be removed from the resolution, as the document becomes the work of the committee. Once a resolution has been distributed to the committee, the director will suspend the rules and recognize a sponsor to introduce the resolution and answer technical questions from the committee. A speaker may only refer to a resolution once it has been formally introduced to the committee.

33. Amendments

Amendments shall be submitted in writing to the director for approval. Amendments must be signed by one-fifth of the committee. Amendments that contains the signatures of all sponsors of a resolution shall be considered "friendly," and the changes will immediately be made to the resolution. Those failing to receive the signatures of all sponsors of a resolution shall be considered "unfriendly," and require a simple majority vote to be included in the resolution.

34. Voting

Each delegation represented in a committee shall have one vote in all matters. Observer delegations may vote on procedural matters, but may not participate in substantive matters. A vote may require a simple majority or a two-thirds majority for passage.

35. Types of Votes

There are two types of votes, procedural and substantive. A procedural vote is one regarding the logistics and

administration of the committee. Members may only vote in favor or against the matter being voted upon. A substantive vote is one regarding the topic under discussion. Members may vote in favor or against the matter being voted upon, or they may choose to abstain from voting. Members who abstain from voting shall not be included in the calculation of the votes required for passage.

36. Roll Call Votes

A member may request a roll call vote on any substantive matter. In a roll call vote, the director shall individually call upon members following the English alphabet to verbally cast their votes rather than conducting a placard vote.

37. Formal Voting Procedure

Once the committee has entered formal voting procedure, no member shall be recognized except on a point of order in connection with the conduct of voting. The doors of the committee hall shall be closed and no member will be allowed to enter or exit until the voting is completed.

When a resolution comes up for vote in formal voting procedure, any amendments to that resolution must be voted upon first. When there are two or more amendments to a resolution, the committee shall first vote on the amendment furthest removed in substance from the original resolution. However, when the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to a vote. Once all the amendments to a particular resolution have been considered, the resolution shall be voted upon as amended.

38. Motion to Divide the Question

A motion may be made to divide the clauses of a proposal such that they can be voted upon separately. This motion is generally used to remove objectionable clauses from an otherwise acceptable resolution. There are five steps involved in the motion to divide the question:

- a) Two members shall speak in favor and two shall speak against a motion to divide the question, followed by a simple majority, procedural vote.
 - b) The director will accept suggestions on the method of division, and will order them such that the most radical method is considered first.
 - c) At this point, the resolution is considered to contain no clauses. Each clause or set of clauses shall be considered separately through a simple majority, substantive vote.
 - d) Clauses that pass shall then be added to the resolution, and clauses that fail shall be removed from further consideration. If no clauses pass, the entire resolution fails.
 - e) Lastly, a simple majority, substantive vote shall be taken on the resolution as divided.
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POLICIES AND CODE OF CONDUCT

There are two policies that our staff shall deal with in an immediate and proscribed manner, in accordance with the laws of the United States and the state of New Jersey.

- 1) The use and/or possession of narcotic drugs is strictly prohibited under federal and state law. Therefore, any delegate found possessing or using an illegal substance shall be reported to the New Brunswick Police Department and the school's faculty advisor, and immediately removed from the conference premises.
- 2) The legal drinking age in the state of New Jersey is twenty-one. Therefore, no delegates may possess or consume any alcoholic beverages. Any violations of this rule will result in the notification of the participant's faculty advisor, and the student's immediate removal from the conference.

Sexual Discrimination and Harassment Policy

It is the intention of the Institute for Domestic and International Affairs (IDIA) that the environment of Rutgers Model United Nations (RUMUN) best achieve our educational goal. IDIA will not tolerate any instances of discrimination based upon race, color, sex, sexual orientation, national origin, religion, age, or handicapping conditions.

If any delegate, staff, or faculty member believes that they have encountered discrimination which results in an uncomfortable working environment or disparate treatment, they must bring it to the attention of the Conference Managers of the conference. In the event that this is not possible, they must bring it to the attention of the Executive Director of the Institute for Domestic and International Affairs.

Upon receiving information regarding sexual harassment or discrimination, the Conference Head and a member of the IDIA Board, as designated by the IDIA Board, must investigate the merits of any allegations, interviewing all parties involved, and submitting a written report to the rest of the Board. Based on the findings, the Board may, at its sole discretion:

- 1) Take no action
- 2) Issue a verbal reprimand
- 3) Separate the individual(s) from the conference
- 4) Take any other action deemed appropriate to alleviate the situation

Research During the Conference

Computers have been placed in both hotels for continued internet research. These computers will be available for use during committee sessions and meals, and are only for use in continuing research for committee discussion. Email and instant messaging are not permitted.

In order to ensure the safety of all conference participants, RUMUN staff members will also be enforcing the following policies:

- 1) Students must be in the room to which they are assigned by curfew, and for no reason should delegates be in the hallways past this time.
- 2) No non-conference guests will be permitted in our conference space at any time, including in guestrooms and at the social events, unless approval from the faculty advisor is obtained in advance, and a guest badge is requested from our staff.
- 3) Damage to or theft of hotel property will not be tolerated, and individuals will be charged for items that are missing or damaged in the hotel.
- 4) Identification badges must be worn at all times when delegates and faculty advisors are in the hotel. It is advised that these badges be removed when leaving the hotel, as they will identify you as a visitor to the area. If a delegate misplaces his or her badge, he or she will need to have a committee officer or faculty advisor verify his or her identity, and purchase a replacement badge on behalf of the delegate.
- 5) When leaving the hotel grounds for meals, it is further advised that you travel in groups of three or four, avoid dark alleys, and call the hotel for directions if you ever get lost. **DO NOT FORGET TO REMOVE YOUR BADGES ON THE WAY OUT**, and put them back on as you return.

Dress Code

The dress code for all official functions of RUMUN is western business attire. This means a shirt and tie for male delegates, with appropriate slacks or pants. Women are expected to wear dresses, skirts, or dress slacks with sweaters or blouses. Neither jeans nor sneakers are appropriate. Any delegate whom the staff considers to be in violation of this policy will be asked to return to his or her room so that he or she may change into appropriate attire.

Casual dress is permitted and encouraged during the social events on Saturday evening.

Hotel Decorum

Delegates are expected to be quiet and professional as they travel throughout the hotel. We are not the sole occupants of the hotel, and must respect the other guests. This includes all elevators, hallways, and stairwells. Please do not linger outside of your rooms or in the hallways, as your voices carry into other guests' rooms.