



Deutsche Schule Thessaloniki
Model United Nations

Student Officer Manual

RULES OF PROCEDURE

QUORUM

At the start of every committee session the Chairs must conduct the verification of the quorum. If 2/3 of the members are present a session may be declared open.

Chairs are to keep track of the Roll Call sheet at all times and contact the Secretariat about delegates being absent or coming late to the committee.

DEBATE MODE

The debate mode by default is open debate, where delegates take the floor and state whether they are going to speak in favor or against the pending issue. Closed debate is the mode used for debating amendments where time in favor and time against is equally allocated by the Chairs.

POINTS

Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
- It may only interrupt a speaker if it refers to audibility
- It may not refer to the content of a speech
- Not debatable and does not require a second

Point of Order

- It refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- May NOT interrupt a speaker and is not debatable
- It can only refer to something that just happened, direct referral. Otherwise call it out of order.

Point of Parliamentary Inquiry

- To clarify a rule
- Not debatable

- No second required
- It may not interrupt a speaker

Point of Information to the Speaker

- The delegate asking the Point of Information may only speak if recognized by the Chair.
- Must be formulated in the form of a question. A short introductory statement may precede the question.
- Delegates asking questions should remain standing when the speaker is replying to their Point of Information.
- Only ONE question comes by the same questioner

Point of Information to the Chair

- It is a question directed to the chair and may NOT interrupt a speaker
- It is a question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.

MOTIONS

Motion to Divide the House

- Delegates may vote in favor or against but not abstain
- Not debatable, no second required
- Requires a 2/3 majority to pass
- It may not interrupt a speaker
- No Roll-Call takes place. Delegates vote collectively.
- May only be entertained when voting on resolutions.
- Should only be entertained when the number of abstentions is overwhelming

Motion to Divide the Question

- Divide resolution to groups of clauses
- Not debatable
- Requires a 2/3 majority to pass
- Second required
- It may not interrupt a speaker

- Should only be entertained if deemed beneficial for the work of the committee, e.g. if there is high chance that many delegates will support a very good resolution in the case that they can vote against specific parts of it

Motion to move to the previous question

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment, in time in favour, this motion means to move to time against the amendment
- May not interrupt a speaker
- Requires a “second” by the house, and is quickly voted upon if an objection is voiced (2/3 majority needed)
- May be overruled by Chair if time needs to be filled
- Chair needs to ask for objections

Motion to reconsider a resolution

- Calls for a re-debate and a re-vote of a resolution that has already been discussed (adopted)
- Done at the end of all other business
- Only necessary if no other draft resolutions on the issue are present
- Needs 2/3 majority (abstentions are not in order)
- Not debatable

AMENDMENTS

1st DEGREE AMENDMENT

- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet.
- Only one amendment (max: one entire clause) per amendment sheet will be in order.
- It must be easily legible.
- The Chair reads it out slowly and clearly for all delegates to note down.
- If there is a grammatical or spelling mistake the Chair can automatically correct it, in order to speed up the process.
- The amendment will be debate in Closed Debate.
- Delegates can vote in favor, against or abstain.

- The Chairs have to prioritize them and constructive amendments should be debated prior to others.
- When an amendment passes, the Chairs and the delegates have to make the necessary changes to the initial resolution. (Remind the delegates of this!)
- The Chairs must keep all passed and debated amendments together!

2nd DEGREE AMENDMENT

- It can only be entertained in time against of the amendment of the first degree.
- The debate time on this amendment does not count as time against the Amendment of the first degree.
- The discussion on the initial amendment will be continued, relentless of the result of the voting on the amendment of the second degree.
- Chairs are discouraged from entertaining such amendments, as they cause confusion to the delegates and are really time consuming.

VOTING

- Only member states of the UN may vote. Non Member Delegations (NGOs, unrecognized states) are not allowed to vote on substantial matters, namely amendments or resolutions.
- Prior to voting, the Chair should remind all guests to exit the room and instruct the members of the Admin Staff to take their voting positions and the Security Staff to seal the doors. Only the members of the Secretariat are allowed to be present during the voting Procedure.
- Delegations voting for resolutions or amendments can vote in favour, against or abstain
- During voting on procedural matters there are no abstentions.
- A resolution will pass if the number for exceeds the number against regardless of the number of abstentions.
- A resolution passes when the number for exceeds the number against, regardless of the number of abstentions
- The Chair should not state his/her opinion on the resolution, but he/she should always remain objective
- Clapping should only be allowed when a resolution passes.

NOTE-PASSING

Note-passing is allowed between the delegates. All notes passing through the House will be read by members of the Administrative Staff. If the Chair feels that it creates commotion in the House, it is up to their discretion to suspend note-passing. Note passing between Committees is not allowed.

MISCELLANEOUS

- Mobile phones must be switched off at all times.
- Always make reference to Less Economically Developed countries as LEDCs, not 'Poor Countries' or 'Third World'.
- Remind the delegates that whenever they exit the room individually they should leave their badge on your desk.
- Delegates must not insult any member of the house, guest, and member of the Admin/Security Staff or Student Officer physically or verbally. The chair should remind the delegates to always be diplomatic.

USEFUL PHRASES

- Would the house please come to order?
- The next resolution to be debated will be on the question of.....
- Would the main-submitter please take the floor and read out the operative clauses.
- The chair sets the debate time at 40 minutes of open debate.
- The floor is now open.
- Are there any delegations wishing to take the floor?
- ... you have been recognized.
- ... you have the floor.
- The speaker will refrain from using unparliamentarily language.
- The speaker will refrain from insulting other delegates.
- An amendment has been proposed by ... This is in order. The chair will read it out.
- We will now move into voting procedures on the amendment.
- We will now resume debate on the resolution with ... minutes left.
 - The speaker has opened himself to points of information. Are there any points in the house?
- Please rise and state your point.
- Please state your point in the form of a question.
- Please refrain from asking several questions in one point.
- Would the delegate please repeat / rephrase the question.
- There will be no dialogue between the delegates.

- I'm sorry, but there is no more time for points of information. Could the speaker please yield the floor?
- I'm sorry, but, in the interest of debate, could the delegate please yield the floor?
- There has been point of order in the house.
- Your point is well/not well taken.
- The chairs stand corrected.
- There has been a point of personal privilege on the floor.
- Could the house please come to order and show the speaker the respect he/she deserves?
- Debate time on this resolution has elapsed.
- We will now move into voting procedures on this resolution.
- Security Staff shield the doors an Administrative Staff please take your voting positions.
 - All those in favor of this resolution please raise your placards high.
 - All those against ... Thank you, you may lower them.
 - All those abstaining ... Thank you.
 - By a vote of ... in favor ...against and with ... abstentions, this resolution/ amendment passes/fails.
 - Clapping is (not) in order.
 - "The delegates should refrain from using first person"