

# **Student Officers Manual**



**20<sup>th</sup> DSAMUN**

**20-22 October, 2017**

# Rules of Procedure

(GA committees, ECOSOC, Special Conference)

## I. Quorum

Resolutions need a Quorum to be voted upon.

The Chair may declare a meeting open and permit the debate to proceed when at least one third of the members of the Commission are present. The presence of a majority of the members shall be required for any decision to be taken. Therefore, keep a close track of your Roll-Call list. This is also an efficient way to encourage delegates to attend debates throughout the entire day.

A Roll Call must be taken before the morning and afternoon sessions. At the end of each Roll Call, ask if any delegations have not been called out.

*Example:* “We will now proceed with Roll Call. Whenever you hear your country’s name, please raise your placard and state ‘present’ “.

## II. Debate Mode

Open debate is DSAMUN’s only debate mode when debating resolutions. This has changed to previous DSAMUN conferences where closed debate was allowed. At this year’s conference closed debate is only allowed and required during the discussion on amendments.

## III. Points

General: Points during debate may NOT interrupt a speaker except for a Point of Personal Privilege, which refers to audibility. All other points will be dealt with only when there is a debating pause, i.e. when the speaker having the floor yields to points of information, to another delegation, or to the Chair. Delegates may not just immediately state their point; they must wait until the chair recognizes a Point.

*Example:* “Point of Information to the Chair”.

“There has been a point of information in the house, could the delegate please rise and state his/her point.”

“Is the chair not aware...”

**a) Point of Personal Privilege**

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

*Example:* “Could the windows please be opened? It is very hot in here.”

**b) Point of Order**

- 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
- Is not debatable
- Can only refer to something that just happened, direct referral, otherwise out of order
- If used by a delegate simply to cause disorder or to get their point across, call it out of order
- Take your time to explain your decision clearly so that all delegates understand your arguments.

*Example:* “Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Poland?”

### **c) Point of Information to the Speaker**

A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information

- Speaker asking the Point of Information may only speak if recognized by Chair
- The delegate must always remain standing when the speaker is replying to his/her Point of Information.
- Must be formulated in the form of a question, i.e. “Is the speaker aware that...” A SHORT introductory statement may precede the question. Only ONE question by the same questioner. There will be no dialogue between speaker and questioner on the floor. There are NO “follow-ups”!
- The speaker can still open himself/herself to points of information even if he/she intends to yield the floor to another delegate

Be fair and treat all delegates equally when recognizing points of information to a speaker

*Example:* “Could the honorable delegate, as she is the main submitter of this resolution, please explain to the house what she intends with clause 3?”

### **d) Point of Parliamentary Enquiry**

- Point of information to the chair concerning Rules of Procedures
- May NOT interrupt a speaker

*Example:* “Could the Chair please explain to the house what is meant by closed debate?”

**e) Point of Information to the Chair**

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.
- Chair to answer clearly and swiftly and move on with business

*Example:* “At what time do we adjourn for lunch?”

- ALSO: Question asking for a statement by the Chair or clarification on an issue

*Example:* “Could the Chair please explain to the house, whether the Darfur Liberation Army has signed the Darfur Peace Agreement?” –be

aware, however, as some delegates might use this in order to get their opinion across.

- The respective Chair should hold a short statement and swiftly move on with business

Be aware of the fact that delegates can create their own points, but that this is not allowed. They can also accidentally use a different wording. Don't simply overrule them because they are unknown.

## **Summary**

- Point of order: Delegate questions the ruling of the Chair.
- Point of information to the chair: A question raised referring mostly to facts and the agenda.
- Point of parliamentary enquiry: A question about the rules of procedure.

NEVER entertain public apologies (creates commotion, puts down the delegate). If an apology is necessary, talk to the delegates involved in private or ask the insulting delegate to send a written excuse.

## **IV. Motions**

### **a. Motion to move to the previous question**

(Formerly: Motion to move directly into voting procedures)

- Calls for the closure of debate and a vote to be taken on the item (resolution/amendment) pending
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment.
- May be moved by the Chair or a delegate
- May not interrupt a speaker
- Requires a "second" by the house, and is overruled if an objection is voiced
- May be overruled by the Chair if time needs to be filled
- Although delegates like to say "Motion to move directly into voting procedure" the correct expression is "Motion to move to the previous question". Remind the delegates of this new wording.
- Chair needs to ask for objections

### **b. Motion to adjourn the debate**

(Formerly also: Motion to table the resolution)

- Calls for the temporary disposal of a resolution
- The submitter of this motion to table a resolution will give a short speech on why the item should be adjourned
- The Chair will then recognize one or two speakers in favor and one or two against this motion, the chair may limit the time of the speakers but please be consistent (however, try to avoid such a motion)
- The forum will then put the motion to vote
- If the motion fails, debate will continue, if the forum passes the motion, debate on the resolution will come to an immediate end but can be restarted by any member of the forum, if a two thirds majority of the forum supports this (practically, however, means the death of a

resolution, due to lack of time as it can only be re-discussed after all other resolutions have finished being debated)

- For this motion to pass, a simple majority is needed. Tied results mean that the motion has failed.

#### **c. 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

#### **d. Motion to withdraw a resolution**

- Can be done at any time before voting has commenced, if all submitters and co-submitters agree on withdrawal
- Can be reconsidered by any member of the forum.

#### **e. Motion to extend debate time**

- At the chairs' discretion/ not debatable
- Needs a second, if proposed from the house
- Needs a simple majority or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

#### **f. Motion to extend points of information to the speaker**

- Can be moved only after time for points of information directed to the speaker has elapsed
- The Chair always needs to ask if the speaker accepts this motion

Motions such as “**Motion to divide/ split the house**” or “**Motion to vote by roll call**” (usually raised when there is a tie or a close match) should be avoided, because they are very time-consuming and cause disorder. It is anyway preferred to adopt resolutions that meet consensus. Also, remind to the delegates that countries will still have the right to abstain.



## V. Amendments on the First Degree

1. An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate takes the floor, and must be easily legible. If the Chairs choose not to entertain the amendment it is better that they don't recognize the delegate who submitted it or even better send him/her a note in order for him to know beforehand.
2. Amendments can only be introduced by a speaker who has the floor, while in previous DSAMUN conferences the chairs were responsible for moving the amendments. The delegate that has the floor should ask: "My delegation would like to move an amendment, if that is in order" and wait for the Chair's answer. It is at the chair's discretion to entertain it or not.
3. Delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates to note down.
4. An amendment will usually be debated, and must always be put to a vote, even if it is only a change of one word! If the Chair feels that it is an obvious mistake of a word, the Chair may propose to vote on the amendment directly without debate. This can be done simply by asking if there are any objections, e.g. "are there any objections to changing 'continuous' to 'continual'?" Never adopt without a vote!
5. Closed debate will be the norm for amendments. Chair must use his/her common sense to decide on the limit of debate time (max.: 5 min in favor and 5 min against, min: 30 seconds in favor and 30 seconds against). It is also possible (and preferable) to set a number of speakers on an amendment (the speakers for have to be as many as the speakers against). In any of the two cases, an equal number of speakers should be entertained (the speaker who moves the amendment counts as a speaker in favor), unless there are no speakers in favor/ against. Keep in mind that the Chair should set debate time directly after the delegate moves his/her amendment and BEFORE he begins with his speech since he/she counts as a speaker as well.

6. Only one amendment (max: one entire clause) per amendment sheet will be in order, exception if this would have effect on the sense of other clauses.
  
7. Co-Chairs should prioritize constructive amendments, e.g. add a clause. Destructive amendments should be discouraged. Try to pick out which amendments would bring about the highest quality in the debate. Although the delegates move the amendments, bear in mind that the Chair formally decides which amendments are debated!
  
8. On an amendment, delegations can vote for, against or abstain.
  
9. Amendments to previously amended clauses should only be sustained if the amendment refers to an element in the clause that has not previously been discussed, or if it is necessary to make the clause compatible with later changes to the resolution.
  
10. The Chairs in the Committees must keep all passed amendments together, this is important for updating the resolution if it passes!

## **VI. Amendments on the Second Degree**

1. Can only be entertained during the time against the Amendment of the First Degree (although it should be submitted early enough), and debate on this amendment does not count as time against the Amendment of the First Degree.
2. Same procedure as for normal amendments (set debate time, closed debate, official amendment sheet only, must be legible, only speaker who has the floor moves Amendment of the Second Degree, Chair reads it out)
3. Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails
4. Amendments of the Second Degree should however be avoided, since they cause a lot of confusion to the house and are time-consuming. The Chairs should entertain it only if it is really necessary!
5. An Amendment to the Third and further Degree is out of order. Furthermore, in DSAMUN there are no "Friendly Amendments". It is only under the Chair's discretion to put forward any grammar corrections if needed.

## **VII. Right of Reply**

Rights of Reply (short comment on previous speech) or Motion to follow-up (second question by the same speaker) will not be entertained. Rights of Reply will only be entertained in the Security Council and during the Opening Speeches of Student Ambassadors in the General Assembly.

## **VIII. Voting**

- Only member states of the UN may vote. Non Member Delegations (NGOs, unrecognized states) are not allowed to vote on amendments

or resolutions (substantial matters). Nevertheless, NMDs can vote on procedural matters such as motions).

- Delegations voting on a resolution or an amendment (substantial matters) may vote in favor, against or abstain.
- Delegations and NMDs voting on procedural matters (motions), such as a motion to adjourn the debate, may only vote in favor or against (NO abstentions).
- During voting procedures, all points are out of order, except for points of order related to the actual conduct of voting; there needs to be silence, and the Chair has to instruct Administrative Staff clearly to take voting positions and to close the doors.
- A resolution will pass if the number for exceeds the number against regardless of the number of abstentions, i.e. abstentions do not count either for or against the adoption of a resolution; the Co-Chair still has to record the number of abstentions.
- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through a motion, by a re-count (they have to vote the same way) or a roll-call vote/ division of the house (Chair to go through every delegation on the roll-call list and ask for the vote, takes a lot of time; Abstentions are still allowed). As mentioned before, try to avoid this motion and, using your common sense, decide flexibly by “mood of the house” if a roll-call vote is really necessary (e.g. don’t do it at the end of the day, when everybody is tired!)
- The chair should not state his opinion whether an issue voted on is good or bad, delegates tend to rise to Points of Order stating that the Chair influences voting procedures. General statement such as “Passing resolutions is good” is in order. A chair must remain objective.
- There are NO informal votes at DSAMUN; all votes are real and count!
- After voting for an amendment or a resolution, the submitter has the right to retain the floor (“motion to reply”).
- Clapping should only be allowed when a resolution passes (otherwise a chaos can be caused).

## Rules of Procedure

### (Security Council only)

#### **I. Quorum**

Unlike other committees, the Security Council consists of 15 members only, (5 permanent and 10 non-permanent). A Quorum can be achieved when at least

9 delegates are present (including the P5).

## **II. Guest Speakers**

Guest Speakers can be invited to the Security Council. Usually they are the Ambassadors of countries that are not represented in the council. These delegates can obtain the floor and answer points of information (normally the goal of being in the Council is to present their country's point of view on the issue discussed). However, they can vote neither on substantial nor on procedural matters.

## **III. Points and Motions**

The Points and Motions previously mentioned apply also to the Security Council.

There are, however, some different points and motions that are allowed only here.

### **a. Motion to Divide the Question**

- This motion makes it possible to discuss each clause of a resolution separately.
- The presidents should ask for a delegate to make this motion at the beginning of the debate. The resolution will then be discussed clause by- clause
- There will be a default time of 15 minutes OPEN debate on each clause, but the presidents can extend or restrict debate time at their discretion, e.g. if a clause is very important give it more time, or if you see that everyone agrees move onto the next one.
- The presidents should prioritize the most constructive clauses (since they decide the row on which the clauses will be debated). If there is time, all clauses can be entertained, however, this is not binding.
- Amendments of the first or second degree will be discussed normally.

Obviously, there is no reason to entertain amendments proposing to strike out a clause.

- Amendments that wish to add a clause should be entertained after the draft clauses that the chairs chose have been debated. These should be debated in closed debate

### **b. Rights of reply**

- Will only be entertained after the policy statements of the members of the SC
- The speaker does not have the right to answer, since rights of reply are just short comments
- Should be constructive and not overused (again their role is to enhance the debate)
- Should obviously not be offensive or include personal conclusions
- Have to be recognized by the presidents

#### **IV. Voting**

Same rules apply also to the Security Council; however a substantial matter (clause/amendment) needs a minimum of 9 votes in favor in order to pass. If there are 8 votes in favor the clause/ amendment will fail, even if the votes in favor exceed the votes against. In the Security Council, abstentions are not allowed when voting on an amendment or an amendment of the second degree.

#### **V. Veto**

- Only the 5 permanent members of the SC (China, Russia, UK, USA, and France) have the right of veto.
- A vote against by the P5 means a veto.
- The vetoed item cannot pass, even if it has acquired the necessary minimum of 9 votes in favor. Debating on this item freezes, and the discussion moves on.
- However, it is possible for the delegation that vetoed to deliver a short speech (max 30 seconds) on why they vetoed, or the other members of the council can ask for this (motion to justify /explain vote).
- One of the P5 may wish to vote against. Avoiding veto can be achieved through abstaining, which the chairs should encourage.
- A country of the P5 may veto only when its national benefits are being violated (veto should not be overused)
- In case that the P5 fail to reach consensus and too many vetoes occur, the President of the SC can take only the P5 to a P5-meeting in a separate room, where they will try to agree on a solution (max. 15 minutes). The rest of the house should continue discussion.
- Due to the possibility of a veto, voting should be discouraged when a member of the P5 is absent.
- Veto applies only to substantial matters (procedural matters cannot be vetoed).
- When a P5 nation votes against an amendment, this does not mean that it vetoes it.

## **Chairing Stock 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?
- For the sake of the debate please yield the floor to the chair.
- 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"

Mind that the correct expression is: "I yield the floor TO the chair", not "back to the chair".

Instead of saying "I" or "you", remind the delegates that they can say: "My delegation", "The honorable delegate", "(country's name)", "The committee/council" etc. "We" is also first person, but at least better than "I"! The chairs should also try not to use the first person very often.









