

MUNKFL'25

The Rules of Procedure



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A. General Rules

Article 1: Scope

The rules included in this guide apply to all committees of the General Assembly, the Economic and Social Councils and Regional Bodies, and the Security Council. The Rules of Procedure for Crisis and Historical Committees are entirely at the discretion of the Committee Chair or the Secretariat. Only the rules mentioned within this document and the United Nations (hereinafter referred to as UN) Charter are applicable throughout the Conference. In the case of a contradiction between the two documents, Rules of Procedure shall hold precedence. At the discretion of the Chair or Secretariat, these rules can be modified to better facilitate healthy debate, and any modification of the rules will be announced clearly to the entirety of the committee and will take precedence over any rules written in this document.

Article 2: Language

English will be the official and working language of the conference. Delegates may not carry out any activities relevant to their committees in any language other than English, which includes discussing committee topics in an unmoderated caucus or by the means of message papers.

Article 3: Representation

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one delegate and will have one vote on each Committee.

Article 4: Credentials

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

Article 5: General Powers of the Secretariat

The Secretary-General or a member of the Secretariat designated by them can modify rules to better facilitate healthy debate, and any modification of the rules will be announced clearly to the entirety of the related participants and will take precedence over any rules written in this document. Under Secretary Generals, at the discretion of the Secretariat, can exercise similar powers inside their allocated committees and they also exercise authority over other members of the Committee Staff. The Secretary-General or a member of the Secretariat designated by him/her also reserves the right to issue official warnings to delegates or organisational members inside the committee who interrupt the flow of the debate and fail to follow the rules of procedure regarding language, courtesy, dress code, and delegate conduct. After a delegate receives several official warnings which may result in dismissal without a certificate and compensation.

Article 6: Statements by the Secretariat



The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time. Delegates should expect to receive an address from the relevant Under-Secretary-General for their committee, either of the General Assembly, Economic and Social Council and Regional Bodies, or Crisis and Historical Committees, at least once per day for committee feedback and announcements.

Article 7: General Powers of the Committee Staff

The Committee Staff –also known as Dais- includes, by order of precedence, the Under-Secretary-General, Committee Chair, Assistant Chairs, Academic Assistants, and Crisis Members. Each Committee session will be announced open and closed by the Committee Chair, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these rules and at the discretion of their Under-Secretary-General, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections from their superiors, the Committee Chair may choose to suspend the rules to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Dais staff. Committee Dais staff members may also advise delegations on the possible course of debate. Further, the Chair reserves the right to administer unofficial warnings to delegates or organisational members inside the committee who interrupt the flow of the debate and fail to follow the rules of procedure regarding language, courtesy, dress code, and delegate conduct. After a delegate receives several unofficial warnings, the Chair has the right to consult the secretariat to issue an official warning, which may result in dismissal without a certificate and compensation. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary-General.

Article 8: Courtesy

Every delegate will be courteous and respectful to the Committee staff and other delegates. The Chair will immediately call to order any delegate who does not abide by this rule and may issue an unofficial warning. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action.

Article 9: Delegate Conduct

Delegates are expected to use formal English in their speeches. This includes abstaining from using slang or profanity. Delegates are also warned that MUNKFL has a zero-tolerance policy for hate speech, slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that their countries' policies merit such conduct are advised to consult the Chair before taking any action. Crosstalk and the usage of electronic devices are out of order for delegates. Electronic devices can only be used for research purposes during unmoderated caucuses. Delegates can not eat or drink anything other than water. Delegates shall stay seated during sessions unless it is an unmoderated caucus, or they have the floor, or they have been specifically authorised by the Chair to leave their seat. Delegates may use message papers to communicate with members of the committee. Message papers can contain



messages to other delegates and procedural or personal requests from the Chair. Message papers that do not abide by the Rules of Procedure can be exterminated by the Chair.

Article 10: Dress Code

The delegates are expected to be dressed according to the western business attire for all sessions. Failure to follow the dress code shall result in an official warning by the Secretariat and may result in dismissal without a certificate and compensation.

Article 11: Absences

Delegates are expected to be present at the beginning of the sessions. If a delegate is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated. Abstaining from two or more sessions may result in dismissal without a certificate and compensation. However, delegates can consult their committee staff to inform them about a planned absence from the committee. Which then can be exempt from being regarded as an absence at the discretion of the Chair.

Article 12: Awards

After the adjournment of the debate, The Committee Staff may give out rewards to delegates who showed exemplary behaviour and performance. Possible awards are, by order of precedence, Best Delegate Award (max. 1 delegate), Outstanding Delegate Award (max. 4-6 delegates depending on the number of delegates within the committee), and Honourable Mentions. The awards are distributed during the closing ceremony of the conference. Only the first two award degrees shall include certificates and require the delegates to attend the stage. The amount and allocation of rewards to delegates can vary in accordance with the size and performance of the committee, and ultimately to the judgement of the Committee Staff. Delegates who suspect the judgement of their Committee Staff involving the award allocations can discreetly contact their Under Secretary Generals, which then will report the complaint directly to the Secretariat, who will take the necessary actions.

B. Rules Governing Debate

Article 1: Quorum

Quorum is the minimum number of delegates who need to be present to open debate. When at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present, the quorum is met, and the Chair declares a Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum. However, The Chair will entertain role calls at the beginning of the sessions to facilitate debate. To vote on any substantive motion, the Committee must establish the presence of a simple majority of members.

Article 2: Opening Speeches

Delegates are required to present their opening speeches before setting the debate. The Chair will present the floor to delegates by following the alphabetical order of the names of the members.



Article 3: Agenda

The Agenda decides the order in which the topics will be discussed in the committee. Therefore, the first matter the Committee decides on will be setting the agenda. The delegates are expected to raise a motion to set the agenda. This motion requires a second. If there happens to be no opposition to the motion, it is considered to be adopted. If there is opposition, the committee directors will establish a Speaker's List which consists of 2 or 4 delegates to give for and against speeches. After the speeches, the committee will proceed with the voting.

Article 4: Debate

Setting the Agenda is followed by a motion to open debate. This motion is not debatable and requires a simple majority to pass. A motion to open debate, if it passes, results in the opening of a new, continuous Speakers List, which is used to conduct a general debate. This Speakers List will decide the order of speakers for the entire debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution.

Article 5: Speakers List

The Committee shall at all times have an open Speakers' List for the Topic Area being discussed. However, the Speakers' List needs to contain the names of several members otherwise the debate shall be terminated. The Chair will either set a speaking time or entertain motions to set a speaking time. A member may add their name to the Speakers' List by submitting a request in writing to the Chair or any time the Chair calls for members that wish to be added to the Speakers' List. Members may not add their name to the Speakers' List while already being registered to it, and may remove their name from the Speakers' List by submitting a request in writing to the Chair.

Article 6: Yields and the Floor

The Chair may offer the floor to delegates during several procedures like opening speeches, the Speakers' List, the introduction of resolutions, and against/in favor speeches. A delegate who has the floor shall address the committee from a lectern that can be assigned by the Chair. The floor belongs to the Committee Staff at all times and can only be lent to delegates by the Chair. A delegate who has the floor and a remaining time after their speech may yield their time or the floor to another delegate in the following ways:

A: Yield to another delegate: His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time to inquiries.

B: Yield to inquiries: Questioners will be selected by the Chair and limited to one question each. Only the speaker's answers to questions will be counted against the speaking time.

C: Yield the floor: Such a yield should be made if the delegate wishes their speech to end. The Chair will then resume their ownership of the floor.



Article 7: Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Committee staff. A Right of Reply to a Right of Reply is out of order.

Article 8: Moderated Caucus

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of length. Moderated caucuses of the same length will be ranked in descending order of individual speaking time. Moderated caucuses that differ only in terms of topic will be ranked in the same order that they were proposed. While in a moderated caucus, delegates do not possess the floor and are not subject to the rules regarding yields. Therefore, they can not leave their seats and can only address the committee while standing up. A delegate who has been recognized to speak during a moderated caucus can and will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. Delegates If no delegate wishes to speak during a moderated caucus, the caucus may be terminated by a motion. A moderated caucus may be extended only once, but only after the caucus has ended and provided that the length of an extension does not exceed the previous motion.

Article 9: Un-Moderated Caucus

A delegate may raise a motion for an unmoderated caucus after at least one moderated caucus followed by a speech from the Speakers' List was held, while the floor is open, before the closure of debate. The delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. During the unmoderated caucuses, delegates are not required to be seated, can talk directly with each other, and may only work towards the preparation of committee documents. An unmoderated caucus can be extended only once, and the length of an extension may not exceed the previous motion.

Article 10: Semi-Moderated Caucus (For semi-crisis and crisis committees)

An informal discussion where the delegate who is speaking chooses the next speaker. When motioning for a semi-moderated caucus, the delegate only delivers a general time. The delegate who motioned the semi-moderated speaks first for as long as they like. When the speaker is done, they choose the next speaker. This continues until the time for the current motion elapses. This can also be called upon discretion of the chairs in order to liven up.

Article 11: Gentlemen's Unmod (For semi-crisis and crisis committees)

Similar to the semi-moderated caucus, when motioning for a gentlemen's unmod, the delegate only delivers a general time. The delegate who mentions the gentlemen's unmod speaks first for as long as they like. Different from the semi-moderated caucus, right after the speaker is done, the first delegate to speak takes the word for being the next speaker. This continues until the time for the current motion elapses. This can also be called upon discretion of the chairs in order to liven up.

Article 12: Tour de Table

Tour de Table shall be conducted at the discretion of the Chairs. The Chairs request each delegate to give a short summary of their thinking on the matter under discussion, thus ensuring that every member state can outline their position and allowing the Chairs to determine whether a compromise is possible. This may be recommended as a form of moderated caucus to further enhance debate, and can be called by a delegate via a “Motion to call upon a Tour de Table session for a period of 30 minutes.”

Article 13: Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. When the closure of the debate is moved, the Chair may recognize up to two speakers’ against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If there are no speakers against the closing debate, the Committee Chair will ask the delegates if there are any objections to voting by unanimous consent. If there are no objections, the motion to close the debate will automatically be adopted and the Committee will move immediately to the substantive voting procedure.

Article 14: Suspension or Adjournment of the Meeting

In the last 10 minutes of parliamentary sessions, delegates are expected to raise a motion to suspend the meeting. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass.



In the last thirty minutes of the last session, delegates can raise a motion to adjourn the meeting. When the meeting is adjourned, all committee functions will be postponed or terminated for the duration of the conference.

Article 15: Reconsideration

A motion to reconsider a draft resolution is in order when a draft resolution or amendment has been adopted or rejected and must be made by a member who voted with the majority on the substantive proposal. The Chair will recognize up to two speakers opposing the motion after which the motion will be immediately voted upon. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered without further debate.

C. Rules Governing Points

Article 1: Points of Personal Privilege

Whenever a delegate experiences personal discomfort, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible.

Article 2: Points of Order

At any point when a committee is in session, a delegate may rise to a Point of Order for expressing his or her belief that the rules of procedure are not being followed. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. A Point of Order may never interrupt a speaker.

Article 3: Points of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

Article 4: Points of Information

Points regarding issues rather than parliamentary procedure and that are not covered in the rules governing other points shall be asked to the Committee Director as a Point of Information. A point of information cannot interrupt a speaker.

D. Rules Governing Committee Documents

Article 1: Working Papers

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair. Working papers do not require signatories or votes of approval. Working papers are not introduced by motion.



Article 2: Draft Resolutions

A draft resolution is the improved version of a working paper with formal procedures and may only include topics that have been discussed during previous moderated caucuses. A draft resolution must include the heading, the pre-ambulatory clauses, and the operative clauses. The heading contains the committee's name, topic, Sponsors, and Signatories of the draft resolution. The heading has to begin with the name of the UN committee that adopts the resolution. The pre-ambulatory clauses need to recall the previous actions and explain why the committee needs to pay attention to these matters. All the preambulatory clauses have to start with preambulatory phrases such as "Alarmed by" or "Guided by" and you can not use the same phrase again. Also, all the pre-ambulatory clauses have to finish with a comma so they can sound like a long sentence. And lastly the operative clauses, The purpose of operative clauses is to provide and to forward the solutions that you found in the committee's past process with an official language. The operative clauses should address the issues specifically mentioned in the pre-ambulatory clauses above it. Just like the pre-ambulatory clauses, operative clauses also have to start with operative phrases like "Calls for" or "Deplores". Besides, you can not use the same phrase and need to add a semicolon except for the last one which needs to end with a comma. A draft resolution may be introduced when it receives the approval of the Chair and the signature of at least one-fifth of the present Member States. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in Committee. There are no official sponsors of draft resolutions. Signatories should be listed in alphabetical order on every draft resolution. A draft resolution requires a simple majority of members present to pass.

Article 3: Introduction of Draft Resolutions

Once a draft resolution has been approved, a delegate or delegates may move to introduce the draft resolution. Each motion will specify one draft resolution to introduce. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. The Chair, at his or her discretion, may allow a brief presentation of the resolution in a manner determined by the Chair and/or open the floor for speeches that are for or against the introduced draft resolution. More than one draft resolution may be on the floor at any one time. Debate on draft resolutions proceeds according to the general Speakers' List for that Topic Area and delegates may then refer to the draft resolution by its designated number.

Article 4: Amendments

Delegates may amend any draft resolution that has been introduced by adding to, inserting into, deleting from, or revising parts of it. Amendments are categorized under two categories: Friendly and Unfriendly Amendments. Friendly amendments are the ones that are entertained in order to fix small issues such as grammatical errors etc. Therefore, this type of amendments can be passed by the chair discretion. Secondly, the unfriendly amendments are the main amendments that delegates need to vote upon to entertain the amendment. Only one amendment may be introduced at any given time. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. A motion to introduce an approved amendment may be made when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. A Speakers List will be established for

and against the amendment. The motion will pass by a simple majority.





E. Rules Governing Voting

Article 1: Procedural Voting

Voting on any matter other than draft resolutions and amendments is considered procedural. No abstentions shall be allowed in procedural votes. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. If the counted vote is less than the number of Delegates present; the Committee Directors shall take the vote repetitively until the number is met.

Article 2: Substantive Voting

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes the debate on the general Topic Area, it will move into substantive voting procedures on resolutions. At this time, the chambers are sealed, and no interruptions will be allowed. For substantive voting, each member will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting, and are subtracted from the quorum to calculate a simple majority. All matters will be voted upon by a show of placards unless a motion for a roll call vote is accepted. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area.

Article 3: Voting by Acclamation

The Committee Directors may ask if there are any objections to passing the matter by acclamation, just before votes involving procedural voting. Any objection will be seen as a request for a vote.

Article 4: Roll Call Voting

A delegate has the right to request a roll call vote after debate on a draft resolution is closed or for any other substantive vote. A roll call vote is only for substantive votes. In the first sequence, delegates may vote “Yes,” “Yes with Rights”, “No,” “No with Rights”, “Abstain,” or “Pass.” Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right to explain their vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting. All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.

F. Precedence of Motions

Points shall always entertain a priority over motions. The precedence of points is as follows:

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Point of Information

Motions will be considered in the following order of precedence:

- Motion to Adjourn the Meeting
- Motion to Suspend the Meeting
- Motion to Close the Debate
- Motion to Postpone the Debate
- Motion to Resume the Debate
- Motion for Reconsideration
- Motion to Reorder the Resolution
- Motion for a Roll Call Vote
- Motion to Introduce Draft Resolution
- Motion to Introduce Amendment
- Motion to Extend the Previous Caucus
- Motion to Have an Unmoderated Caucus
- Motion to Have a Semi-Moderated Caucus/Gentlemen's Unmod
- Motion to Have a Moderated Caucus