

# Delegate's Guide to the Rules of Procedure

*The Rules of Procedure may also be abbreviated as RoP.*

## Yields:

At the end of a speech, you may yield your remaining time in one of the following ways:

- a. **Yield to the chair:** Will erase the remaining time, and the delegate may return to their seat.
- b. **Yield to questions:** The remaining time will be used for delegates to ask questions, only the time used for answers will deduct time.
- c. **Yield to another delegate:** The remaining time will go to another delegate if they choose to accept the yield.

*Art. 29 RoP*

## Points:

Points: A point may be raised at any time during the debate, however it may not interrupt a delegate when they have the floor.

*Art. 30 RoP*

- a. **Point of Order:** May be raised when a delegate notices a mistake in procedure.

*Art. 34 RoP*

- b. **Point of Personal Privilege:** May be raised when a delegate experiences a discomfort that hinders their participation.

*Art. 32 RoP*

- c. **Point of Parliamentary Inquiry:** May be raised when a delegate wishes to ask a question regarding procedure or the course of the debate.

*Art. 33 RoP*

In cases where a delegate feels that their country's national integrity or personal integrity has been attacked by another delegate's speech, after said speech they may request a **right of reply**. If the chair sees it fit, the delegate may rise and briefly explain why they would like the offending delegate to apologize. In the end it will be the decision of the chairs whether the offending delegate must issue an apology.

*Art. 37 RoP*

## Motions:

A motion may be raised when the chair has opened the floor to points or motions.

*Art. 38 RoP*

Multiple motions can be raised at once. Certain motions have precedent over other motions, this is known as the order of disruptiveness.

### **Order of Disruptiveness:**

1. Suspending the meeting;
2. Setting of the agenda;
3. Opening debate;
4. Closing debate;
5. Resuming debate;
6. Holding a minute of silence;
7. Introducing a draft resolution;
8. Introducing a friendly amendment;
9. Introducing an amendment;
10. Introducing a working paper;
11. Extending a caucus;
12. Introducing an unmoderated caucus, priority towards longer duration;
13. Introducing a moderated caucus, priority towards longest duration, and then shortest speaking time;
14. Dividing the question;
15. Conducting a roll-call vote;
16. Dividing the house;

*Art. 39 RoP*

## Draft Resolutions:

Draft resolutions must consist of Preambulatory Clauses and Operative Clauses.

*Art. 50 RoP*

Draft Resolutions must be signed by at least **one-fifth of delegates present** before it can be introduced. A draft resolution may be signed by **sponsors or by signatories**. In addition to this it also requires approval from the chair.

*Art. 51 RoP*

A **sponsor** is a delegate who contributed to the development of the draft resolution and is in support of it.

*Art. 52 RoP*

A **signatory** is a delegate who would like to see the draft resolution introduced but does not need to be in support of it.

*Art. 53 RoP*

After the introduction of a draft resolution, any of its sponsors or the chair can call for a **Panel of Authors**. Delegates may then ask questions directed towards the sponsors on the draft resolution.

*Art. 55 RoP*

## Amendments:

An **amendment** is a proposal to add, delete or revise one or multiple operative clauses in a draft resolution.

*Art. 57 RoP*

Before being introduced, the amendment must be approved by the chair and signed by at least **one-eight of the delegates present**.

*Art. 58 RoP*

After the introduction of an amendment, speeches in favor of the amendment and against the amendment will be held. After the speeches are held, a **substantive vote** will take place on the implementation of the amendment into the draft resolution.

*Art. 59, Art. 60 RoP*

**Friendly amendments** are amendments that are signed by all sponsors of the draft resolution. If approved by the chair, it will automatically be implemented into the draft resolution without a vote.

*Art. 61, Art. 62 RoP*

## Division of the Question:

A motion for a division of the question (motion to divide the question), allows for the clauses in the draft resolution to be voted on separately. The delegate who motioned for the division of the question must specify which clauses are to be separated.

*Art. 75 RoP*

If the motion passes, a **procedural vote** will be taken on each individual separation of the draft resolution. Afterwards a **substantive vote** will be held on whatever remains in the draft resolution.

*Art. 77 RoP*

If all parts of a draft resolution are rejected in individual votes, the resolution will fail.

*Art. 78 RoP*