

Rules of Procedure

University of Zurich



2021 Edition



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Chapter 1 Introduction

Art. 1

These Rules of Procedure are to be used for the MUN Team University of Zurich's weekly sessions and serve the **purpose** of creating structured and democratic debates and resolutions.

Art. 2

These Rules of Procedure establish the base guidelines for weekly sessions, but they **may be amended** in cases of special committees or extraordinary circumstances.

Art. 3

The **Language used** in debate and documents produced by the committee is English. This facilitates creating an inclusive international environment.

Art. 4

The people leading and organising debate will be referred to as the „**Chair**“, the people participating in debate will be referred to as the „**Delegates**“. „**Head of Operations**“ and „**Board**“ refer to a member/members of the MUN Team University of Zurich Association Board.

Art. 5

Delegates will show **courtesy and respect** to the Chair and the other Delegates. The following behaviour is not tolerated and can be called to order by the Chair:

- a. **Cross-talking** during debate;
- b. Using **electronic devices** for reasons unrelated to the session which **interfere with debate**;
- c. Otherwise **hindering a normal flow of debate** or the Chair from leading the session.

Art. 6

The Competency to **change the Rules of Procedure** lies with the Head of Operations. They must, however, gain the support of the Board to implement changes to the Rules of Procedure.



Chapter 2 Organisation

Art. 7

The **number of members of the Chair** and the composition of the Chair is determined by the Head of Operations. In cases of **absence**, the Head of Operations finds a **replacement**.

Art. 8

It is the responsibility of the Head of Operations to assure a **topic, committee and member composition** makes sense and is prepared by the Chair. It is the responsibility of the Chair to prepare a **study guide** that can be used by delegates to prepare for debate.

Art. 9

Delegates not representing Member States of the United Nations or an Accredited Observer may only address a committee with **prior approval of the Chair** at the beginning of the session.



Chapter 3 Competence of the Chair

Art. 10

The **Chair** will have complete **control of the proceedings** during debate. Adhering to the Rules of Procedure, it will:

- a. declare the opening and closing of the session;
- b. declare if a quorum is reached at the beginning of each meeting;
- c. declare the majorities at the beginning of each session and whenever these may change during the debate;
- d. ensure the observance of the Rules of Procedure;
- e. afford Delegations the right to speak;
- f. rule on points;
- g. ask for and entertain motions;
- h. propose the adoption of procedural motions;
- i. declare the results of procedural and substantive votes;
- j. declare the passing of a resolution;
- k. advise Delegates on possible courses of debate by posing questions or providing information as deemed necessary.

Art. 11

The members of the Chair decide themselves on the **division of its responsibilities internally**. This division can be changed at any point in time.

Art. 12

The Chair is responsible for **interpreting the Rules of Procedure**, except in cases of an appeal.

Art. 13

An **appeal** is made when a Delegate feels that the Chair has made an **incorrect ruling**. The Delegate formally challenges the Chair by raising their Placard. A vote is held immediately and the appeal carries if a two-thirds majority is reached. The head of Operations can, if present in the room, overrule any appeal even before a vote is held.

Art. 14

If a Delegate has an **issue** that goes **beyond a simple appeal**, relating to the conduct of the Chair, they should raise their concern with the Head of Operations.



Chapter 4 Before Sessions

Art. 15

Delegates should come to sessions with some **preparation to debate** the topic at hand. This includes but is not limited to: reading the study guide, researching the country they represent and researching the specifics of the topic.

Art. 16

Delegates will **choose the country/observer** they want to represent before the first session of a topic block, through means provided by the Head of Operation or the Chair. Each member of the committee will be represented by a **single Delegate** unless specified otherwise.

Art. 17

If a Delegate is **unable to attend a session**, another Delegate can take their place. This requires consent from both the absent Delegate and the Chair.

Art. 18

Accredited observers of a committee have the same rights as those of full members, however, they can not vote on substantive matters.



Chapter 5 General Rules of Debate

Chapter 5.1 Opening Debate

Art. 19

To determine the number of Delegates, the Chair will conduct **a roll call** at the beginning of each session. Delegates raise their placard after being called by the Chair and reply either “Present”, or “Present and Voting”.

Art. 20

Delegates can **change their status** by sending a written note to the Chair. Especially **late delegates** must do so before being able to join debate.

Art. 21

Before debate can begin in the first session of every topic block, **the agenda** for the committee is to be set. In cases where there is only one topic proposed, this topic will be considered automatically adopted without debate. In cases where there are multiple possible topics, a simple majority vote is held to determine the topic to be discussed.

Chapter 5.2 Speakers’ List

Art. 22

After debate is declared open by the Chair, one continuously open **General Speakers’ List** will be established for general debate. The Chair will ask those Delegates who wish to be added to raise their placards. The General Speakers’ List will be followed for the whole topic block.

Art. 23

Once the **General Speakers’ List has elapsed**, the committee will move directly into voting procedures.

Art. 24

By default, the **speaking time for the General Speakers’ List** will be two minutes. The Chair can change this at their discretion before and during sessions. Delegates **can raise a motion to extend or reduce the speaking time**.



Art. 25

The Chair will keep a **written copy of the General Speakers' List** for continuity.

Art. 26

If a Delegate wants to be **added to the speakers' list** when the Chair is not already specifically asking for this, they can send a written note to the Chair informing them of their intention. A Delegate can only ever have one outstanding appearance on a specific speakers' list.

Art. 27

Delegates may only **speak on the floor** after receiving permission to do so from the Chair.

Art. 28

The **Chair can call a Delegate to order** if their speech is not relevant to the topic of debate, is considered personally offensive to any party, infringes upon the sovereignty of a Member State, or otherwise goes against the Rules of Procedure.

Art. 29

When a Delegate has finished a speech on the General Speakers' List and more than ten seconds of their speaking time remain, they must **yield the remaining time** in one of the following ways:

- a. **yield to another Delegate**, which entitles the chosen Delegate to hold a speech using the remaining time. The chosen Delegate is not obliged to accept this time;
- b. **yield to questions**. The Chair will select any Delegates wishing to ask questions to do so. Only the time used for answers will be deducted from the remaining time;
- c. **yield to the Chair**, which will erase the remaining speaking time.

Chapter 5.3 Points

Art. 30

A point can be raised by a Delegate at any time during the debate. **Raising a point**, however, may not interrupt a Delegate speaking.

Art. 31

Points always take **precedence** over motions and any other business on the floor.



Art. 32

A **point of personal privilege** is raised in the case of inability to participate in the proceeding to one's fullest ability, or the case of personal discomfort. An example would be when a Delegate has not acoustically understood what was previously said.

Art. 33

A **point of parliamentary inquiry** is raised when there is a question relating to the Rules of Procedure or the general course of debate. The Chair will then give information relating to the point.

Art. 34

A **point of order** is raised when a Delegate notices improper parliamentary procedure by the Chair or other Delegates. The point of order will be immediately ruled on by the Chair per the Rules of Procedure.

Art. 35

A **point of order** can also be raised by a Delegate to question the competence of the committee to discuss if a resolution or an amendment is in order before said resolution or amendment has been formally introduced. The Chair can then dismiss the amendment or resolution in question.

Art. 36

A Delegate may not, in raising a **point of order, speak on the substance** of the matter under discussion.

Art. 37

In cases where a Delegate feels their country's national integrity or their personal integrity has been impugned, they can request a **Right of Reply**, by raising their placard. The Chair will then allot time necessary for the Delegate to explain their grievance upon which the Chair either dismisses the reply or requests the offending Delegate to make a brief apology.

Chapter 5.4 Motions

Art. 38

A **motion** may be raised at any time when the floor is open and withdrawn before it has been voted upon. The Chair can dismiss a motion at its discretion.



Art. 39

Multiple motions can be raised and collected by the Chair at once. There will only be one motion per Delegate at any one time. Motions of the **same type and priority** will be voted on in the order they are raised and motions of a **different type and priority** will be voted upon in the following order:

- a. suspending the meeting;
- b. setting of the agenda;
- c. opening debate;
- d. closing debate;
- e. resuming debate;
- f. holding a minute of silence;
- g. introducing a draft resolution;
- h. introducing a friendly amendment;
- i. introducing an amendment;
- j. introducing a working paper;
- k. extending a caucus;
- l. introducing unmoderated caucus, preferring the longest duration;
- m. introducing moderated caucus, preferring the longest duration, then shortest speaking time;
- n. dividing the question;
- o. conducting a roll-call vote;
- p. dividing the house.

Art. 40

Delegates can **motion to suspend the meeting**, this postpones all debate until the meeting is resumed. This is usually done at the scheduled end of a session.

Art. 41

Delegates can **motion to open debate** at the beginning of a session, though if not done it is assumed that this motion is accepted silently before the start of debate.

Art. 42

Delegates can **motion to close debate** on the agenda item, which will automatically result in moving to voting procedures on the whole if passed by the committee. The Chair will recognize up to two speakers against this motion and a two-thirds majority is required to adopt this motion.



Art. 43

Delegates can **motion for a minute of silence** for any reason relating to the topic at hand. This motion has to be accepted by the Chair, who then decides when it will be conducted.

Art. 44

Delegates can **motion for an unmoderated caucus**, which if accepted moves the committee into an informal setting with no speakers list where Delegates can negotiate bilaterally or multilaterally.

Art. 45

Delegates can **motion for a moderated caucus**. In a moderated caucus, the Chair will temporarily depart from the General Speakers' List and call on Delegates to speak at the Chair's discretion. The Delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes, a time limit for the individual speeches and a specific topic to be discussed. The Delegate submitting the motion must hold the first speech in the moderated caucus.

Art. 46

Delegates can **motion for the extension of a caucus** no more than three times. The Delegate must clarify the length of the extension which may not exceed half of the length of the previous caucus.

Chapter 5.5 Working Papers

Art. 47

Working papers are intended to aid the committee in its discussion and formulation of resolutions and as such need not be written in any specific format. A working paper is not a necessary precursor to a draft resolution.

Art. 48

Delegates can **motion for the introduction of a working paper** to discuss its substance in the setting of debate. Working papers require the **approval of the Chair** before they can be introduced.



Chapter 5.6 Draft Resolutions

Art. 49

Draft resolutions are intended as a formalised and stylised version of a working paper and serve as the stepping stone to becoming a passed resolution. They are written in the same style with regards to form, grammar and punctuation as those resolutions of the committee being modelled.

Art. 50

Draft resolutions must consist of **Preambulatory Clauses** and **Operative Clauses**, unless otherwise specified by committee specific procedure.

Art. 51

Delegates, namely a sponsor, can **motion for the introduction of a draft resolution** after which they may be discussed and referenced in debate. Before Introduction a draft resolution must be **signed by at least one-fifth** of Delegates present, either as sponsors or signatories. It also requires **approval from the Chair**.

Art. 52

A sponsor is a Delegate who has authored, or helped to write, the draft resolution. The role of a sponsor indicates support of the draft resolution.

Art. 53

A signatory is a Delegate who has agreed to sign the draft resolution. Signing a draft resolution does not necessarily indicate support of the draft resolution, and the signatory has no further obligations.

Art. 54

If a motion to introduce a draft resolution passes, the submitting Delegate can be given the floor to **read out the draft resolution** at the discretion of the Chair. At the discretion of the Chair, the Delegate can also be given the floor to talk about the newly introduced draft resolution.



Chapter 5.7 Panel of Authors

Art. 55

After a draft resolution has been introduced, any of its sponsors or the Chair can call for a **panel of authors**. If granted by the Chair, members of the floor can then ask short questions of the sponsors for the sole purpose of clarifying the content or meaning of the resolution.

Art. 56

The Chair sets the time and may grant a maximum time of twenty minutes for the panel of authors. Both the time taken for questions and answers counts towards this limit.

Chapter 5.8 Amendments

Art. 57

An amendment is a proposal to add, delete or revise one or several operative clauses of a draft resolution that has been introduced. Amendments to an amendment are out of order.

Art. 58

Delegates, namely a sponsor, can **motion for the introduction of an amendment**. For an amendment to be introduced, it must first be submitted to the **Chair for approval**, along with at least **one-eighth of the committee members as signatories**.

Art. 59

Once an amendment has been introduced, the Chair will **establish a speakers' list**, with speakers both for and against the amendment such that there is an **equal number of speakers on both sides**. The maximum time limit for these speeches is determined by the Chair.

Art. 60

Once all the speeches on an amendment have been heard, the committee will **vote on implementing** the amendment changes in the draft resolution. This is a **substantive vote**. A failed amendment cannot be reintroduced.



Chapter 5.9 Friendly Amendments

Art. 61

An amendment that has been signed by all sponsors of the original draft resolution and receives approval from the Chair becomes a **friendly amendment**.

Art. 62

Delegates, namely a sponsor, can **motion for the introduction of a friendly amendment**. Friendly amendments **do not require a vote to be introduced or to pass**, they are automatically added to the draft resolution.



Chapter 6 Rules Governing Voting

Chapter 6.1 Conduct During Voting

Art. 63

After the Chair has announced the beginning of voting, **no Delegate can interrupt** the voting except on a point of order relating to the conduct of voting or a point of personal privilege.

Art. 64

During voting procedures, Delegates are **not allowed to leave** or enter the committee room. **Note passing is also suspended** for the duration of the vote.

Art. 65

Only those Member States, who are designated as “present” or “present and voting” at the time of a vote are **permitted to vote**.

Art. 66

Unless otherwise specified, the committee will **vote by a show of placards**.

Chapter 6.2 Majorities

Art. 67

Unless specified otherwise, decisions of the committee will be made by a **simple majority of those voting**. A simple majority is defined as more votes in favour than against. A tie is taken as a failure. A **two-thirds majority** requires at least twice as many votes for as against.

Art. 68

In a **substantive vote**, abstentions are not counted as votes for or against, so a simple majority of “Yes” over “No” votes is required, unless specified otherwise by the committee-specific procedures.



Chapter 6.3 Procedural Voting

Art. 69

Unless otherwise specified, any vote in the committee will be carried out as a **procedural vote**. On procedural matters, delegates **must vote either for or against, abstentions are not in order**. **Observers** unless specified otherwise are allowed to vote in procedural voting.

Chapter 6.4 Substantive Voting

Art. 70

A **substantive vote** is taken only to pass an amendment or a draft resolution. In a substantive vote, Members may vote “Yes”, “No”, or “Abstain”; Members “Present and Voting” cannot abstain. **Observers** may not vote on substantive matters.

Chapter 6.5 Roll-Call Voting

Art. 71

Just before substantive voting procedures begin, Delegates can **motion for a roll-call vote**. If allowed by the Chair, the Chair will proceed to call on member states individually in alphabetical order. Delegates will reply “Yes”, “No”, “No with Rights”, “Abstain”, or “Pass” when their country is called.

Art. 72

Delegates who chose to **pass in the first round of voting** by roll-call must vote either “Yes” or “No” and can not vote “Abstain” or “No with Rights” in the second and final round of voting.

Art. 73

A Delegate choosing to vote **“No with Rights”** is given time by the Chair to explain their vote at the end of voting procedures. This statement must be brief and may only contain the reasons they voted against.

Art. 74

A motion to divide the question supersedes a motion for a roll-call vote.



Chapter 6.6 Division of the Question

Art. 75

After debate on any resolution or amendment has been closed, but before voting has begun, Delegates can **motion for a Division of the Question**. This causes the operative clauses of the proposal to be voted on separately. The motioning Delegate must define precisely the separation. Division of the question can not separate perambulatory clauses and sub-operative clauses.

Art. 76

If there are **multiple motions for different divisions**, those will be voted upon in an order set by the Chair, whereby the most radical division will be voted upon first. The most radical division is considered that which separates the draft resolution into the greatest number of divisions unless the Chair expressly states that another proposal would be substantially more radical.

Art. 77

If the motion passes, the resolution or amendment will be **divided accordingly**, and a **separate procedural vote** will be taken on each divided part to determine whether or not it is included in the final draft resolution or amendment. **Ultimately, a substantive vote** is held on the final draft resolution or amendment to determine its implementation.

Art. 78

If **all of the operative parts** of an amendment or a resolution are **rejected** in individual votes, the proposal will be considered to have been rejected as a whole.

Chapter 6.7 Division of the House

Art. 79

If a substantial vote has failed, but the number of abstentions is large enough that, if converted into "Yes" votes, it could sway the decision to a positive outcome, Delegates can **motion for a Division of the House**. At the discretion of the Chair, the vote will be repeated and Delegates will only be allowed to vote "Yes" or "No".