



Rules of Procedure

I. Introductory Remarks

1. Official and working languages: English shall be the official and working language of all committees during LAMUN.
2. Decorum: Delegates are to follow instructions given by LAMUN staff. Those who do not follow directions will be dismissed from the conference.
3. Scope: The rules stated herein shall apply to all committees at LAMUN, unless specifically modified (i.e. in the case of a specialized committee) or altered at the chair's discretion.

II. Secretariat

4. The Secretariat: The Secretariat is comprised of committee Chairpersons and other individuals involved in managing and directing LAMUN staff and resources, including but not limited to the Secretary-General of LAMUN, Director of External Relations, President, and Director of Logistics for Model United Nations at UCLA. The Secretary General, Director of External Relations, and President shall comprise the Senior Secretariat and have ultimate authority over all committees. They may at any time delegate authority to a member of the Secretariat and make oral or written announcements to any committee concerning any issue.
5. Functions and powers of the Chair:
 - a. Procedure: In addition to exercising powers listed elsewhere in the rules, the Chair of a committee will:
 - i. Declare the opening and closing of each committee meeting
 - ii. Interpret and ensure observance of the rules
 - iii. Accord the right to speak
 - iv. Put questions to a vote
 - v. Announce decisions
 - b. Order: The Chair has complete control of the proceedings at any meeting and will maintain order
 - c. Discretion: The Chair has the discretion to entertain or deny a motion, or to decide that a particular motion would be appropriate or inappropriate at any time.
 - d. Delegation: The Chair has the power to delegate authority to either a vice-chair or any other appropriate person(s).
 - e. Format: The Chair may require that any motion or request be submitted in writing.

III. Opening and Agenda

6. Quorum: The chair may declare a meeting open and permit the debate to proceed when at least one-third of the expected number of members in the committee are

in attendance. Two-thirds of the members recorded in attendance must be present for any substantive vote to be taken.

7. Adoption of the Agenda:
 - a. The first order of business for any committee shall be the adoption of the agenda.
 - b. A motion to set the order of agenda topics is debatable, and a provisional speakers list shall be established with two people speaking for and two people speaking against the motion (speaking time for these remarks shall be one minute). After this the committee will immediately vote on the motion, with a simple majority required for the motion to pass.
 - c. Exception for crisis committees: Rather than adopt the agenda, crisis committees will begin with perpetual moderated caucus unless otherwise specified by the chair or the committee's background guide.

IV. Debate

8. Speakers List: After a topic has been chosen, the Chair shall open the speakers list at the request of a delegate. Any delegate who wishes to be added to the speakers list shall indicate so when asked by the Chair or shall submit a request in writing to the dais.
9. Recognition: The Chair must call upon speakers in the order in which they are listed on the relevant speakers list. No member may address the committee without having previously obtained the permission of the Chair. The Chair may also call a speaker to case if the speaker's remarks are not relevant to the subject matter being discussed.
10. Speaking Time: The Chair may limit the time allotted to each speaker. Delegates can motion to increase or decrease the speaking time, which will be voted upon by the committee or council. When a delegate exceeds his or her allotted time, the Chair may call the speaker to order.
 - a. Default speaking time: The default format for general speeches (those made from the speakers list) shall be 90 seconds speaking time with two 30 second comments allowed after each speech.
11. Yielding time: A delegate who has been recognized by the Chair to address the body may yield any time following their remarks in one of three ways.
 - a. Yield to another delegate: His or her remaining time shall be given to another delegate.
 - b. Yield to questions: Delegates shall be selected by the Chair to ask one question per speech, with answers limited to the time remaining in a delegate's speech. The Chair may also call to order any delegate whose question is deemed not designed to elicit information.

- c. Yield to the Chair: In this case the Chair shall move onto the next speaker. If a delegate ends his or her speech without specifying any further action, the remaining time is yielded to the chair by default.
12. Right of Reply: The Chair may recognize the Right of Reply only in instances of a grave personal insult. A request must be submitted in writing to the chair with the specific offending language, and may only be granted after a speech is completed. No ruling on this matter is subject to appeal.
13. Appeal to the Chair's Decision: An appeal is made when a delegate feels that the Chair has made an incorrect ruling. The delegate formally challenges the Chair in writing by sending a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Secretary-General or member of the senior secretariat who will decide if the appeal will be considered. Once the motion is acknowledged, the Secretary-General or senior secretariat member will hear from both the delegate and the Chair before making a decision.

V. **Points**

14. Point of Personal Privilege: A delegate may raise a Point of Personal Privilege when experiencing personal discomfort that impairs his or her ability to participate or affects the safety and well-being of the members of the committee.
15. Point of Order: A delegate may raise a Point of Order any time a member of the committee finds a procedural error made by the Chair or another member. Points of order will be immediately considered by the Chair. However, points of order should not interrupt a delegate who is speaking.
16. Point of Information: If a delegate yields to points of information after giving a speech, then any member of the committee may raise a placard in order to ask a question concerning the substance of a speech to the speaker. The Chair will recognize such points of information until the speaker's time has elapsed.
17. Point of Inquiry: If there is no discussion on the floor, a delegate may raise a point of inquiry to request clarification of the present procedural status of the meeting. A Point of Inquiry may never interrupt a speaker.

VI. **Motions**

18. Suspend Debate (Motion to Caucus): Upon the recommendation of the Chair or any delegate, the committee may consider a motion to Suspend Debate for the purpose of a moderated or unmoderated caucus. This motion requires a majority vote.
 - a. Moderated Caucus: A motion for a moderated caucus must include a time limit for delegate remarks, a time limit for the entire caucus, and a topic for discussion. During moderated caucus, the Chair shall recognize

delegates for remarks without the use of a speakers list and yields shall be out of order.

- b. Unmoderated caucus: A motion for an unmoderated caucus need only specify a time limit. Unmoderated caucuses allow delegates to engage in informal discussion.

19. Motion to Table Debate: During the discussion of any matter, a delegate may motion to table debate on the item currently under discussion. Two representatives may speak in favor of and two against the motion, then the committee will immediately vote on the motion. A two-thirds majority is required for the motion to pass. If a topic is tabled, no further actions or votes will be taken on it unless it is reintroduced to the committee by a similar motion. A motion to resume debate on a tabled topic undergoes the same process and also requires a two-thirds majority to pass.
20. Closure of Debate: A delegate may at any time move for the closure of debate on the topic under discussion, after which debate will end and all draft resolutions/directives and amendments will be put to an immediate vote. The Chair will entertain two speakers opposing a closure of debate, and then put the motion to a vote, which requires a two-thirds majority to pass. If passed, the Chair shall declare the closure of debate and immediately move into voting procedure on all substantive proposals introduced and pending before the committee. The Committee shall also close debate and move into voting procedure when the speakers list has been exhausted.
21. Motion to move into Voting Bloc: See Section VII on Voting.
22. Adjournment of the Meeting: A delegate may move for the adjournment of the meeting during the discussion of any matter. Such a motion will be immediately put to a vote without debate. Once debate has adjourned it may not reconvene.

VII. Resolutions and Proposals

23. Working Papers: Working papers must first be submitted to the Chair in writing. The Chair should read and return working papers with suggestions or point out glaring mistakes. Once working papers are resubmitted, they can be copied and distributed at the Chair's discretion. Committee sessions should be used to combine and amend working papers before they are voted on.
 - a. Sponsors and signatories: By default, a working paper should have at least two sponsors and signatories totaling 20% of the entire committee to be approved by the dais as a draft resolution.
24. Draft resolution: A working paper becomes a draft resolution once approved by the Chair or Director. Once this takes place, a delegate may raise a motion to introduce the draft resolution, which is automatically approved and does not require a vote. The introduction shall be limited to summarizing the operative

clauses of the draft resolution. Additional questions and comments regarding the resolution may be allowed at the Chair's discretion, but are otherwise encouraged through the speakers' list, yields, and caucuses. A draft resolution only becomes a resolution when the committee has passed it in voting bloc.

25. Amendments: A proposal is considered an amendment if it adds to, deletes from, or revises the operative clauses of a resolution. An amendment is considered out of order if it renders the resolution meaningless. All amendments require the approval of the Chair and must be submitted in writing to the dais unless otherwise permitted. Once passed, an amendment is immediately incorporated into the resolution.
 - a. Editorial Amendments: An amendment introduced solely for the purpose of clarification without altering the meaning, effect, or overall substance of a resolution. If approved by all the sponsors of a resolution, these are immediately incorporated into the resolution without a formal vote.
 - b. Friendly amendments: An amendment is considered friendly if all the sponsors of the initial draft resolution are signatories of the amendment. A friendly amendment is added to the resolution without a vote.
 - c. Unfriendly amendments: If not all the sponsors of the resolution approve the amendment, then the amendment is considered unfriendly and must be voted on by the committee. An unfriendly amendment must have the approval of the dais and the signatures of 20% of the committee to be put to a vote.
26. Crisis committees: A chair may elect to hear proposals for committee action in the form of directives instead of resolutions if doing so is more conducive to the structure and flow of the committee.
 - a. Sponsors and signatories: By default, a committee directive shall require the same number of sponsors and signatories as a draft resolution to be considered by the Chair.
 - b. Directive Format: Directives are not required to follow the usual format of preambulatory and operative clauses, and may be written as more informal calls to action.

VIII. Voting

27. Methods of Decision: All procedural decisions unless otherwise specified elsewhere in the rules shall be decided by a majority vote of the delegations present. Delegations physically present in committee may not abstain from procedural votes. Decisions on draft resolutions and amendments shall require a simple majority in favor. However, the passage of all resolutions and amendments in the Security Council requires nine affirmative votes and an affirmative vote or

- an abstention on the part of all permanent members (People's Republic of China, France, Russian Federation, United States of America, and United Kingdom).
28. Motion to Enter Voting Bloc/Voting Procedure: A member of the committee may motion to enter Voting Procedure any time after a draft resolution has been introduced. The Chair will entertain two speakers for and two speakers against the motion before putting it to a vote.
 29. Voting Rights: Each delegation present shall have one vote. Observing nations and non-governmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No, or Abstain.
 - a. Crisis Committees: An exception shall be made for Crisis Committees and Specialized Bodies that include representatives of NGOs in a leadership capacity.
 30. Conduct While in Voting Procedure: After the Chair announces the beginning of voting procedure, no representative may enter or leave the room nor interrupt voting except on a point of Personal Privilege, Point of Inquiry, or Point of Order in connection with the actual conduct of voting. Communication between delegates is strictly forbidden. A member of the staff shall secure the doors during voting procedure. After all Draft Resolutions and Unfriendly Amendments have been voted on, the committee automatically leaves Voting Bloc.
 31. Method of Voting: Delegates may vote in favor or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll call vote on substantive matters, taken in alphabetical order of the English names of the countries present.
 - a. Roll call vote: Delegations during a roll call vote may answer with an affirmative vote, a negative vote, an abstention, or may pass. Delegations passing in the first round of voting will be called upon alphabetically in a second round, where they may only answer with an affirmative or negative vote.
 - b. Voting with Rights: Delegations that appear to be voting out of policy while casting an affirmative or negative vote may reserve the right to explain their vote by Voting with Rights. Delegations must announce that they are Voting with Rights at the time they cast their vote. The Chair may permit delegations Voting with Rights to explain their votes after voting has concluded but before the decision has been announced.
 32. Order of Draft Resolutions: If two or more draft resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted.
 33. Voting on Unfriendly Amendments: During voting procedure on a proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed concurrently, the committee shall vote first on the

amendment deemed by the Chair to cause the greatest change to the draft resolution, and then the amendment that creates the second greatest change to the resolution. This process continues until all amendments are voted upon. If the adoption of an amendment would render another amendment redundant or meaningless, the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

Adoption of unfriendly amendments requires a majority vote.

34. **Division of the Question:** Any time after amendments for a draft resolution have been voted upon, a delegate may motion for a division of the question. To be considered by the Chair, such a motion must specify the clauses of the resolution that will be divided out. If such a motion passes, the committee shall vote first on the specific clauses to be divided out of the resolution, then on the resolution as a whole. If division of a certain clause renders a draft resolution meaningless, then a motion to do so shall not be considered in order by the Chair.

- IX. **Suspension of the Rules:** These rules may only be suspended following a majority vote. Any motion to suspend the rules is subject to the Chair's discretion.

- X. **Precedence of motions:** Points, motions, and yields shall be recognized by the Chair in the order listed below. All procedural matters in committee are subject to the discretion of the Chairperson. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference. The following motions are in order of precedence.

<i>Motion or Point</i>	<i>Debatable</i>	<i>Interrupt Speaker</i>	<i>Vote to Pass</i>	<i>Description</i>
Points				
Point of Personal Privilege	No	Yes	None	Addresses any personal discomfort (e.g. can't hear, too hot/cold, etc..)
Point of Order	No	Yes	None	Addresses a procedural matter. Doesn't allow delegate to speak on topic of debate.
Point of Information	No	No	None	Addresses other delegates to ask questions in relation to speeches and draft resolutions.
Point of	No	No	None	Addresses any clarification of procedure

Inquiry				needed by a delegate.
Motions				
Set the Agenda	2 For, 2 Against	No	Simple majority	Decides the order in which the topics of committee will be discussed. Delegates must specify the order of topics they wish to speak about in their motion.
Unmoderated Caucus	No	No	Simple Majority	Used to enter an unmoderated caucus in which formalities of debate are suspended. Delegates must specify overall time in their motion.
Moderated Caucus	No	No	Simple Majority	Used to enter a moderated caucus in which the chair calls delegates arbitrarily or round robin to speak. Delegate must specify speaking time, overall time, specific topic and arbitrary or round robin speaker selection in their motion.
Suspension of the Meeting	No	No	Simple majority	Used most commonly to suspend debate for breaks like lunch. Also suspends formal rules of procedure to all either moderated or unmoderated caucusing.
Adjournment of the Meeting	No	No	Simple majority	Ends the meeting.
Postpone Debate/ Table Topic	2 For, 2	No	Two-thirds majority	Removes an issue, amendment or draft resolution from consideration without voting on the content. Also known as tabling.
Closure of Debate	2 Against	No	Two-thirds majority	Ends debate and moves into voting procedures on current topic.
Reopen Debate	1 Against	Majority	No	Allows the committee to reconsider matters upon which debate was previously postponed.
Division of the Question.	2 For, 2 Against	Majority	No	Divides a draft resolution into two or more parts, to be voted upon separately, after closure of debate. Only one division is allowed per resolution. Useful for allowing states to object to and delete specific provisions, without failing a resolution as a whole.
Introduce a	No	Majority	No	Brings a working paper to the floor

Draft Resolution				for discussion. After introduction “working papers” become “draft resolutions.”
Introduce an Amendment	No	Majority	No	Brings an unfriendly amendment to the floor for discussion. Opens a new speakers list of those wishing to speak for and against the amendment alternating between the two.
Request for a Roll Call Vote	No	Majority	No	Only available when voting on a resolution of amendments. If granted by the presiding officer, member states will be called on in alphabetical order to announce their vote.
Enter Voting Block	2 For, 2 Against	Majority	No	Use this motion to enter voting block when there are draft resolutions, etc to vote on.
Other				
Right of Reply	No	No	None	Must be submitted in writing to the Chair. Addresses the need to rebut derogatory remarks.
Appeal the Chair’s Decision	No	No	None	Must be submitted in writing to the Chair. Addresses what a delegate feels is an incorrect decision by the Chair.
Yields				
Yield to the Chair	No	No	None	The Chair retakes control of the committee. This is the default yield, but verbally yielding to the chair will cancel any guaranteed questions or comments.
Yield to Another Delegate	No	No	None	Another delegate is allowed to speak until the end of the speaking time (if there is a time limit)
Yield to Questions	No	No	None	Allows members of the committee to ask questions of the speaker until the speaking time has expired