

MEGA

Model United Nations

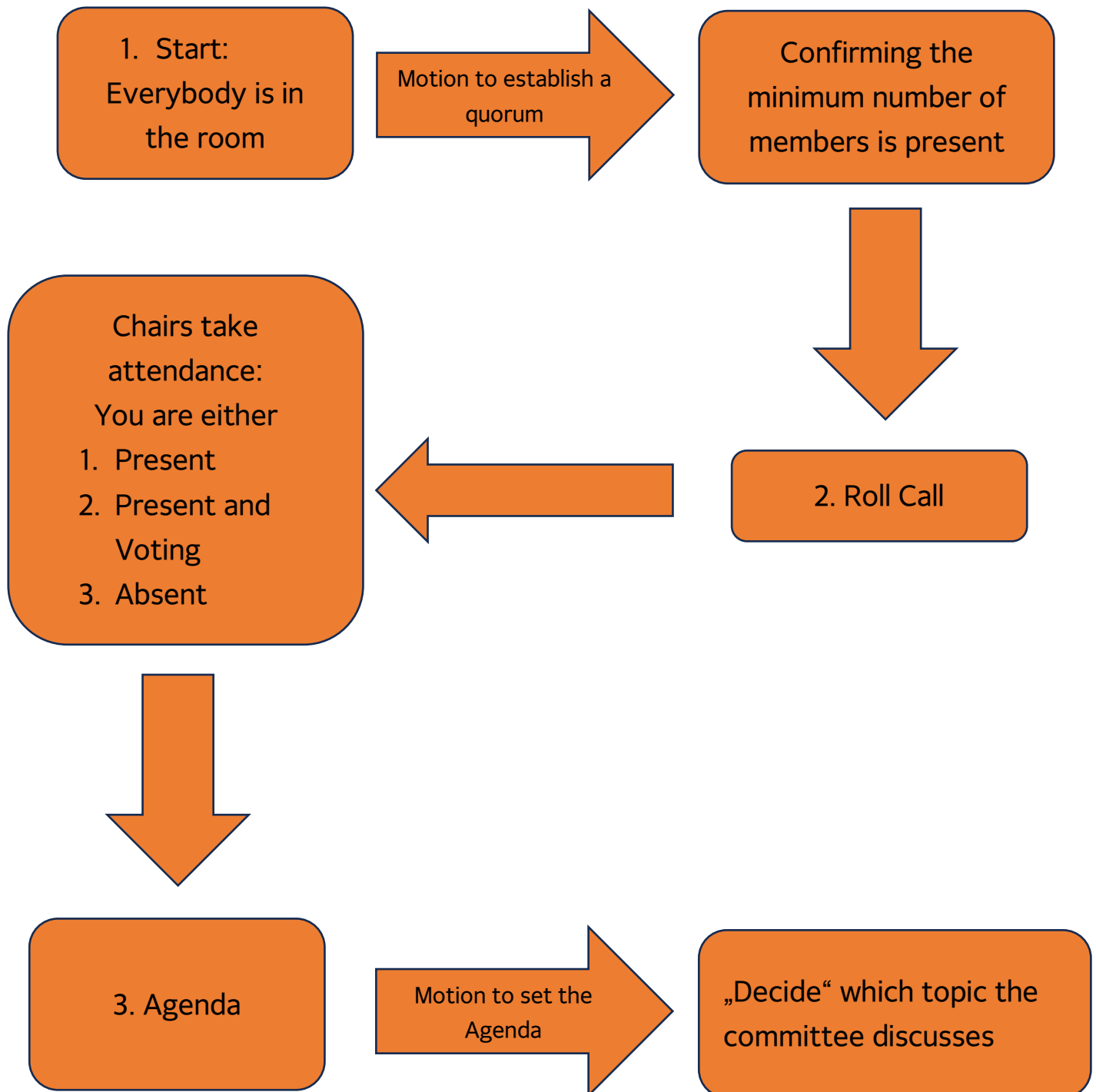
Rules of Procedure

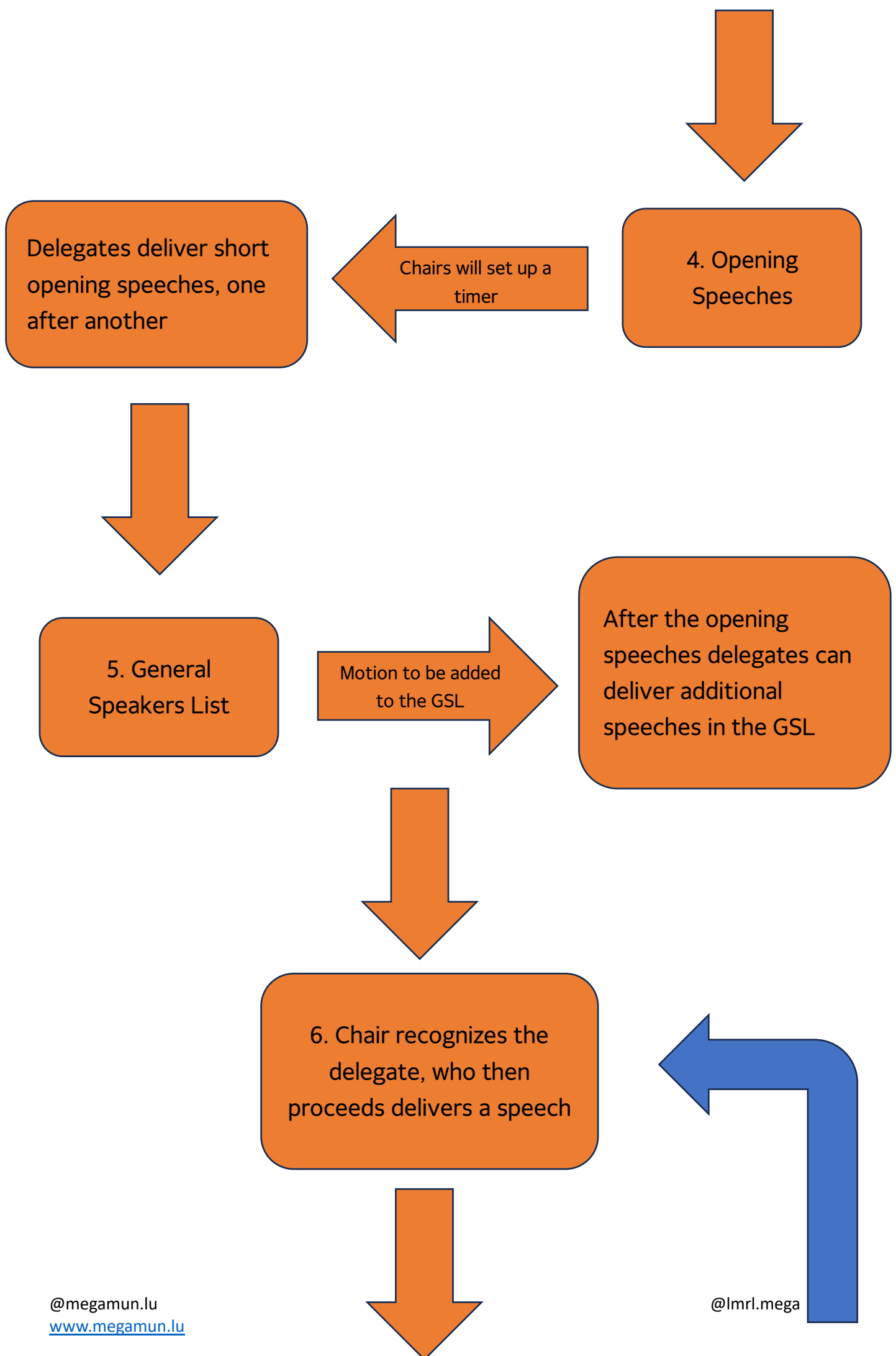


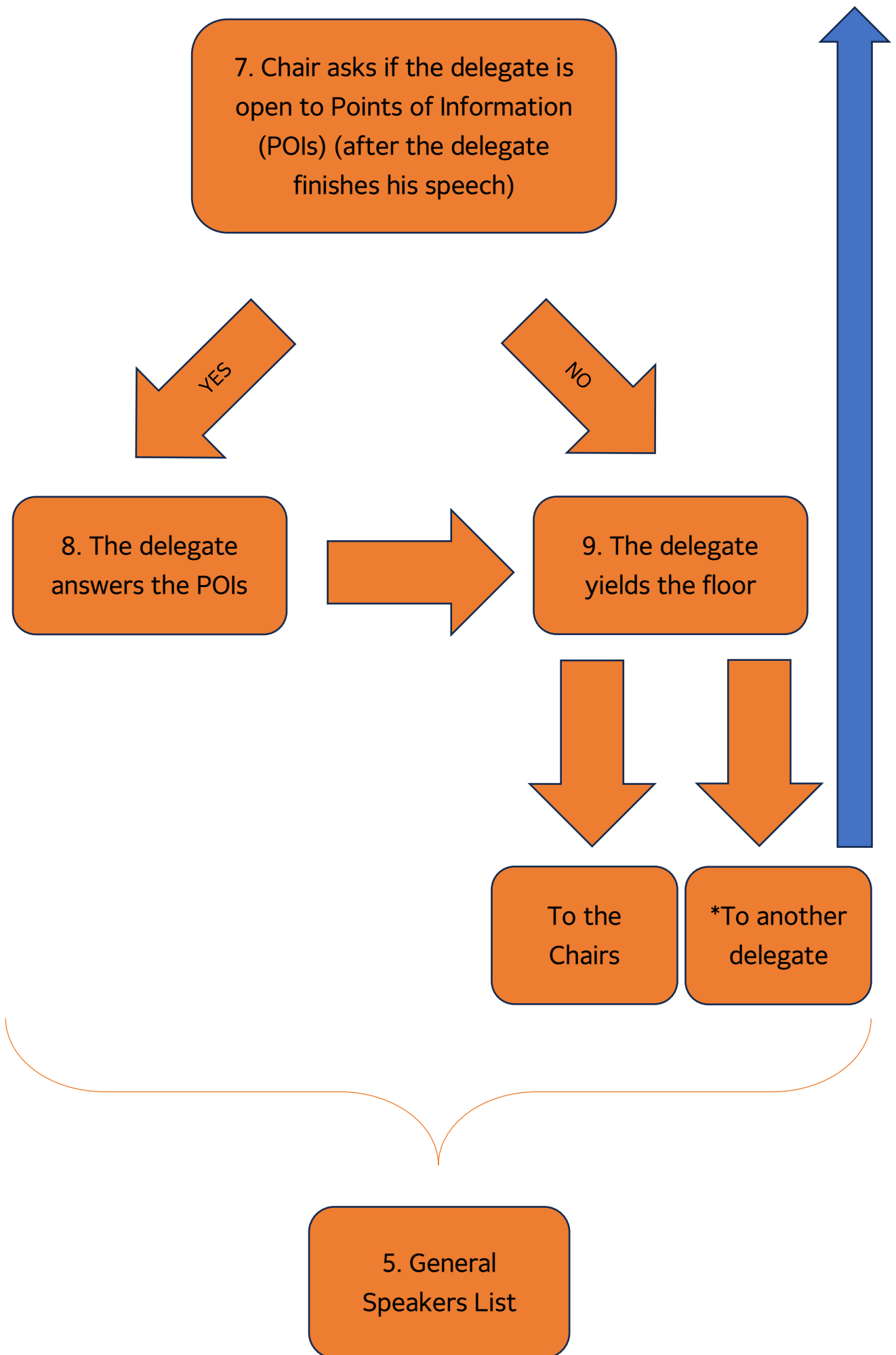
Rules of Procedure

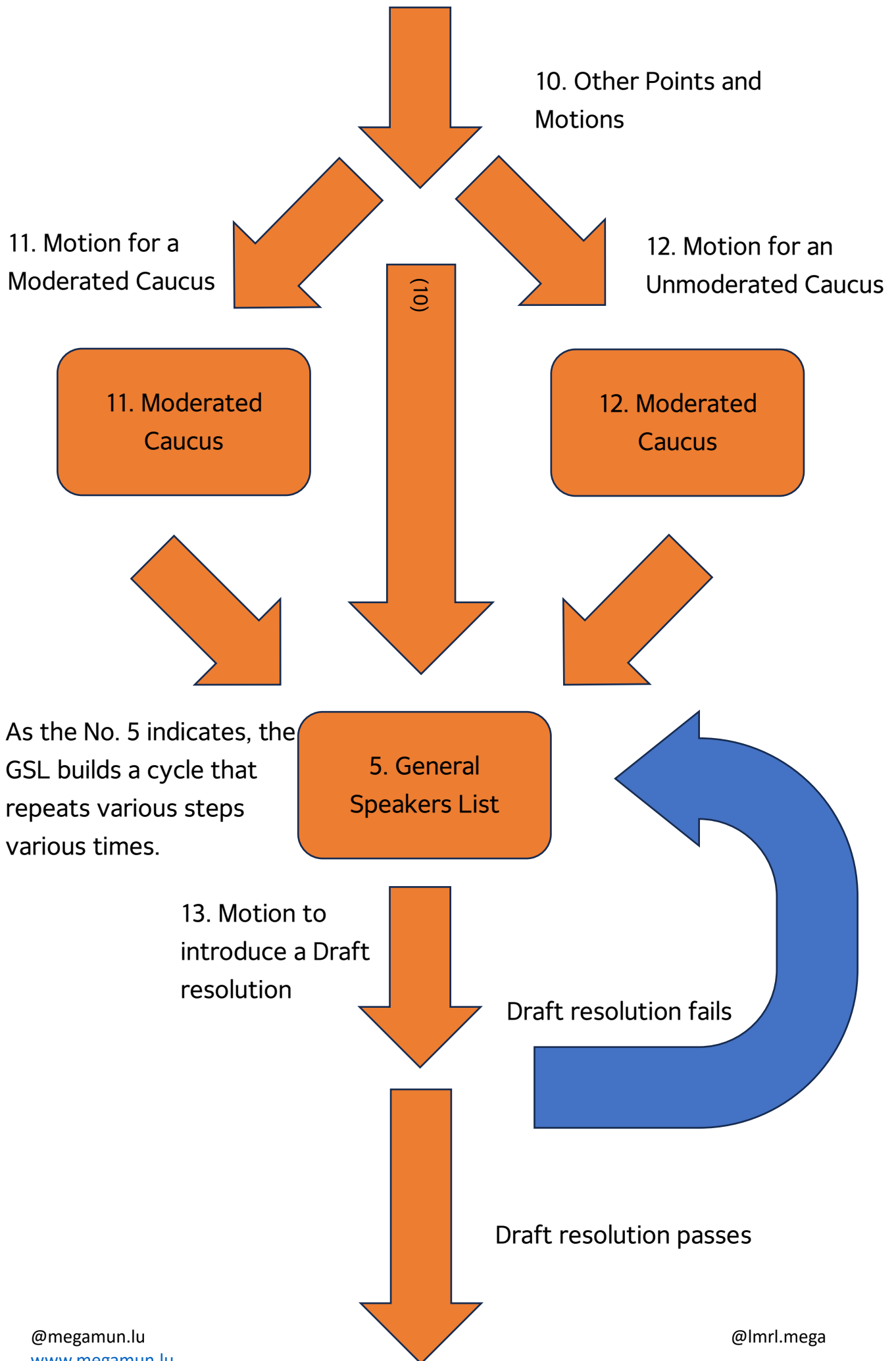
Typical flow of debate :

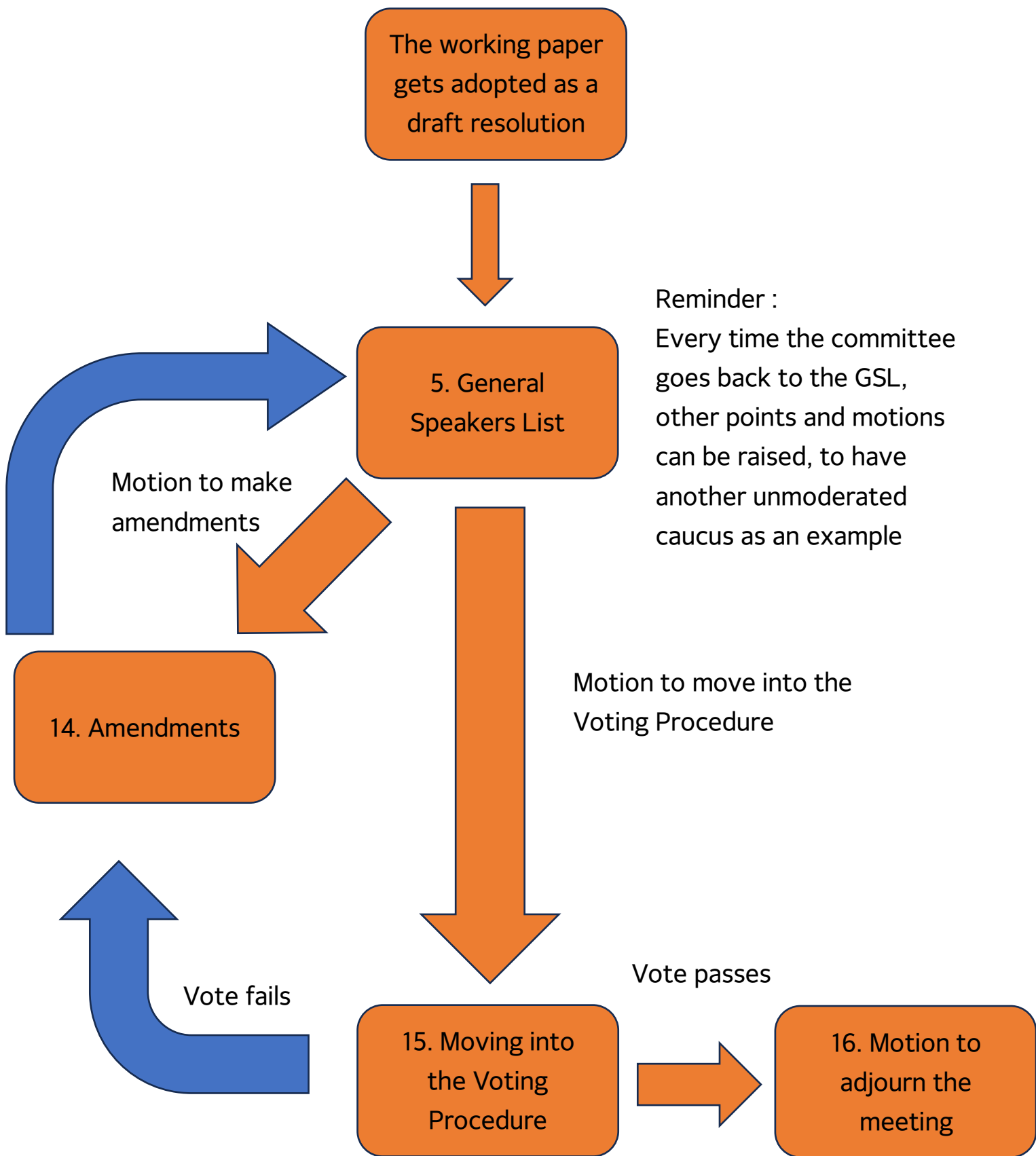
The Rules of Procedure will be explained through a chart. Further instructions and notes will follow below.











Further Explanations

1. Once everyone is in the room, the committee needs to determine the quorum, which means they decide the minimum number of delegates required to start the committee sessions.
2. After determining the quorum, the Chairs take attendance with a roll call. Delegates can be „Present“, „Present and Voting“ (they cannot abstain from substantive votes, P5 countries are always Present and Voting) or they are absent.
3. When everyone has been marked as either „Present“ or „Present and Voting“, a delegate has to raise the motion to set the agenda. This motion decides which topic the committee discusses. Usually this motion is not a problem as the agenda will certainly be the topic you've been preparing as all our committees only handle one single topic. This motion serves to officially set the topic and not to choose a „random“ topic to talk about.
4. Once the agenda is set, the committee starts by having each delegate deliver their opening speech on the topic. These speeches are mandatory and will be held one delegate after another.
5. After every delegate has delivered their opening speech the GSL opens and delegates may raise the motion „to be added to the GSL“.
6. Once recognized and added to the list by the Chairs the delegate can hold a speech once it is their turn.
7. After finishing their speech, Chairs will ask whether the delegate who just delivered their speech is open to Points of Information. (Which means other delegates may ask them question about everything they talked about in their speech).

8. If they are open to POIs, either the Chairs or the delegate announces how many POIs will be allowed. Before a delegate can ask a POI the delegate who is supposed to answer can either accept this specific delegation's POI or not. (This does not mean they refuse to answer in general, they may simply not wish to answer to this particular delegation as it could put a bad light on them. As an example a Russian delegate would probably not accept any POIs from the Ukrainian delegation while gladly accepting any POIs from the delegate of Belarus). After there are no more POIs, because either they were all answered or the number of allocated POIs has been exhausted, the delegate will yield the floor to the Chairs.
9. If the delegate does not accept ANY POIs, they yield the floor either to the Chairs or to another delegate (Only if at least 10 seconds remain), this second delegate has to yield the floor and can not yield it to another delegate.
10. After the floor is yielded to the Chairs, the next delegate will deliver their speech and the floor is open again for any other motions or points.
11. Two of the most commonly used motions, when the floor is open for any, are the Moderated and the Unmoderated Caucus. The moderated caucus is a less formal and more dynamic debate format. To introduce a moderated caucus you have to raise the motion for a moderated caucus, state a specific subtopic, that the moderated caucus will be about, the total time and how much time each delegate will have. A moderated caucus should not exceed the length of 30 minutes, and the time each delegate will have should be designed so that the moderated caucus elapses rightfully. (Which means if you want to have a moderated caucus of 10 minutes then it is more logical that every delegate receives one minute to speak, rather than 45 seconds, because then there would either be a few seconds left for noone or a delegate would receive less than 45 seconds). After receiving a

second for the moderated caucus the delegate that raised the motion can state if they want to go first or last. Once the time has run out, and therefore the caucus has elapsed, the committee can either extend the moderated caucus by half of their primary time by a motion or return to the GSL.

12. The unmoderated caucus works very similarly. The difference is that delegates may stand up and walk around and speak freely to other delegates. Therefore there is no list or order in which delegates may speak, they have the ability to speak whenever and to whoever they want. An unmoderated caucus does not need a specific subtopic, but it does need a specification on how long it will last (while not exceeding the length of 30 minutes).

Note that Caucuses are the perfect time to work on your working paper and to gain the support of other delegates. The committee switches between GSL and Moderated/Unmoderated Caucus until one or multiple working paper(s) are introduced. Besides Caucuses there is the motion for a roundtable, which is also commonly used. At a roundtable, every delegation shortly expresses their stance on a question / topic.

13. Through the motion „to introduce a draft resolution“ a delegate may introduce their working paper to the committee. The delegate, who raised the motion will read out the operative clauses, followed by speeches for and against their working paper. For a working paper to be introduced a simple majority is required. If the vote fails, the committee returns to the GSL, or other points and motions might be raised, such as the introduction of another working paper as an example.
14. If the vote passes, the committee adapts the working paper to a draft resolution and opens the floor for amendments. (Changements to the draft resolution by either the delegates submitting the working paper or other delegates). Each amendment must be read out, and

the submitters decide if it is friendly or unfriendly. If friendly : the amendment will automatically pass and be added to the draft resolution. If unfriendly : speeches for and against the amendment will be delivered, followed by a vote requiring a simple majority to be added.

15. Once the committee is sure the draft resolution is finished, a delegate raises a motion „to move into the Voting Procedure“. This substantive vote requires a 2/3 majority. (Every delegate will state, one after another, if they are „in favor“ , „against“ , or „abstaining“. Remember that delegations who marked themselves as „Present and voting“ during the Roll Call, cannot abstain). If the vote fails, the work on the draft resolution will continue.
16. If the vote passes, the committee has a resolution. It can end its work and raise the „Motion to adjourn the Session“.

Please note that this is a simplified version of how a committee session will take place. It is mostly there to give first-timers a simple idea of how it works. The flow of debate can and will be interrupted by other motions and points, different from the moderated and unmoderated caucus. If words are unclear or you are unsure of motions, we strongly recommend to have a look at the other documents available on our website teaching you about the different points and motions, and MUNs in general.