**Island Model United Nations Youth**

**Rules of Procedure**

**- GENERAL RULES -**

1. **Scope**

The rules listed here are applicable to all bodies of IMUN Youth. The General Committee reserve the right to make changes in these rules at any time. Should a change occur, it will be announced in a timely manner.

1. **Secretary General and the Secretariat**

The Secretary General will provide and direct the staff required by all the bodies of Island Model UN Youth. This person will have ultimate authority over all committees and may at any time transfer authority to any person in the Secretariat. Furthermore, the Secretary General or members of the Secretariat may at any time make written or oral statements to committees.

1. **Language**

English is the official and working language of all conferences.

1. **Dais**

Chairpersons shall:

1. Ensure the observance of the Rules;
2. Declare the opening or closure of each meeting;
3. Rule or response to Points;
4. Compose speaker’s lists and accord the right to speak;
5. Propose an adoption of any procedural motion and announce decisions;
6. Direct the flow of debate and advise delegates on a possible course of debate;
7. Adjourn a meeting;

Chairpersons may temporarily transfer their duties to another member of the Dais. In exercise of these functions, Chairpersons shall at all times be subjected to the Rules of Procedure, and are responsible to the Secretary General (Rule 2).

1. **Delegates**

Each Member State will be represented by one or two delegates.

1. **Quorum**

Chairpersons may declare a meeting begin and permit debate to proceed (Rule 4) when at least one fourth of the Members of a committee are present. A majority of present Members of a committee is required for any decision to be taken.

1. **Courtesy**

All delegates must show courtesy and respect to the Secretary General, Chairpersons, committee staff, counselors and fellow delegates. Chairpersons will immediately call to order when delegates do not abide by this rule.

**- RULES GOVERNING DEBATES -**

1. **Roll Call**

Chairpersons should administer a roll call at the beginning of each meeting in order to determine quorum. When names of a Member is called, their delegates shall raise their placards and answer ‘present’ or ‘present and voting’. If delegates answer ‘present and voting’, they forfeit their rights to abstain during a substantive voting.

1. **Setting Agenda**
2. In the first meeting, after roll call, delegates may raise a motion to set the agenda. If this motion is seconded, Chairpersons will open a provisional speaker’s list for a debate over ‘for or against’ this motion. The speaking sequence will be done alternatively and speeches should be oriented to why an agenda item suggested must or must not be set first on agenda. The default time of speech is one minute, Chairpersons may adjust it if needed (Rule 4.e).
3. Debate over the agenda would be closed by a motion of Closure of Debate (Rule 14.b). In situations where the speaker’s list is exhausted, debate will be automatically closed even if a motion to close the debate is not in order.
4. Once debate is closed, the committee will move to an immediate vote on the motion to set agenda, which will require a simple majority for passage. If fails, the other agenda item will automatically be placed first on the agenda.
5. A motion to proceed to other agenda items is only in order after the committee has adopted or rejected a resolution on the first item. A motion to proceed to a second agenda item after a resolution has failed requires a second member in support, and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two thirds of the present Members for passage.
6. Only Points or Motion to close a debate will be accepted during Setting Agenda.
7. Once an agenda item is set, the conference will move onto the debate procedure.
8. **General Speaker’s List**
9. The General Speaker’s List is the default style of debate. Delegates may speak generally on an agenda item, address any Working Paper or Draft Resolution on the floor, and may raise procedural or substantive motions and points.
10. The list will be suspended when any motion is proposed.
11. The default time limit for individual speeches is one minute. Delegates can raise a motion to set speaker’s time (Rule 18).
12. At any time Chairpersons may ask whether delegates wish to be placed on the list. Those raising their placards or submitting a written request to the Dais will be placed on the speaker’s list. Members can be added to a list for multiple times, but cannot be at the same time.
13. **Moderated Caucus**
14. A motion for a Moderated Caucus is in order at any time when the floor is open.
15. Delegates making the motion must state a purpose, a total time limit under twenty minutes, and a time limit for individual speeches. Time limit is subject to Chairpersons’ approval (Rule 4.e).
16. After proposal, the motion will queue to be voted (Rule 26). A simple majority is required for passage.
17. During a Moderated Caucus, delegates speak under the order of a secondary speaker’s list. This motion will end by the expiration of time, exhaustion of speaker’s list, or motion of closure (Rule 14).
18. **Unmoderated Caucus**
19. A motion for an Unmoderated Caucus is in order at any time when the floor is open.
20. Delegates making the motion must state a purpose and a time limit under twenty minutes. Time limit is subject to Chairpersons’ approval (Rule 4.e).
21. After proposal, the motion will queue to be voted (Rule 26). A simple majority is required for passage.
22. During an Unmoderated Caucus, the rules of parliamentary procedure are suspended and delegates may meet informally to discuss issues of relevance.
23. An Unmoderated Caucus may be extended once.
24. **Consultation of the Whole**
25. A motion for a Consultation of the Whole is in order at any time when the floor is open.
26. Delegates making the motion must state a purpose and a time limit under fifteen minutes. Time limit is subject to Chairpersons’ approval (Rule 4.e).
27. After proposal, the motion will queue to be voted (Rule 26). A simple majority is required for passage.
28. During a Consultation of the Whole, delegates shall remain in seats, the moderation of committee is carried out by the speaker. This motion will end by the expiration of time or yielding time back to the Dais.
29. A Consultation of the Whole may be extended once.
30. **Closure of Debate**
31. Delegates may motion to close a debate on a matter under discussion at any time. A second delegate in support of this motion is required.
32. When a closure of debate is proposed, Chairpersons shall recognize two speakers to speak for and two against this motion.
33. Closure of debate requires a two thirds majority for passage. If passes, the previous procedure is closed, and move to the next procedure.
34. The previous procedure cannot be restored after a closure.
35. **Suspension of the Meeting**

Delegates may raise a motion to suspend a meeting in order to postpone all debates until next meeting. Delegates should specify a time for reconvening, which is subject to Chairpersons’ approval (Rule 4.e). If seconded by a Member, it will be put to immediate vote. A simple majority is required for passage.

1. **Adjournment of the Meeting**

Delegates may raise a motion to adjourn a meeting after a Resolution is adopted for an agenda item. If seconded by a Member, it will be put to immediate vote. A simple majority is required for passage. An item shall not be discussed after the adjournment.

**- RULES GOVERNING SPEECH -**

1. **Speeches**

Delegates may not address to a committee without having a permission from the Dais. Chairpersons may call speakers to order if their remarks are not relevant to the subject under discussion or are offensive to other Member States or staff. Furthermore, Chairpersons may ask speakers to apologize (Rule 7 and 4.a).

1. **Speaker’s Time**
2. To ensure that delegates have the appropriate time to express opinions, Chairpersons may recommend a committee to set speaker’s time.
3. Members raising a motion to set speaker’s time must specify a time limit, and the time shall be within the range of thirty to ninety seconds.
4. This motion requires a simple majority for passage.
5. **Yields**

Only during the formal debate in the General Speaker’s List may speakers yield their remaining time in one of the following three ways:

1. Yield to Chair: If delegates do not wish to yield to questions or other Members, they may yield the time back to the Dais. Chairpersons will then continue the procedure.
2. Yield to another Member: The remaining time will be offered to the Member chosen by the speaker. That Member may not, however, make any further yields.
3. Yield to questions: Questioners will be selected by Chairpersons. All questions shall concern the substance of the speaker’s speech. Chairpersons may call questioners to order when their questions are rhetorical, misleading, or not designed to elicit information. Only the speaker’s answers to questions will be deducted from the speaker’s remaining time.
4. **Point**

If Member States have any request or inquiry, they may immediately raise a Point and specify the purpose. Chairpersons shall decide or response after Points are specified.

**- RULES GOVERNING SUBSTANTIVE MATTERS -**

1. **Working Papers**
2. Delegates may propose Working Papers for committee consideration.
3. Working Papers are intended to aid a committee in its discussion and formulation of Draft Resolutions but need not to be written in resolution format.
4. Working Papers are not official documents, but do require a signature of a Chairperson to be copied and distributed. Working Papers require neither signatories nor votes for approval.

1. **Draft Resolutions**
2. Draft Resolutions shall follow the format outlined by the Secretariat.
3. Draft Resolutions have to be approved by Chairpersons and require one fifth of present Members’ signatories. Following by a signature of a Chairperson and a number label, the document is referred to as Draft Resolutions.
4. Signing a Draft Resolution only indicates a desire to have it brought to the floor for further discussion. Members who compose a Draft Resolution are in support of it, and are regarded as sponsors of that Draft Resolution.
5. More than one Draft Resolution may be on the floor at any given time and may be referred to by any delegate.
6. **Introduction to Draft Resolutions**
7. Once a Draft Resolution has been approved, and has been copied and distributed to all delegates to a committee, one of the sponsors may raise a motion to introduce the Draft Resolution.
8. During an introduction, the rules of parliamentary procedure are suspended and delegates shall remain in seats at all times.
9. Chairpersons may decide whether to ask sponsors to come to the floor and read the operative clauses (Rule 4.e). Then Chairpersons will move onto vote on this motion. A simple majority is needed for passage.
10. Once passed, that Draft Resolution is considered officially on the floor and is subject to debate. No delegate may refer to a Draft Resolution until it is formally introduced.
11. There can only be one Resolution passed per one agenda item.
12. **Amendments**

Once a Draft Resolution is officially on the floor, its content may solely be amended. Only operative clauses may be amended. Amendments of amendments are out of order. An amendment requires one eighth of present Members’ signatories and an approval of Chairpersons. If a submitted amendment contains any typological errors, a corrected version should be submitted to the Dais only and need not be circulated to a committee.

1. Friendly Amendments: Amendments may be considered ‘friendly’ if supported by all sponsors of the Draft Resolution, and do not fundamentally change the intent of the Resolution as a whole. Friendly amendments, pending reviewed by Chairpersons, are shortly presented by a Chairperson and immediately incorporated into the Draft Resolution without a vote.
2. Unfriendly Amendments: Amendments which are not supported by all sponsors of the Draft Resolution, is considered ‘unfriendly’. Therefore, a motion to introduce an approved unfriendly amendment (Rule 23) may be raised when the floor is open. After this motion, Chairpersons shall read the amendment aloud. A simple majority is required for passage.

**- RULES GOVERNING VOTING -**

1. **Voting**
2. Each Member of a committee have one vote on both substantive and procedural matters.
3. Each member ‘present and voting’ shall cast an affirmative vote (Yes) or a negative vote (No) (Rule 8), each Member ‘present’ may also abstain from voting (Abstain). Abstentions on procedural matters are not allowed.
4. After Chairperson have announced a beginning of voting procedure, no delegate is allowed to leave the room or interrupt the procedure. Only Points and three motions are allowed: motion for Roll-Call Vote, motion for Vote and motion for Reordering Draft Resolutions.
5. All voting will be considered procedural voting, apart from voting on a Draft Resolution.
6. **Voting Sequence of Motions**

The voting sequence of all motions shall be carefully observed by the Dais.

1. Sequence of types are listed in Precedence of Motions (Precedence of Motions).
2. A motion with longer total time has voting priority.
3. **Voting by Acclamation**

Before beginning the vote on a particular motion, Draft Resolution or amendment, chairpersons may ask Members whether they have any. If no Member objects, then the motion will automatically be adopted without the committee going into a formal vote. A single objection will mean that the committee will go into normal voting procedure.

1. **Roll-Call Voting**

A delegate may request a roll-call vote after the debate procedure is closed. A roll-call vote can only be in order for substantive votes. A motion for a roll-call vote shall be made from the floor and seconded by half of the members.

1. In a roll-call vote, Chairpersons will call Members in an alphabetical order.
2. In the first sequence, Members may vote ‘Yes’, ‘Yes with Rights’, ‘No’, ‘No with Rights’, ‘Abstain’, or ‘Pass’. Members who vote either ‘Yes with Rights’ or ‘No with Rights’ reserve a right to explain their vote. Members who voted ‘Pass’ during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence.
3. Members 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 Dais, not to exceed thirty seconds.

**- PRECEDENCE OF MOTIONS -**

1. Motions will be considered in the following order of precedence:
2. Point
3. Adjournment of Meeting
4. Suspension of Meeting
5. Unmoderated Caucus
6. Consultation of the Whole
7. Moderated Caucus
8. Introduction of Draft Resolution
9. Introduction of Amendment
10. Closure of Debate
11. At the start of voting procedure, the following points and motions are in order, in the following order of precedence:
12. Point
13. Reordering of Draft Resolution
14. Motion for a Roll-Call Vote

- **Appendix A:** **R.O.P. Flow Chart -**

 **Roll call** (‘present’ or ‘present and voting’)

 **↓**

 **＃Motion to set agenda** (needs second)

 **↓** *(automatically)*

 **Debate** (for or against list)

 **↓**

 **＃Motion to Close the Debate** (needs two against, 2/3 to pass)

 **↓**

 **Vote for the agenda** (1/2)

 **↓** *(automatically)*

 **General Speaker’s List**  **→ ＃Motion**

 **↓**  ↓

 **＃Motion to introduce DR Caucuses or Consultation**

 **↓** (limited within 20/15 minutes)

 **Read operative clauses**  **↓** *(automatically)*

 **↓** **Vote** (1/2)

 **Vote** (1/2)

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**＃Motion to introduce amendment**

 **↓**

 **Read the amendment**

 **↓**

 **Vote** (1/2)

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**＃Motion to Suspend the Meeting** (needs second)

 **↓**

 **Vote** (1/2)

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**＃Motion to Close the Debate** (needs two against, 2/3 to pass)

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**Voting procedure: Vote by Acclamation** (move to other voting method if member object)

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**＃Motion for Roll Call Vote**(needs second)

**＃Motion to Adjourn the Meeting**

# Appendix B: ROP Quick Reference

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| --- | --- | --- | --- | --- |
| No. | Rule | Vote | Debate | Comment |
| 21 | Point | None | None | Use at any time when a delegate has a request or inquiry |
| 16 | Adjournment of Meeting | 1/2 | None | End the whole agenda item |
| 15 | Suspension of Meeting | 1/2 | None | Suspend until the next meeting |
| 1311 | Unmoderated / Moderated Caucus | 1/2 | None | Motion requires purpose and time limit for caucus; maximum time is 20 minutes |
| 12 | Consultation of the Whole | 1/2 | None | Motion requires purpose and time limit; maximum time is 15 minutes |
| 14 | Closure of Debate | 2/3 | Two for/against | Closes debate on substantive matter. If passed, current procedure closed and committee moves to next part |
| 25 | Introduce Amendment | 1/2 | None | After the approval of the Dais and signatures of at least one eight members in the conference room |
| 24 | Introduce Draft Resolution | 1/2 | None | After the approval of the Dais and signatures of at least one fifth of members in the committee |
| 10 | Motion to Set Agenda | 1/2 | None | If motion fails, proceed automatically to the other topic area |
| 28 | Roll-Call Vote | None | None | Vote by roll call |
| 19 | Set the speaker’s time | 1/2 | None | Set or change speakers’ time limit |
| 20 | Yielding | None | None | (1) to another Member State(2) to chair(3) to question |

**Note**