



RULES OF PROCEDURE

VALID FOR :

Social, Humanitarian and Cultural Committee
World Health Organisation
Human Rights Council
Economic and Social Council
Food and Agriculture Organisation
United Nations Environment Programme

BUILDING A RESOLUTION

As a delegate, you are required to know your country's policy. This is expressed in a resolution. A resolution attempts to resolve the issue at hand. It should be a step-by-step guide of how your country wants to solve the issue debated. It is structured as one long sentence and follows a specific format.

A resolution has pre-ambulatory and operative clauses. Pre-ambulatory clauses providesome context and background information on the topic. Examples of pre-ambulatory clauses are:

Affirming	Expecting	Having examined
Alarmed by	Emphasizing	Having received
Approving	Expecting	Keeping in mind
Bearing in mind	Expressing its	Noting with deep concern
Believing	appreciation	Nothing with satisfaction
Confident	Fulfilling	Noting further
Contemplating	Fully aware	Observing
Convinced	Emphasizing	Reaffirming
Declaring	Expecting	Realizing
Deeply concerned	Expressing its	Recalling
Deeply conscious	appreciation	Recognizing
Deeply convinced	Fulfilling	Referring
Deeply Disturbed	Fully aware	Seeking
Deeply Regretting	Further deploring	Taking into consideration
Desiring	Further recalling	Taking note
Emphasizing	Guided by	Viewing with appreciation
	Having adopted	Welcoming
	Having considered	

Operative clauses are concrete ways to solve the issue discussed. Examples of operative clauses are:

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

A resolution drafted or passed must follow this format:

[Your committee]
Sponsors: [Your sponsors]
Co-submitters: [Your co-submitters]
Topic: [The topic addressed in this resolution]
[Name of your committee],

Pre-ambulatory clause, [end your clause with a comma, underline pre-ambulatory word]

1. Operative; [operative clauses must be numbered, underlined, and end with a semi-colon]
2. Operative. [the last operative clause is ended with a full-stop.]

LOBBYING

Before the debate is in session, delegates are encouraged to lobby. This means an unmoderated time intended for you to approach other delegates and merge resolutions. You could try to approach your allies or countries in your region first, but do not shy away of being diplomatic! You can merge resolutions with any delegates.

Once you have merged resolutions, the group of delegates are required to send this new resolution to the chairs. The chairs will proofread the resolution before introducing it to the floor, meaning opening it to debate.

Each resolution requires main and co-submitters. A minimum of 5 co-submitters are required for a resolution to be debated. The main submitter will be asked to make a speech on the resolution. There can only be one main submitter. They may, however, yield the floor to co-submitters, allowing them to make a speech as well.

It is at the discretion of the chairs whether or not your resolution will be debated, and in which order the resolutions will be introduced.



DEBATE

MODES OF ADDRESS

As a general rule, delegates should not refer to themselves or others in the first person ('I', 'you'). You are representing a whole country, not yourself!

Instead, use your country, third person singular, first person plural, or simply refer to the delegate:

“Peru does not support this resolution because...”

“We believe that...”

“Is the delegate aware that...”

When giving a speech, delegates should begin with:

“Honourable chairs, distinguished delegates...”

After the delegate has finished their speech and answered all points of information, they must yield the floor back to the chairs. This is the only time in debate when delegates may use personal pronouns ('I'):

“I yield the floor back to the chairs.”

POINTS AND MOTIONS

When the committee is in session, delegates can raise points and motions. Other than points of personal privilege, they cannot interrupt the speaker. If a delegate wishes to raise a point or motion, they raise their placard. The presidency recognises the delegate. Then, the delegate stands and states their points. If it is a motion, other delegates may should 'second' or 'objection'. To second a motion means to agree with it. To object means to disagree with it. There are no seconds or objections to points.

MOTIONS

Point of information: This is a question to delegates who have the floor. It must be phrased as a question. You can only ask one question at a time and they must concern the matter currently discussed.

Point of personal privilege: This is the only point that can interrupt a speaker and concerns personal matters, for example if you can't hear the speaker.

Point of order: If you think a mistake is being made by the chairs when running the debate, you may raise this point.

Point of parliamentary inquiry: If at any time in debate you are unsure about rules of procedure, you can ask the chairs using this point.

Point of information to the presidency: Similarly, this point can be raised to ask the chairs any questions you have that are unrelated to rules of procedure, for example if you want to know when lunch is.

Motion to extend debating time: If debating time has elapsed but a delegate thinks there is more to say on the issue, they can raise this motion. It is up to the chair's discretion whether this motion will be entertained.

Motion to move into voting procedures: If a delegate thinks debate on a resolution has been exhausted and that there is nothing new to say, you may raise this motion. The presidency has the right to entertain this motion or continue debating. It is strongly frowned upon to raise this motion simply because you disagree with a resolution. After all, strong delegates are thankful for any time to encourage other members to vote against a resolution.

Motion to divide the house: This means that abstentions are not in order. Delegates have to vote either for or against.

Motion to vote by roll call: Voting by roll call means delegates vote in alphabetical order, similar to when the chairs takes attendance.

COURSE OF THE DEBATE

1. The main submitter of the resolution being debated reads out the operative clauses of their resolution.
2. The chair will set debating time and decide whether debate is open or closed. In closed debate, chairs set speaking time for and against the resolution. In open debate, there is simply an overall time set.
3. The main submitter now has the time to make a speech on the resolution and try to convince other delegates to vote in favour of it.
4. After they have finished, they will be asked whether they are open or closed to points of information (questions). They can be open to all, none, or a set number of points.
5. The delegate can then either yield the floor back to the chairs or to another delegate, typically a co-submitter. If a co-submitter speaks, step 4 is repeated.
6. The floor is now open to other speaker. Any delegate may raise their placard and make a speech in favour or against the resolution. Step 4 is then repeated.
7. After debating time has elapsed, the chairs will open themselves up to entertaining (unfriendly) amendments. Amendments are discussed during the closed debate. However, delegates can send amendments on notepaper at any point in debate. Chairs will not entertain them (and may also not read them) until the debate is closed.
8. Chairs will either send a note to the delegate saying their amendment will be entertained or simply say “The delegate of [your country] has submitted an amendment.” You will then receive the floor and make a speech on the amendment.

9. Amendments are debated in a closed debate, meaning with set time for and against. Once this time has elapsed, delegates vote on the amendment. They may vote in favour, against, or abstain.

10. After all amendments have been entertained, the resolution is voted on as a whole. Chairs may entertain final speakers in favour or against the resolution. Delegates may vote in favour, against, or abstain. Motions regarding voting procedure can be raised at this point.

AMENDMENTS

Delegates may submit amendments to clauses. These can either be friendly or unfriendly. Friendly amendments do not change the content of a clause and usually regard spelling or grammar. They must be agreed on by all co-submitters of a resolution.

Unfriendly amendments change the content of a clause. They can delete or add onto a clause. If a delegate wishes to submit an amendment, they simply write it on note paper and send it to the chairs. It is up to the chairs in which order they are debated.

VOTING

Amendments: Delegates may only vote in favour (yes) or against (no). In GA committees, abstentions are not in order.

A majority vote is needed to pass an amendment. After a clause or amendment has been voted on it can no longer be debated.

Resolutions: Delegates can vote in favour, against, or abstain.

A simple majority is required for a resolution to pass. This means there is at least one more vote in favour than there is against. After a resolution passes or fails, it can no longer be debated.