

# SRMUN Rules of Procedure



## Introduction

1. These rules shall be considered adopted by SRMUN Secretariat prior to its first meeting.
2. Interpretation of the rules shall be reserved exclusively to the Director-General, Deputy Director-General, and the SRMUN Board of Directors.

## I. Sessions

### Dates of convening and adjournment

#### Rule 1

The conference shall meet every year in regular session commencing and closing on the dates designated by the Secretary-General and the SRMUN Board of Directors.

### Place of sessions

#### Rule 2

The conference shall meet at a location designated by the Secretary-General and approved by the SRMUN Board of Directors. II.

## Agenda

### Provisional agenda

#### Rule 3

The provisional agenda shall be drawn up by the Director-General and communicated by the Secretary-General to the members of the conference at least ninety days before the opening of the first session.

### Adoption of the agenda

#### Rule 4

The agenda provided by the Director-General shall be considered adopted at of the beginning of the session. A majority vote of those recorded as present, or present and voting in the committee shall determine the order of the agenda items.

### Revision of agenda

#### Rule 5

Items on the agenda may be dismissed by the committee by a motion for adjournment of debate (see Rule 34). Once dismissed, the agenda item may be discussed again by the motion for reconsideration of a topic (see Rule 40).

#### Rule 6

### Introduction of a new agenda item

A new topic may be introduced to the body, if voting procedures or adjournment of debate exhausts the established agenda items. A representative wishing to introduce a new topic must submit in writing the topic with a brief synopsis of the issue to the Dais. Once approved, the representative will be provided two minutes to introduce the

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topic to the body. At that time a vote will be taken, requiring two-thirds majority to pass. Should multiple topics be presented to the body, the committee will vote in order the topics were submitted to the body and the first to pass with a two-thirds majority will pass.

## III. Credentials

### Submission of credentials

#### Rule 7

The credentials of representatives and the names of the members of a delegation shall be submitted prior to the opening of a session.

### Credentials Committee

#### Rule 8

The Secretary-General shall ensure proper credentials for committee members before each conference. It shall examine the credentials of representatives and report issues without delay.

### Provisional admission to the session

#### Rule 9

Any representative to whose admission a member has made an objection shall be seated provisionally with the same rights as other representatives until the Secretary-General has reviewed and decided. (See section XI rules 59-62)

## IV. Secretariat

### Duties of the Secretary-General

#### Rule 10

The Secretary-General shall act in that capacity in all meetings of the conference. He/she may designate a member of the Secretariat to act in his/her place at these meetings. The Secretary-General, with the assistance of the Director-General and Deputy Director-General shall provide and direct the staff required by the conference and committees.

### Duties of the Secretariat

#### Rule 11

The Secretariat shall receive, review, and distribute documents, reports, and resolutions of the conference, and its committees, and shall distribute documents of the conference to the members of committees, and generally perform all other work that the conference may require.

### Statements by the Secretariat

#### Rule 12

The Secretariat may make oral and/or written statements to the conference, its committees and and its sub-committees concerning any question under consideration.

## V. Director

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The Director

## Rule 13

The Director-General and the Deputy Director-General, in conjunction with the Secretary-General, shall appoint, from applications submitted to the Secretariat, a Director who shall hold office and, inter alia, chair the committee for the duration of the session, unless otherwise decided by the Secretary-General and/or Director-General. If the Director finds it necessary to be absent during a meeting or any part thereof, the Secretariat shall designate an Acting Director to take his/her place, unless otherwise decided by the Secretariat.

Replacement of a Director

## Rule 14

If the Director is unable to perform his/her functions, a new Director shall be appointed for the remainder of the term at the discretion of the Secretariat.

General Powers of the Director

## Rule 15

In addition to exercising powers conferred upon him/her elsewhere in these rules, the Director shall declare the opening and closing of each meeting of the session, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to a vote and announce decisions. He/she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order. The Director may, in the course of discussion of an item, propose to the committee the limitation of the time to be allowed for speakers, the limitation on the number of times each representative may speak, the closure of the list of speakers, or the closure of debate. He/ she may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion. The Director may also, for any reason, rule any points or motions out of order or dilatory.

## Rule 16

The Director, in the exercise of his/her functions, remains under the authority of the conference and the Secretariat. The Director shall not vote.

## Rule 17

The Dais

Composition

The Dais shall be comprised of the Director of the Committee, who shall preside, the Assistant Director(s), as well as a Chairperson and Rapporteur, if applicable.

Functions

## Rule 18

The Director and Assistant Director will be hired by the Secretary-General, Director-General, and Deputy Director-General prior to the conference. The Director and Assistant Director(s) for each committee will provide background and directives for each of the topics to be discussed, hereafter called Background Guides (BGGs). BGGs will be made available to all delegates in a timely fashion, prior to the beginning of the conference. Directors will be

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required to attend a training session, held on a date determined by the Board of Directors, unless otherwise approved by the Board. The Director will preside over all committee functions, with the support of the Assistant Director(s). The Director and Assistant Director(s) will be called upon to establish quorum, oversee roll call, moderate debate, entertain motions, review and provide comments to working papers and draft resolutions, and preside over voting procedures.

## Chairperson and Rapporteur

### Rule 19

The Chairperson and Rapporteur, will be appointed as applicable, after the first committee session upon submitting an application and completing an interview. Applicants for these positions will be notified after the completion of all interviews. The Chairperson and Rapporteur will assist the committee, as decided by the Director and Assistant Director, including but not limited to taking roll call, moderating debate, and serving as liaison for the committee. The Chairperson and Rapporteur will not be included in discussions regarding nominations for awards or in providing substantive edits to delegates or working papers.

## VII. Languages

### Official and working language

#### Rule 20

English shall be the official and working language of the conference, and its committees at all times.

### Interpretation

#### Rule 21

Any representative wishing to address any United Nations body or submit a document in a language other than English shall provide simultaneous translation into English.

## VIII. Minute of Silent Prayer or Meditation

### Invitation to silent prayer or meditation

#### Rule 22

Immediately after the opening of the first committee meeting the Director shall allow motions made by committee representatives to observe one minute of silence dedicated to private prayer or meditation.

## IX. Conduct of Business

### Quorum

#### Rule 23

The Director may declare a meeting open and permit debate to proceed when representatives of at least one-third of the members of the committee are present. A majority of all the members of the committee, previously marked as present, shall be required for any decision to be taken.

### Speeches

#### Rule 24

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No representative may address the committee without having previously obtained the permission of the Director or Chairperson. The Director shall call upon speakers in the order in which they request to speak, either by placard or note to the Dais. The Director may call a speaker to order if his/her comments are not relevant to the subject under discussion.

Time limit on speeches

## Rule 25

The committee may, by a majority vote, limit the time allowed to each speaker. Before a decision is taken, two representatives may speak in favor of, and two against to set such limits. When the debate is limited and a representative exceeds the allocated time, the Director/Chairperson shall call him/her to order without delay. In the case of multiple motions for speaking times, the Chairperson will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chairperson may rule the motion dilatory, and his/her decision is not subject to appeal. Once a speaker's time has been approved by the body, all other speaker's time motions on the floor will be removed.

List of speakers

## Rule 26

Members may be on the list of speakers once but may be added again after they have spoken. Any representative may move that the list of speakers be closed, or if already closed, reopened. This motion is not subject to debate, and requires the support of a majority of the members present to pass. If the list of speakers is exhausted, debate is automatically closed and the committee moves immediately into voting procedure.

Precedence

## Rule 27

The Director or Chairperson of a committee will be responsible for putting received motions in order of precedence for the purpose of explaining the conclusions of the Dais to the committee.

Evolution of a resolution

## Rule 28

Working papers

Before a document is accepted by the Dais to be voted on it is referred to as a working paper. A working paper must have the following attributes to be accepted as a draft resolution at least one Sponsor and a combination of signatories and sponsors to equal 25% of the committee present during the first session. Sponsors have had substantive additions either through direct clauses or impactful ideas to the working paper. These are the only individuals called to the Dais when edits are returned. Signatories are Member States who would like to see the idea debated and do not necessarily have to agree with the idea.

Draft resolutions

Once a working paper has been accepted to the Dais it is then referred to as a draft resolution. Once a draft resolution has been accepted perambulatory clauses cannot be altered. Draft resolutions will be titled based on the topic being discussed and in the order they are selected. The topics are numbered based on how the delegates have ordered them on the agenda. When a working paper is accepted by the Dais to become a draft resolution the

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signatories and sponsors are removed and this becomes a document of the body.

## Points of order

### Rule 29

To correct an error of procedure, a representative may rise to a point of order during the discussion of any matter. The Director/Chairperson, in accordance with the rules of procedure, shall immediately decide the point of order. A representative may appeal against the ruling of the Director. The appeal shall be immediately put to a vote, and the Director's ruling shall stand unless overruled by a two-thirds majority of the members present. A representative rising to a point of order may not speak on the substance of the matter under discussion.

## Right of reply

### Rule 30

If a remark impugns the integrity of a representative's state, the Director may permit a right of reply following the conclusion of the speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal. Requests for Rights of Reply must be submitted to the Director in writing, prior to the start of the next committee session. It is the Director's discretion as to when the Right of Reply will be approved and granted.

## Suspension of the meeting

### Rule 31

#### Unmoderated caucus

During the discussion of any matter, a representative may move for the suspension of the meeting, specifying a time for reconvening, not to exceed sixty minutes. Such motions shall not be debated, but shall be immediately put to a vote, requiring the support of a majority of the members present. In the case of multiple motions for unmoderated caucuses, the Chairperson will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chairperson may rule the motion dilatory, and his/her decision is not subject to appeal. Once the body approves the motion, other motions for an unmoderated caucus are removed.

#### Moderated caucus

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chairperson will temporarily depart from the Speakers List and call on delegates to speak at his/her discretion. A representative may also motion for a suspension of the meeting for the purposes of a moderated caucus, specifying an overall time limit, speaker's time, and topic for discussion. There is no speaker's list, and delegates will raise placards to be called upon in order to speak to create a dialogue. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion specify a time limit for the caucus, not to exceed twenty minutes, and a speaker's time. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chairperson will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chairperson may rule a motion dilatory, and his/her decision is not subject to appeal. No motions are in order between speeches during a moderated caucus. A delegate can and will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only twice but only after the caucus has ended. There is no yielding of time in moderated caucuses.

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## Breaks during conference

At the end of the committee session, a member may move to suspend the meeting until the next regularly scheduled time, except during the final committee session. There is no debate for this motion and passes with a simple majority of all members present.

## Rule 32

### Adjournment of the meeting

## Rule 33

At the end of the conference, a representative may move for adjournment of the meeting. This motion requires no debate and shall be put to a vote, requiring the support of a majority of the members present to pass. After adjournment, the committee and agenda will be deemed closed and no further actions will occur. The committee will reconvene at a future date and time as per the determination of the future Secretary-General.

### Adjournment of debate

## Rule 34

During the discussion of any matter, a representative may move for adjournment of debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives favoring and two representatives opposing the adjournment, after which the motion shall be put to the vote immediately. If a motion for adjournment is passed by two-thirds of the members present, the topic is considered dismissed and no action will be taken.

The vote shall be procedural and taken under a roll call. All members present must vote yes or no. Only members who vote in the affirmative may then motion to reconsider the agenda item.

### Closure of debate

## Rule 35

A representative may at any time move for the closure of debate on the item under discussion. Two representatives, opposing the closure, will be granted permission to speak on the motion, after which the motion shall be immediately put to a vote. Closure of debate shall require a two-thirds majority of the members present. If the committee favors the closure of debate, the committee shall immediately move to vote on all draft resolutions introduced under that agenda item.

If the closure of debate passes and there are no draft resolutions, the committee will immediately move onto the next agenda item.

### Order of motions

## Rule 36

The motions indicated below shall have precedence in the following order over voting on all draft resolutions or motions before the committee:

- A. To suspend the meeting for an unmoderated caucus
- B. To suspend the meeting for a moderated caucus

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C. To adjourn the meeting

D. To adjourn debate on the item under discussion.

E. To close the debate on the item under discussion

Draft Resolutions, amendments, and modifications

## Rule 37

Draft resolutions and amendments shall be submitted in writing to the Director, with the names of a minimum of one-fourth of the members recognized by the Secretariat, who would like the committee to consider the draft resolution or amendment. The amount one-fourth of the members necessary shall be determined by the Member States who were recognized as present or present at voting at the first attendance roll call of the conference.

The Secretariat may, at its discretion, approve the draft resolution or amendment for circulation to the delegations. As a general rule, no draft resolution or amendment shall be put to a vote at any meeting of the committee unless copies of it have been made available to all delegations, either via electronic, paper and/or screen projector. The Director may however, permit the discussion and consideration of draft resolution or amendments without such proposals or amendments having been circulated, only after the director has announced the draft resolution and amendment have been officially approved.

A modification occurs, when all the sponsors agree to a proposed change to the language of a draft resolution. The draft resolution shall be modified accordingly requires no vote. A document modified in this manner shall be considered part of the draft resolution pending before the body for all purposes, including subsequent amendments.

Amendments are changes to the document that not all of the sponsors support and can include, but are not limited to, removing or rewording operative clauses, or changing the scope or intention of a clause. Amendments require 25 percent of the delegate support to be accepted by the Dais. They are voted on prior to voting on the draft resolution they affect and require a simple majority to pass. The Chairperson will allow two members to speak in favor and two against the amendment. After the debate, the motion will be voted upon immediately. Should a draft resolution include an amendment that changes the intention, a sponsor is able to vote against said draft resolution.

Withdrawal of motions and proposals

## Rule 38

The sponsors of a draft resolution may withdraw the document or motion at any time before voting procedure has commenced, provided that no amendments have been submitted for the proposal. Any representative may reintroduce a motion or draft resolution previously withdrawn.

Reconsideration of draft resolutions

## Rule 39

When a draft resolution has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the members present, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall immediately put to a vote.

Reconsideration of a topic

## Rule 40



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When a topic has been adjourned, it may not be considered at the same session unless the committee, by a two-thirds majority of those present, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider a topic shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.

## X. Voting

### Voting rights

#### Rule 41

Each member of the committee shall have one vote.

### Request for a vote

#### Rule 42

A draft resolution or motion before the committee shall be voted upon if any member so requests. Where no member requests a vote, the committee may adopt proposals or motions without a vote. The Chairperson will ask for objections and if seeing none, the draft resolution will be passed. Should there be an objection, the committee will move into a immediate placard vote.

### Important questions (only applicable in General Assembly Plenary)

#### Rule 43

Decisions of the General Assembly Plenary on important questions shall be made by a two-thirds majority of the members present. These questions shall include recommendations with respect to the maintenance of international peace and security, the election of non-permanent members to the Security Council, the election of members to the Economic and Social Council, the election of members of the Trusteeship Council, the admission of new members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, and budgetary questions. The Director shall decide whether question falls into one of the above categories. In addition, the General Assembly Plenary may declare a question as important. With regard to such a motion, two members may speak in favor of the motion and two may speak against it. The motion shall then be immediately put to a vote, requiring the support of a majority of the members present to pass.

#### Rule 44

Decisions of the committee on amendments to a draft resolution relating to important questions and on parts of such proposals put to a vote separately, shall be made by a two-thirds majority of the members present.

### Majority required

#### Rule 45

Unless specified elsewhere in these rules, decisions of the committee shall be made by a majority of the members present.

### Meaning of the phrase present and voting

#### Rule 46

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For the purposes of these rules, the phrase "members present and voting" means the members must cast either an affirmative or negative vote on substantial measures. All members, regardless of their declaration at roll call, must cast an affirmative or negative vote on procedural motions. However, on substantive motions, members that declare present and voting during the most recent attendance roll call may not abstain from voting. Members that declared present may abstain from substantive motions.

## Method of voting

### Rule 47

The committee shall normally vote by a show of placards, but any member may request a roll call vote during substantive votes. The roll call vote shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is randomly drawn by the chairperson. The name of each member shall be called in any roll call, and one of its representatives shall reply "Yes," "No," and members who are not listed as present and voting may also "Abstain." The results of voting shall be announced to the committee.

A representative may motion for adoption by acclamation. This motion is in order, unless another motion for a roll call vote is made prior to motion being accepted or if one or more representatives are not in favor.

## Conduct during voting

### Rule 48

After the Director has announced the beginning of voting, no representative shall interrupt the voting except to a point of order in connection with the actual process of voting. Members will remain quiet and not be allowed communication, either verbal or written, between other delegates, including members of the same delegation. Delegates will only be allowed to speak when entertained by the Chairperson. Members who leave the room will not be allowed reentry and will forfeit their rights to vote on further draft resolutions. During voting procedure, no one is allowed entry except the Secretariat and their appointees.

## Explanation of votes

The Director may permit members to explain their vote, either before or after the voting if a request has been submitted in writing before the commencement of voting procedure. The Director may limit the time to be allowed for such explanations. The Director shall not permit any sponsor of a draft resolution or amendment to explain his/her vote on his/her own proposal or amendment. Explanations shall be permitted only if a member state has voted in a manner contrary to what was made apparent during debate. Sponsors of draft resolutions or amendments may not vote against, unless the draft resolution has been altered, via amendment, in a way that changes the intent or tone of what was previously written.

## Division of the question

### Rule 49

Immediately before a draft resolution comes to a vote, a representative may move that sections of a draft resolution be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon, requiring the support of a majority of the members present to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. At the completion of these speeches, the committee shall move to an immediate procedural vote. If the motion for division is carried, each section of the proposal that has been divided shall be substantively voted on separately. If a majority of the members present vote in favor of the divided sections of the proposal, the sections are returned to the proposal as an annex., thus highlighting the section. If a majority of the members present vote against the divided section of the draft resolution

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or amendment, the section will be considered rejected by the committee. If all operative sections of the draft resolution or amendment have been rejected, the entire proposal or amendment shall be considered rejected.

## Voting on amendments

### Rule 50

When an amendment is moved to a draft resolution, the amendment shall be voted upon first. When two or more amendments are moved to a proposal, the committee shall first vote on the amendment most destructive in nature from the original proposal and then on the amendment next furthest removed there from, and so on until all amendments have been put to a vote. If one or more amendments are adopted, the amended draft resolution shall then be voted upon. A motion is considered an amendment to a draft resolution if it adds to, deletes from, or revises part of the draft resolution. The Chairperson will allow two members to speak in favor and two against the amendment. After the debate, the motion will be voted upon immediately.

## Voting on draft resolutions

### Rule 51

If two or more draft resolutions are related to the same question, the committee shall vote on the proposals in the order in which they have been submitted and approved as per the discretion of the director.

## X. Committees

### Establishment of committees

#### Rule 52

The General Assembly may establish committee(s) as it deems necessary for the performance of its functions.

### Categories of subjects

#### Rule 53

Items relating to the category of subjects shall be referred to the committee or committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

### Organization of work

#### Rule 54

Each committee, taking into account the closing date of the session, shall adopt its own priorities and meet as may be necessary to complete consideration of the items referred to it.

## XI. Admission of New Members

### Applications

#### Rule 55

Any State that desires to become a member of the United Nations shall submit an application to the Secretary-General. Such application shall contain a declaration, made in formal instrument, that the state in question accepts the obligations contained in the Charter.

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## Notification of applications

### Rule 56

The Secretary-General shall, for information, send a copy of the application to the General Assembly, or to the Members of the United Nations if the Assembly is not in session.

## Consideration of applications and decisions thereon

### Rule 57

If the Security Council recommends the applicant State for membership, the General Assembly shall consider whether the applicant is a peace-loving state and is able and willing to carry out the obligations contained in the United Nations Charter and shall decide, by a two-thirds majority of the members present, upon its application for membership.

### Rule 58

If the Security Council does not recommend the applicant State for membership or postpones the consideration of the application, the General Assembly may, after full consideration of a special report of the Security Council send the application back to the Council, together with a full record of the discussion in the Assembly, for further consideration and/or report

## Notification of decision and effective date of membership

### Rule 59

The Secretary-General shall inform the Applicant State of the decision of the General Assembly. If the applicant is approved, membership shall become effective on the date on which the General Assembly takes its decision on the application.

## XII. Rules of procedure

### Rule 60

The rules herein are property of the SRMUN Conference, under the prevue of the SRMUN Board of Directors, and are subject to changes as needed.