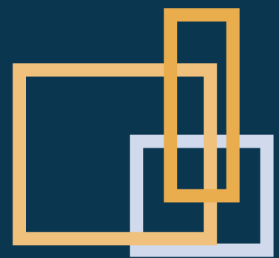


# RULES OF PROCEDURE



**ROP**



**SINGAPORE MODEL  
UNITED NATIONS  
2020**

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## Section 1: Scope and Working Language

The rules in this document are applicable to all committees at Singapore Model United Nations (SMUN) 2020. This document is self-reliant unless otherwise modified by the Academics Directorate of the SMUN 2020 Secretariat; these modifications will automatically be deemed adopted and supersede any rules stated in this document. No other external rules shall apply. If a situation that has not been addressed by the Rules of Procedure arises, the Committee Head Chairperson will be the final authority on the procedure to follow.

In addition, the Committee Chairpersons may modify some of these rules to better reflect the specialised rules of the actual body being simulated. These modifications mainly apply to the United Nations Security Council (UNSC), the US Senate, and 1871 Imperial German Cabinet.

English will be the official working language of the conference. All debate conducted and documents circulated must be in the working language unless expressly permitted by the Academics Directorate.

## Section 2: Representation and Voting Rights

Each member state in a committee will be represented by a single delegate. Observers (such as non-member states, Non-Governmental and Intergovernmental Organisations), where applicable, will also be represented by a delegate.

Representatives of Accredited Observers will have the same rights and privileges as those of full members, except that they may not participate in voting on substantive matters. They are also precluded from sponsoring draft resolutions or amendments.

## Section 3: Quorum

Quorum for all committees is set at one-third of the members of the committee, rounded up to the nearest whole number, unless ruled otherwise by the Academics Directorate. The committee shall only commence debate when quorum is reached or upon the discretion of the Head Chairperson.

## Section 4: Composition and Powers of the Dais

The Dais shall comprise of a Head Chairperson and several Assistant Chairpersons. The Dais shall work closely with the SMUN Secretariat in the conduct of its duties. The Dais shall be responsible for monitoring and presiding over debate within the committees on a rotational basis. They shall monitor the substantive debate, grant delegates the permission to speak, and decide on procedural matters. They shall ensure that debate within the committee will be carried out in an efficient and productive manner. The Dais reserves the right to suspend or modify the Rules of Procedure in the interest of debate.

## Section 5: Definition of Key Terms

This section contains the definitions of several technical terms that will be commonly used throughout this document and during the course of the conference.

**Chairs:** The individuals helping the committees and moderating committee discussions. They will be your first points of contact for any questions you may have. They may also be referred to as "Dais" or "Chairpersons".

**Simple Majority:** The act of achieving a majority greater than one-half ( $1/2$ ) of the committee's delegates, rounded up to the nearest whole number, who are present and voting in favour of a certain committee matter.

**Two-thirds Majority:** The act of achieving a majority greater than two-thirds ( $2/3$ ) of the committee's delegates, rounded up to the nearest whole number, who are present and voting in favour of a certain committee matter.

**Procedural Vote:** A vote to decide on committee matters relating to decisions involving procedure. Usually involves reaching a simple majority to pass the subject of the vote.

**Substantive Vote:** A vote to decide on committee matters relating to resolutions and amendments to resolutions. Usually involves reaching at least two-thirds ( $2/3$ ) majority to pass the subject of the vote, excluding all member states who had voted to abstain.

**Abstention:** Delegates may choose to abstain from voting on substantive matters. Abstentions are not allowed in procedural votes.

**Motion:** A formal proposal raised by a delegate to request for the committee to take certain actions. Whenever motions are raised, the Chairs will ask the committee if there are any seconds and objections. If you wish to support a motion raised by another delegate, you may respond with “Second”. If a motion receives no seconds from other delegates, it will automatically fail.

On the other hand, if you wish to oppose the motion, you may respond with “Objection”. If a motion receives no objections from other delegates, it will automatically pass. If there are objections, the motion will move into the relevant voting procedure.

**Sponsor:** Sponsors are delegates who have submitted a Draft Resolution, and are typically the main writers and supporters of the Draft Resolution’s contents.

**Signatory:** Signatories are delegates who are interested in seeing a Draft Resolution or Unfriendly Amendment being discussed on the floor, regardless of whether these delegates support their contents. There is no limit to the number of Signatories allowed.



## Section 6: Points

### 6.1 Point of Personal Privilege

You may raise this point if the environment causes you to face difficulties in focusing on debate (e.g., poor audibility). **This is the only point that may interrupt a speaker.**

### 6.2 Point of Parliamentary Inquiry

If you are uncertain about any procedures, you may raise this point to ask the Chairs for clarifications.

### 6.3 Point of Order

If you believe that the Chairs have deviated from the rules of procedure, you may raise this point to correct such deviations.

### 6.4 Right to Reply

If you believe that any delegate has offended or slandered either you or the nation you represent, you may raise a Right to Reply at the end of their speech. The Chairs will request for your reason, after which they will determine if it is valid. If the Chairs find your Right to Reply to be valid, they may compel the offending delegate to publicly apologise for their remarks and, in more serious cases, subject the delegate to further disciplinary action.

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## Section 7: Flow of Debate

### 7.1 Debate Proceedings

#### 7.1.1 Overview of Debate Proceedings

Kindly refer to the flow diagram below for an overview of debate proceedings.

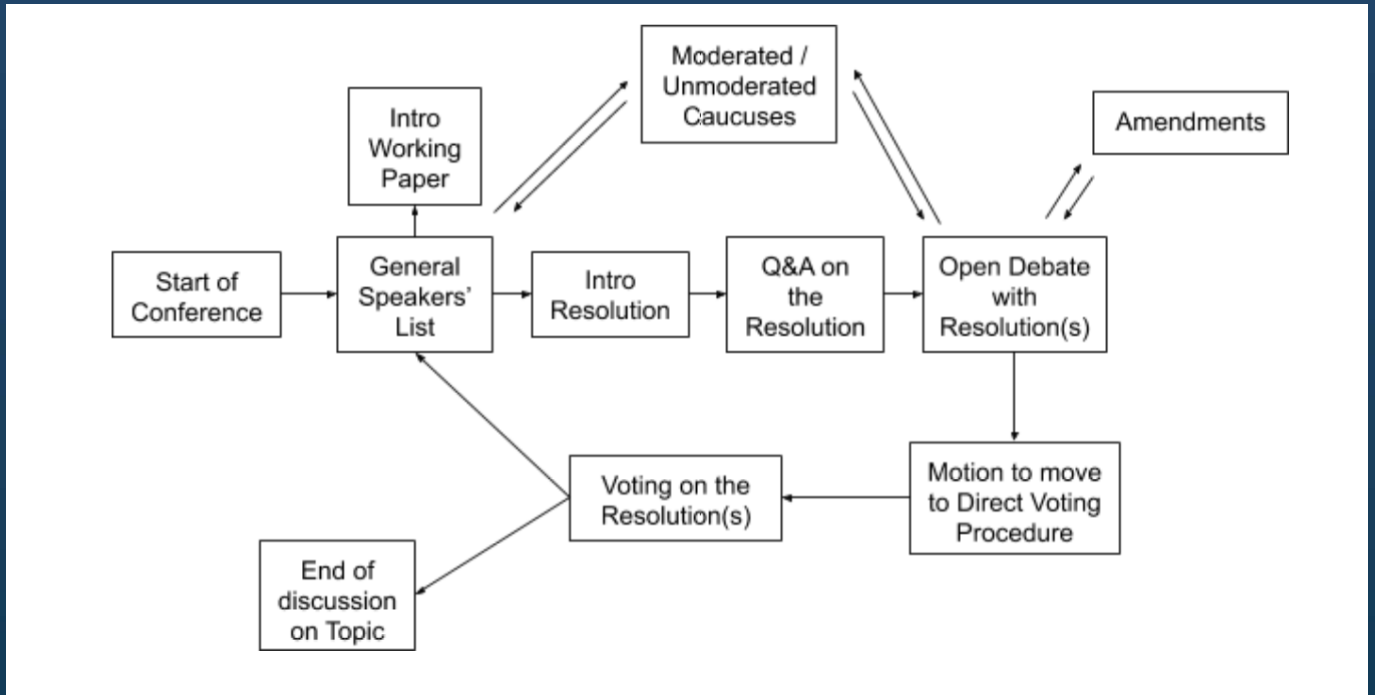


Figure 1. Overview of Debate Proceedings



### 7.1.2 Order of Disruptiveness

The following points and motions are listed in order from most disruptive to least disruptive:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Right to Reply
5. Motion to Adjourn Debate
6. Motion to Suspend Debate
7. Motion for an Unmoderated Caucus
8. Motion for a Moderated Caucus
9. Motion to Introduce Draft Resolution
10. Motion to Introduce Unfriendly Amendment
11. Motion to Table Draft Resolution
12. Motion to Close Debate and Move into Direct Voting Procedure
13. Motion to Table the Question
14. Motion to Change the Speaking Time

While in voting procedure on a resolution, the following motions are deemed most to least superseding:

1. Motion to Reorder Draft Resolutions
2. Motion to Divide the House
3. Motion to Divide the Question
4. Motion to Roll Call Vote

## 7.2 Initial Committee Proceedings

### *7.2.1 Start of Each Committee Session*

At the start of each committee session, the Chairs will conduct a roll call to take your attendance and voting status. You may respond with one of the following statements:

- a. **Present:** Your attendance is taken and you will only have procedural voting rights during the current committee session. You are not entitled to vote on substantive matters. Observers can only state “Present”.
- b. **Present and Voting:** Your attendance is taken and you have voting rights on both procedural and substantive matters for the current committee session.

Do note that once you have indicated your voting status, you are not permitted to change your status midway through the committee session. You are only allowed to change it in the next committee session.

Once roll call is completed, the Chairs will state the total number of delegates present as well as the number of votes required for a simple majority and two-thirds majority. Delegates who have missed roll call are to indicate their attendance by sending a note to the Chairs before they can participate in committee proceedings.

### *7.2.2 Agenda Setting*

If the committee has more than one topic to be discussed, the committee shall set the agenda for debate once the session is declared open. The Chairs shall recognise two (2) speakers "For" and two (2) speakers "Against" the default order of the topics. Each speaker will have **ninety (90) seconds** to make their speech. At the end of all the speeches, the committee will conduct a procedural vote to decide which topic to debate first.

### *7.2.3 Opening Speeches*

Before the General Speakers' List is opened, every delegate is required to give an introductory speech on the topic. Each delegate will be given **sixty (60) seconds** to make their Opening Speeches.

### 7.3 General Speakers' List

After Opening Speeches, the General Speakers' List (GSL) will be opened, where delegates are free to discuss any aspect of the topic. If you wish to be placed on the GSL, you may raise your placard upon the request of the Chairs. You are not allowed to change your positions on the list once recognised by the Chairs. Delegates will be given **ninety (90) seconds** for each speech.

If delegates wish to change the speaking time, a Motion to Change the Speaking Time may be raised which will require a **two-thirds (2/3) majority procedural vote** to pass.

*Example: "Motion to Change the Speaking Time to 60 seconds per speaker."*

Following the conclusion of your speech on the GSL, you may do only one of the following:

- a. **Yield to Points of Information:** This would allow other delegates to ask you questions related to your speech. The number of delegates that can ask you questions will be determined by the Chairs based on the amount of remaining time you have on the GSL. Questions will be entertained one at a time. The timer on the GSL will be paused at the end of your speech, and will only resume once you begin answering the question.

*Example: "This delegate yields their time to any and all Points of Information."*

- b. **Yield to Another Delegate:** This yield gives your remaining time on the GSL to another delegate to speak. The delegate being yielded to has the right to accept or refuse the yield. The Chairs will also determine if you have sufficient time remaining to yield to another delegate.

*Example: "This delegate yields their time to the Delegate of (Country)."*

- c. **Yield to the Chair:** You may return to your seat so that the next delegate can speak upon recognition by the chairs.

*Example: "This delegate yields their time back to the Chair."*

Do note that for (a) and (b), you need to have a minimum of **fifteen (15) seconds** of speaking time left in order to perform these yields. Second-degree yields will not be in order.

## 7.4 Caucuses

### *7.4.1 Moderated Caucus*

If you would like the committee to temporarily narrow the scope of discussion, you may raise a Motion for a Moderated Caucus. The committee will then conduct a procedural vote on the motion. Moderated Caucuses operate similarly to a GSL, with a set number of speakers to speak on the Moderated Caucus for a fixed duration per speaker.

When raising such a motion, you will have to state:

- a. Total speaking time,
- b. Duration of speech for each speaker, and
- c. Intended discussion topic.

Note that the total speaking time for a Moderated Caucus cannot exceed **twenty (20) minutes**, inclusive of extensions. The total speaking time should be perfectly divisible by the individual speaking time. For instance, a total speaking time of fifteen (15) minutes can accommodate ten (10) speakers with each speaker having one-and-a-half (1.5) minutes speaking time. You may use the following as a template sentence for raising a motion for your proposed Moderated Caucus.

*Example: "Motion for a Moderated Caucus of (total speaking time), with individual speaking time of (duration of each speech) to discuss (intended discussion topic)."*

If another delegate has raised a Motion for a Moderated Caucus, and you wish to retain the selected topic but modify the total or individual speaking time, you will have to raise it as a separate motion to the Chairs.

There is no yielding of time in a Moderated Caucus. You will simply end your speech and return to your seat.

#### 7.4.2 Unmoderated Caucus

Alternatively, if you would like the committee to discuss various issues in a more informal manner, you may raise a Motion for an Unmoderated Caucus. The committee will then conduct a procedural vote on the motion. In Unmoderated Caucuses, formal committee proceedings (other than adhering to the time limit of the Unmoderated Caucus) are temporarily suspended, allowing delegates to freely move around and speak to anyone.

When raising this motion, you will have to state the total time of the Unmoderated Caucus. Note that the total time cannot exceed **twenty (20) minutes**, inclusive of extensions to the Unmoderated Caucus. You may use the following as a template sentence for raising a motion for an Unmoderated Caucus.

*Example: "Motion for an Unmoderated Caucus of (total time)."*

At the end of the caucus, the Chairs will call for all delegates to return to their seats so that formal debate may be resumed. The delegate who raised the motion must also give a speech of no longer than **sixty (60) seconds** to summarise what the committee has discussed during the Unmoderated Caucus.

#### 7.5 Working Paper

Working Papers are documents drafted by delegates in order to highlight or propose certain ideas to the committee. Working Papers do not have a fixed format, and may be presented in forms such as, but not limited to, written documents, powerpoint slides, diagrams, videos, and websites. Working Papers also do not require Signatories, but must mention the member state(s) submitting them.

You will be subjected to the following procedures (in the exact order) when submitting a Working Paper:

- a. Send a note to the Chairs alerting them that you have sent your Working Paper to the committee email.
- b. Once the Chairs have vetted and approved your Working Paper, the Chairs will automatically introduce it to the committee.

Do note that you are not allowed to reference the Working Paper in your speeches if it has not been introduced by the Chairs. The Chairs reserve the right to reject any Working Paper that is not constructive or relevant to the topic being discussed.

## 7.6 Draft Resolution

If you would like to officially propose solutions to the topic being debated, you can introduce a Draft Resolution (henceforth referred to as "Resolution") for your committee to discuss and debate after having it vetted by the Chairs.

### *7.6.1 Introducing a Resolution*

You will be subjected to the following procedures (in the exact order) when submitting a Resolution:

- a. Ensure that you have a **minimum of three (3) other Sponsors and a maximum of five (5) other Sponsors** for your Resolution to be valid. You will also need to have **at least one-fifth (1/5)** of the committee, rounded up to the nearest whole number, in support of having the Resolution introduced, either in the form of Sponsors or Signatories.
- b. Send a copy of your Resolution to the committee email for the Chairs to vet.
- c. Send a note to the Chairs alerting them that you have sent your Resolution to the committee email.
- d. Once the Chairs have vetted and approved your Resolution, you may proceed to introduce your Resolution by raising a Motion to Introduce Draft Resolution. The committee will then conduct a procedural vote on the motion.
- e. The committee will be given **five (5) minutes** to read the Resolution.
- f. After the reading time has elapsed, the committee will be given **five (5) minutes** to ask the Sponsors any questions regarding the Resolution. All questions will be asked in the form of Points of Information to the Sponsors. Each question may only be addressed by one Sponsor.

Do note that you are not allowed to reference the Resolution in your speeches if it has not been introduced. The Chairs reserve the right to reject any Resolution that is incorrectly formatted or contains content that has not been brought up by any delegate during committee discussions. A detailed explanation on how to format a Resolution properly can be found in the "SMUN 2020 Academics Guide".

If you wish to be added as a Sponsor to a Resolution that has already been introduced, you may do so by obtaining the consent of all Sponsors of the Resolution.

### *7.6.2 Debate on Resolution*

Once the Resolution is introduced, the committee will move into open debate on the Resolution. Open debate will operate similarly to the GSL, and you may also raise Motions for Moderated or Unmoderated Caucuses. If multiple Resolutions have been introduced, you may discuss them simultaneously during open debate. You may also discuss the possibility of merging different Resolutions. If you wish to introduce a merged Resolution, you must submit it as a new Resolution and undergo the procedures set out in **Section 7.6.1**.

### *7.6.3 Tabling a Resolution*

If you would like to withdraw any Resolution from being discussed in open debate, you may raise a Motion to Table Resolution. This may be done to merge different Resolutions, to make extensive modifications to the current Resolution, or any other reason. The committee will then conduct a procedural vote on the motion.

## 7.7 Amendments

If you would like to make modifications to the Resolution, you may do so by introducing an amendment. There are two types of amendments: Friendly and Unfriendly Amendments.

Do note that you are not allowed to reference any amendments in your speeches if it has not been introduced by the Chairs. The Chairs reserve the right to reject any amendments formatted incorrectly, or is not constructive or relevant to the topic being discussed. A detailed explanation on how to properly format amendments can be found in the "SMUN 2020 Academics Guide".

### *7.7.1 Introducing a Friendly Amendment*

Friendly Amendments are amendments that are submitted and agreed upon by all the Sponsors. These amendments do not require any voting procedures to be passed and executed.

You will be subjected to the following procedures (in the exact order) when submitting a Friendly Amendment:

- a. Upon drafting your Friendly Amendment, you are to obtain the consent of all Sponsors of the Resolution.
- b. Send a copy of your Friendly Amendment to the committee email for the Chairs to vet, with all Sponsors of the Resolution carbon copied in the email.

- c. Send a note to the Chairs alerting them that you have sent your Friendly Amendment to the committee email.
- d. Once the Chairs have vetted and approved your Friendly Amendment, the Chairs will automatically announce and execute the stipulated amendments on the Resolution without requiring the committee to vote.

### *7.7.2 Introducing an Unfriendly Amendment*

Unfriendly Amendments are amendments raised by any other members of the committee who are not Sponsors to the Resolution. Amendments submitted by Sponsors but do not have the full consent of all Sponsors of the Resolution are also considered Unfriendly Amendments. These amendments must be voted on to be passed and executed.

You will be subjected to the following procedures (in the exact order) when submitting an Unfriendly Amendment:

- a. Ensure that you have **at least one-tenth (1/10)** of the committee, rounded up to the nearest whole number, as Signatories for your Unfriendly Amendment to be valid.
- b. Send a copy of your Unfriendly Amendment to the committee email for the Chairs to vet, with all Signatories for the Unfriendly Amendment carbon copied in the email.
- c. Send a note to the Chairs alerting them that you have sent your Unfriendly Amendment to the committee email.
- d. Once the Chairs have vetted and approved your Unfriendly Amendment, you will receive a note prompting you to raise a Motion to Introduce Unfriendly Amendment. The committee will then conduct a procedural vote on the motion.
- e. Upon passing this motion, the committee moves into closed debate on the Unfriendly Amendment for a stipulated amount of time (that will be determined at the discretion of the Chairs). The closed debate will operate similarly to a Moderated Caucus on the Unfriendly Amendment.
- f. Following the end of the closed debate, the committee will move into direct voting procedure and conduct a substantive vote on the Unfriendly Amendment.
- g. If passed, the stipulated amendments proposed in the Unfriendly Amendment are executed on the Resolution.

Note that if more than **one-half (1/2)** of the Operative Clauses in the Resolution are substantially modified, or if the number of Sponsors fall below the minimum number required, the Resolution will automatically be tabled. The tabled Resolution will have to be reintroduced again as a new Resolution and undergo the procedures set out in **Section 7.6.1**.



Do also note that if you have Sponsored a Resolution, you are allowed to withdraw from being a Sponsor should any passed Unfriendly Amendments go against the stance of your stakeholder. This is to ensure that Resolutions accurately reflect the interests and stances of its Sponsors.

If you wish to withdraw from being a Sponsor to a Resolution that has already been introduced, you may do so by sending a note to the Chairs. However, you are expected to justify to the committee your reasons for withdrawing as a Sponsor through a formal speech.

### 7.8 Direct Voting Procedure on Resolutions

The voting procedure on Resolutions is initiated by raising a Motion to Close Debate and Move into Direct Voting Procedure (DVP). This motion requires a simple majority to pass. Once passed, **all** Resolutions presently introduced to the committee will be consecutively put to vote based on the initial order of introduction. The doors will be sealed, and nobody is allowed to enter or leave the committee room. The vote will proceed even if there are delegates not present in the committee room.

Just before voting on each Resolution, the committee will move into closed debate, where the Chairs shall recognise two (2) speakers "For" and two (2) speakers "Against" the Resolution in question. Once closed debate is over, the committee will vote on the Resolution in question. If the Resolution fails, the committee will move into closed debate on the next Resolution (if any) and repeat the above process.

#### *7.8.1 Relevant Motions*

The following motions may be raised upon the passing of a Motion to Close Debate and Move into DVP, all of which are procedural votes. They can be raised at two possible junctures during the DVP:

- a. Just before voting on the incumbent Resolution, and will **only apply** to the incumbent resolution;  
OR
- b. Immediately following the failure of a Resolution (and before voting on the next Resolution begins), and will **only apply** to the resolution that has just been failed.

They cannot be raised while voting is in progress, or for a Resolution that has failed earlier and thus been tabled.

These motions are:

- a. **Motion to Reorder Resolution:** If there are multiple Resolutions on the floor, this motion may only be raised before voting on the first Resolution commences. If passed, this motion will change the order of the Resolution being voted on.

*Example: "Motion to Reorder Resolutions. The new order will be Resolution 2, Resolution 1, and finally Resolution 3."*

- b. **Motion to Divide the House:** If passed, this motion forces all delegates eligible for substantive voting to only vote "For" or "Against" the Resolution in question. **Abstentions will not be allowed.**

- c. **Motion to Divide the Question:** If a delegate raises this motion, the committee will move into closed debate, where the Chairs shall recognise two (2) speakers "For" and two (2) speakers "Against" this motion. Once closed debate is over, the committee will vote on the motion.

If passed, the committee will conduct a substantive vote on individual components of the Resolution in question as opposed to the Resolution as a whole. Individual components require a **two-thirds (2/3) majority** to be retained, and any components failing to reach that threshold will be struck off. All the retained components will then be compiled as a new Resolution. This new Resolution will automatically go through a DVP which requires a **two-thirds (2/3) majority** to pass. If less than **one-half (1/2)** of the original Operative Clauses are retained, the Resolution automatically fails.

Note that by default, each article of a Resolution will be considered an individual component. Should any delegate raise an objection to voting article by article, each clause of a Resolution will be considered an individual component instead.

- d. **Motion for a Roll Call Vote:** If passed, delegates will be asked individually to cast their vote for the Resolution in question, in alphabetical order of their countries. There will be two rounds of voting:
  - i. Round 1: Delegates may vote "For", "Against", "Abstain", or "Pass".
  - ii. Round 2: Delegates who passed in Round 1 will now vote "For", "Against", or "Abstain".

### *7.8.2 Outcome of Direct Voting Procedure*

Once a Resolution is passed, all discussions on the current topic will be concluded. Any Resolution which has not yet been voted on will be automatically tabled.

However, if no Resolutions are passed, the committee may opt for one of the following:

- a. The committee moves back into open debate on the topic and returns to the GSL.
- b. You may raise a Motion to Table the Question, which is a procedural vote. If passed, the committee will immediately conclude all discussions on the current topic. If there is a second topic, the committee will move into discussing the second topic starting with Opening Speeches. This motion may also be raised at any point during committee discussions on the topic. However, this motion may not be raised at any point that DVP is in progress.

### 7.9 Ending Debate Session

#### *7.9.1 Motion to Suspend Debate*

This motion is raised when the committee is temporarily pausing the debate for administrative reasons (e.g., lunch, end of committee session).

#### *7.9.2 Motion to Adjourn Debate*

This motion is raised when the committee is permanently ending debate after the last committee session of the conference.

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