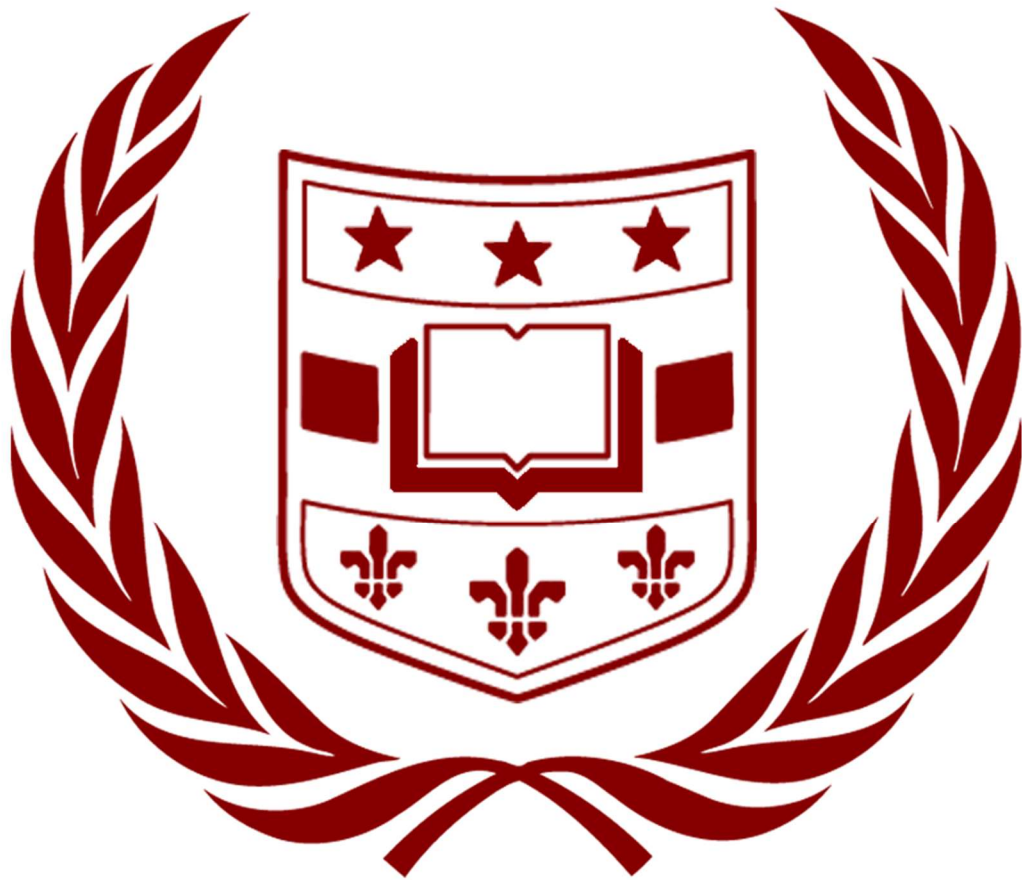


# Rules of Procedure



**WUMUNS**

Washington University  
Model United Nations  
Symposium

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## **Title I. Committee Staff and Policies**

### **Rule 1. The Chair**

The chair moderates debate and keeps time. The chair may make any changes to these rules. The vice chair or any other member of the conference staff may serve as the acting chair and temporarily assume all the powers of the chair.

### **Rule 2. Notes**

Delegates may send notes to the chair, the crisis staff, and each other at any time outside of voting procedure, unless the chair suspends the passing of notes. Notes with inappropriate content are prohibited, and delegates must report any notes with inappropriate content to the chair.

### **Rule 3. Side Conversations**

Side conversations are prohibited.

### **Rule 4. Electronic Devices**

The use of electronic devices is prohibited.

## **Title II. Basic Committee Procedures**

### **Rule 5. Establishment of Quorum**

Immediately before the commencement of each session, the chair will call the roll to establish a quorum. Delegates must respond “present” or “present and voting.” Delegates who respond “present and voting” may not abstain on any vote. A quorum is a majority of the listed members of the committee.

### **Rule 6. Motion to Open Debate**

Once the chair establishes a quorum for the first session, a delegate may move to open debate. The motion is not debatable and passes with a simple majority.

### **Rule 7. Motion to Suspend Debate**

With the favor of the chair, a delegate may move to suspend debate for a specified length of time and purpose (e.g., a meal break). The motion is not debatable and passes with a simple majority.

**Rule 8. Motion to Adjourn**

With the favor of the chair, a delegate may move to adjourn the committee permanently. The motion is not debatable and passes with a simple majority.

**Title III. Modes of Debate**

**Rule 9. Moderated Caucus**

In a moderated caucus, the chair calls on delegates one by one to speak on a specific topic. The motion for a moderated caucus must specify a topic, number of speakers, and speaking time. Delegates must not raise their placards to speak until the current speaker has concluded.

**Rule 10. Unmoderated Caucus**

In an unmoderated caucus, delegates may move freely around the room to discuss among themselves. The motion for an unmoderated caucus must specify a length. No motions may interrupt an unmoderated caucus.

**Rule 11. Round Robin**

In a round robin, delegates speak in order around the room. The motion for a round robin must specify a topic and speaking time.

**Rule 12. Question-and-Answer Period**

In a question-and-answer period, delegates may question another delegate or a group of delegates. The chair will call on delegates to ask questions. The motion for a question-and-answer-period must specify the respondent or respondents to the questions and speaking time for the respondent. Each delegate may ask only one question. Compound questions are prohibited. Back-and-forth interaction is prohibited.

**Title IV. Points**

**Rule 13. Point of Order**

A delegate may raise a point of order when these rules or those enacted by the chair are not being followed or when another delegate's speech is not germane to the topic. A point of order may interrupt a speech only when these rules or those enacted by the chair are not being followed or when the speech is not germane to the topic.

**Rule 14. Point of Personal Privilege**

A delegate may raise a point of personal privilege when experiencing personal discomfort or when a speaker is inaudible. A point of personal privilege may interrupt a speech only when the speaker is inaudible or in case of emergency. Delegates are free to use the restroom and get a drink of water without informing the chair.

**Rule 15. Point of Procedural Inquiry**

A delegate may raise a point of procedural inquiry to ask the chair about procedure. A point of procedural inquiry may never interrupt a speech or address substantive matters.

**Rule 16. Point of Information**

A delegate may raise a point of information during a question-and-answer period to ask a substantive question of the responding delegate or delegates. It is unnecessary to state the phrase “point of information” in this context because the chair is entertaining substantive questions.

**Title V. Right of Reply**

**Rule 17. Right of Reply**

A delegate may invoke the right of reply only in the case of a personal insult. The right of reply should be exercised in writing to the chair.

**Title VI. Substantive Documents**

**Rule 18. Committee Directives**

Committee directives must only exercise powers within the portfolio of the committee. Committee directives require at least one sponsor and two signatories. Sponsors are supporters of the directive. Signatories are delegates who would like to see the directive introduced and debated. Signatories do not necessarily endorse the content of directives.

**Rule 19. Personal Directives (Crisis Notes)**

Personal directives are private notes to the crisis staff that exercise a delegate’s personal powers. Delegates may write joint personal directives to exercise their personal powers collectively. Delegates must write their crisis notes on the notepad provided. Delegates must not tear notes out of the notepad.

### **Rule 20. Introduction of Documents**

Documents may not be voted on until they are introduced. Delegates should write substantive documents while others are speaking and during unmoderated caucuses. They should pass them around the room for signatures. Once a document has enough signatories, a sponsor should submit it to the chair. With the favor of the chair, a sponsor may move to introduce the document. If the motion passes with a simple majority, the sponsor(s) may read the document aloud. Other delegates may ask clarifying questions but may not make substantive statements. The sponsor(s) may answer the other delegates' questions.

### **Rule 21. Friendly Amendments**

Friendly amendments are changes to a directive that are approved by all its sponsors. They are automatically incorporated into the respective directive.

### **Rule 22. Unfriendly Amendments**

Unfriendly amendments are changes to a directive that are not approved by all its sponsors. They must be introduced like a separate document. If they are not introduced before entering voting procedure on a directive, they may not be voted on. Before a committee votes on a directive, it votes on each unfriendly amendment.

## **Title VII. Voting**

### **Rule 23. Method of Voting**

The default method of voting is that each delegate raises a placard upon the instruction of the chair.

### **Rule 24. Definition of Majorities**

A (simple) majority is more than one-half of the number of delegates present. A two-thirds majority is two-thirds of the number of delegates present.

### **Rule 25. Procedural Voting**

All voting except that done on substantive documents (directives and amendments) is procedural. All delegates must vote on procedural matters; abstentions are prohibited. Voting occurs in order from the most disruptive motion on the table to the least disruptive motion on the table. The following is a list of motions from most to least disruptive:

1. motions to vote on documents;
2. motions to introduce amendments;
3. motions for unmoderated caucuses (longest length to shortest length);

4. motions for round robins (longest length to shortest length); and
5. motions for moderated caucuses (longest length to shortest length).

### **Rule 26. Substantive Voting**

Voting done on substantive documents is substantive. The committee enters substantive voting procedure through a simple majority vote on a motion to enter voting procedure. During substantive voting procedure, no delegate may enter or exit the room, and note passing is prohibited.

### **Rule 27. Substantive Voting Procedure**

Substantive voting occurs as follows.

1. The chair or sponsor(s) may read the document aloud.
2. The committee votes on each introduced unfriendly amendment to the document as follows.
  - a. The chair calls for motions but may only accept motions to divide the question and motions for a roll call vote. Motions for either are voted on.
  - b. The committee votes on each unfriendly amendment.
3. The committee votes on the document as follows.
  - a. The chair calls for motions but may only accept motions to divide the question and motions for a roll call vote. Motions for either are voted on.
  - b. The committee votes on the document.

### **Rule 28. Motion to Divide the Question**

A division of the question separates a document into multiple parts, which are voted on separately. The motion to divide the question need not specify the division. If the motion passes, the chair accepts motions for different divisions. The chair then holds procedural votes on the different divisions. The first division that passes takes effect. The chair then holds procedural votes to determine which divided parts will be included in the final vote on the document.

### **Rule 29. Motion for a Roll-Call Vote**

A motion for a roll-call vote is automatically granted. Upon a motion for a roll-call vote, the chair calls the roll and each delegate answers “yes,” “no,” or “abstain.” Delegates may vote “with rights” to be given a brief time to explain their votes after the roll call.