



Cambridge Model United Nations 2018

RULES OF PROCEDURE

i) Position Papers

Position Papers should be written by delegates before the conference as a way to show interest and provide other delegates with their countries' views on the issues. These must have been submitted on MyMUN by the 9th of March so that the chairs have time to read them through, and should be around one page of A4.

At the start of the conference, the delegates will read out the final paragraph of their paper to the committee. As such, this should summarise the country's positions on all the topics and not exceed a spoken time of around 1 minute.

ii) Resolutions

We encourage all delegates to submit resolutions to CamMUN, and we have created resources to help those new to MUN. In addition there will be an optional presentation by the Head of Chairing before the conference, explaining the whole process if you require.

Rules for submitting resolutions are as follows:

1. All resolutions must be written in the CamMUN/THIMUN format, as prescribed in the example/sample resolutions. They must represent the views of the delegates' countries, not their own personal opinions – this is the essence of MUN!
2. **All resolutions must be submitted digitally** to the chairs on the Friday of the conference during lobbying using email to the chairs. Unfortunately we are unable to accept physical copies of resolutions, as during debate they will need to be projected, and copies printed to be handed out to delegates.

It is a good idea for delegates to bring roughly 10 sheets of their resolutions to give other delegates during lobbying so that others are able to read it through before deciding



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whether to sign. This is not compulsory however, and to reiterate the **resolutions must also be available digitally** in order to be considered.

3. As CamMUN will feature only 2 days of committee debate, it will not be possible to debate all resolutions submitted. To increase your chances of success, make sure to present innovative and creative solutions to the topics, and (advisors) ensure that delegates write resolutions on the entire range of questions available. The chairs will try to debate at least one resolution on every topic in their committee.

4. It is advisable, but not essential, to bring a laptop/tablet/word processor to the conference so that you are able to edit your resolution if necessary after lobbying – unfortunately we are unable to provide access to computers at the conference so this onus does fall onto delegates.

5. Any instances of plagiarism from either actual UN, or previous MUN resolutions, will result in the resolution as a whole being rejected.

6. Resolutions will be voted on during the conference when debating on them has concluded/due to time constraints. A simple majority is required to pass resolutions at CamMUN, with the exception of the Political Committee, the Question of Reforming the UN, which requires a 2/3 majority and the backing of 3/5 of the P5.

The procedure for submitting resolutions is as follows:

- a) Delegates liaise during lobbying, sharing their resolutions and trying to gain support for their proposals,
- b) Once they have obtained 5 signatures from other delegates **from separate schools to each other and the Main Submitter**, delegates should upload their resolution into their committees google drive folder, with the subject as their country name and resolution topic – **delegates must not upload their resolution until the Head Chair is happy that 5 valid signatures have been obtained.**
- c) Chairs will assess all the resolutions submitted on Friday night, and select those that they deem the most conducive to debate to be selected for the conference.



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iii) Parliamentary Procedure

a) Roll Call – At the beginning of each day and after lunch where applicable, the chairs will take a roll call. Delegates should loudly and clearly say ‘Present’, and raise their country placard high, when their name is heard, to ensure that they are marked as in attendance.

b) Delegates – All delegates at CamMUN **must refer to themselves in the third person** during debates, as they are not representing themselves, but the delegate of country x. For example, does *the delegate* believe...?, *the delegate of Sudan* feels..., *Canada* does not agree with this resolution because... etc. Any use of first-person pronouns will be picked up by the chair (but not penalised, as this is an easy mistake to make, especially for more novice delegates – the chairs are there to improve the experience for delegates, not make them anxious).

c) Chairs – The chairs have absolute authority over decisions made in the committee, and delegates may not appeal their decisions. Chairs are not infallible however, and if they have made an honest mistake, delegates are encouraged to notify them of this respectfully.

d) Committee Debates – CamMUN follows the THIMUN debate format for all of our committees, which is the standard convention across the UK and much of Europe and the wider world.

The general procedure of committee debate will be as follows:

1. The chair sets the debate time, states that **the committee will begin in time for the resolution**, and the resolution to be discussed is projected onto the screen/handed out by the runner to all delegates to read. Circa 5 minutes of reading time is given for delegates to



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prepare speeches/rebuttals/points of information for the submitter etc., at the chair's discretion.

2. The chair calls upon the main submitter of the resolution to take the floor and read out the operative clauses of their resolution **only**. This is then followed by a 2 minute speech by the main submitter, where they argue why delegates should support their proposal.
3. At the end of every speech on the floor, the chair asks the delegate speaking whether they are open to points of information. These are questions, posed by other delegates to the speaker, about the resolution. The speaker then chooses whether or not to accept these points, and if so how many. The chair will normally decide the exact number, as due to time constraints not all may be entertained.
4. If a delegate is selected to give a point of information to the speaker, they **rise and remain standing for both the duration of their point, and the response given by the speaker**. Delegates are reminded that all points of information **must be phrased as a question**.
5. If a delegate believes that the speaker did not respond satisfactorily to their point of information, they may request a right to reply to the **chair**. There will be no direct communication between delegates speaking at CamMUN - all debate is moderated through the chair. **Delegates are not allowed to engage in direct communication on the floor**, and will be cut-off by the chair if they do so. This is to ensure that all delegates are afforded the opportunity to weigh in on issues, and that no two countries are the focus of the debate.

The decision of whether to grant the right to reply is the prerogative of the chair, and delegates who do not respect this will be reported to their advisor/s and the secretariat. Only one right to reply will be granted per point of information, and at the chair's discretion.

6. If a delegate was not chosen to give a point of information, but feel that they have an important point to raise, they can raise a motion to extend points of information. This requires a second to be considered, and will normally not be entertained by the chair due to time constraints.



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7. Once all points of information have concluded, the chair will then ask the speaker how they yield the floor. They then have 2 options:
 - a. Yield the floor back to the chair, so that a new speaker can be selected,
 - b. Yield the floor directly to another delegation to speak (normally a co-submitter or supporter of the resolution).

Normally the chair will entertain a yield to another delegation (as long as they are going to speak in accordance with the debate time, ie. they will support the resolution during time for, and oppose it during time against), and will then ask that delegate directly if they would like to take the floor to speak. If so, this delegate then does so in the normal manner. Further yields to other delegates (a 'yield-train') will not be entertained.

8. If the delegate yields the floor back to the chair, the chair will then state that the committee is in time for/against the resolution, and open the floor to any delegates wishing to speak for/against the resolution. Delegates wishing to do so raise their placards and the chair will pick one.
9. The chosen delegate then takes the floor to present a speech, and the debate continues.
10. When all speakers **for** the resolution have made their speeches, or once time for has elapsed, the chair will state that the committee is now entering time against the resolution (motions to move the debate into time against prematurely will never be entertained at CamMUN). Now delegates wishing to speak against the resolution, as to why delegates should not support it, will be asked to raise their placards to give speeches. Points of information will follow speeches the same as during time for.

During time against, delegates are also able to submit amendments on the resolution. These are small adjustments, such as adding/striking clauses, changing wording etc. Delegates wishing to debate their amendments must have submitted them on notepaper to the chair via a runner beforehand, so that the chair knows and can type it up onto the screen for all delegates to see.



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Written amendments must be submitted in this format:

Submitter: *eg. China*

Amendment: *eg. Replace 'any means necessary' in clause 1 with 'using appropriate means'*

11. To debate a delegate's amendment, the delegate should raise their placard as normal when the chair asks for speakers. If chosen, the delegate will then say:

'Is it in order to discuss my amendment on the resolution?'

This will almost always be entertained, in which case the chair will project the amendment onto the screen and the delegate then takes the floor to speak for their amendment. The amendment debate follows the exact same procedure as that for resolutions ie. there is time for, when speakers make speeches for (with points of information afterwards), and then the committee moves into time against the amendment, where speakers argue against it.

12. Once all speakers for and against the amendment have spoken (or time has elapsed), the chair will state that debate on this amendment has concluded, and that the committee will move into **voting procedure on the amendment only**. The resolution debate will continue once this has concluded, and this is **not the final vote** on the resolution. Delegates are **not allowed to abstain from voting on amendments**, they **must either vote for or against**.
13. Voting procedure is as follows:
 - a. The chair will ask all delegates wishing to vote for the amendment to raise their placards. The runner will count these.
 - b. The chair will ask all delegates wishing to vote against the amendment to raise their placards. The runner will count these.



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14. The votes are tallied, and the chair then announces the count, and whether the amendment has passed or failed. If passed, it is added to the resolution on the screen and delegates modify their personal copies of the resolution.
15. Once amendment debate finishes, the committee moves back onto debating the resolution as a whole. Further amendments, or speakers against the resolution, will then be entertained, until everyone who wants to speak has done so/time has elapsed.
16. Once debate on the resolution has come to an end, the chair will announce that the committee is moving into voting procedure on the resolution as a whole. This follows the same format as voting on amendments, however **delegates are permitted to abstain from voting** – they may vote either for or against, or abstain.
 - a. The chair will ask all delegates wishing to vote for the amended resolution as a whole to raise their placards. The runner will count these.
 - b. The chair will ask all delegates wishing to vote against the amended resolution as a whole to raise their placards. The runner will count these.
 - c. The chair will ask all delegates wishing to abstain from voting to raise their placards. The runner will count these.
17. The votes are tallied, and the chair then announces the count, and whether the resolution has passed or failed.
 - e) Points – during the debate, delegates may make certain points **to the chair**. They do so by clearly stating ‘*Point of ...*’. If the chair chooses to accept, they will say ‘*please rise and state your point*’, and the delegate does so. The chair will then deal with the situation as they see fit. The different motions recognised at CamMUN are as follows:
 1. Points of order – These are made to question whether or not other delegates are following the true views of their country, or whether they are using incorrect information. **A speaker must not be interrupted by a point of order**; if this occurs it will be disregarded. They are to be phrased ‘*is it in order for the delegate of x to eg. advocate nuclear proliferation when their government opposes it?*’. The chair then decides whether or not this is in order, depending on



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the situation, and will take appropriate action. The chair's decision may not be appealed.

2. Points of Parliamentary Procedure – These are made to question whether or not other delegates are following the correct parliamentary procedure. **A speaker must not be interrupted by a point of parliamentary procedure**; if this occurs it will be disregarded. They are to be phrased '*is it in order for the delegate of x to eg. speak in the first person?*'. The chair then decides whether or not this is in order, depending on the situation, and will take appropriate action. The chair's decision may not be appealed.

3. Points of Personal Privilege – These are made when a delegate is uncomfortable, or cannot hear the speaker/see the resolution. **A speaker may be interrupted by a point of personal privilege, if it pertains to hearing problems**. They are to be phrased '*eg. could the delegate of x speak up, as I cannot hear them.*'. The chair will then act to resolve the problem to the best of their ability.

4. Points of Inquiry – These are made when the delegate has a general question about the conference. Delegates are asked that, if not urgent, these points are written as a note and passed to the chair via a runner. **A speaker must not be interrupted by a point of inquiry**; if this occurs it will be disregarded. They are to be phrased '*eg. What time is the debate finishing, as the delegate of x has to leave at 17:00?*'. The chair then responds appropriately.

f) Motions - During the debate, delegates may raise certain motions if they see fit. These motions must not interrupt any speaker or the chair, and are all phrased '*Motion to ... eg. extend points of information.*'. These all require a verbal second in the committee, and are not considered if there is an objection. If seconded by another delegate, the chair then decides if it is appropriate to entertain the motion. The chair's decision may not be appealed.



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iv) Note-Passing

Delegates may pass notes to each other and the chair that pertain to the debate during committee time. These are passed around by the committee runner, and **will all be read before delivery**. Any inappropriate notes will not be delivered, and the delegate **will** be reported to their advisor/s and the chairs.

To pass a note in committee, the delegate writes their message on a piece of paper, along with the recipient country/the chair and their own country. They then raise their hand for the runner to see and take the note. Delegates will not be able to pass notes between committees.

