

ARKANSAS STATE UNIVERSITY MODEL UNITED NATIONS

RULES OF PROCEDURE OF THE GENERAL ASSEMBLY COMMITTEES

- C-1 Rule priority and procedure:** The rules contained herein shall be the official rules of procedure of the ASUMUN and will be used to conduct all business at the meetings of this body. Legality of proposals will be determined according to the Charter of the United Nations unless otherwise specified by the ASUMUN rules and parliamentary short form. These rules will take precedence over all other rules.
- C-2 Rule changes:** A committee composed of the Secretary-General, the Undersecretary-General, and the President of the General Assembly reserve the right to make changes in these rules and to present these changes to the delegates at any time. All changes should accommodate desires or complaints of delegates or staff so as to improve the conduct of business during the Conference.
- C-3 Officers:** The Steering Committee of the ASUMUN shall select persons to serve as Chairpersons, Legal Counsels, and Secretaries for each Committee and any other position to help conduct the business of the Conference. The President of the General Assembly shall assign particular committee assignments with the approval of the Steering Committee.
- C-4 Absence of Chairperson:** If the Chair should find it necessary to be absent during any part of a committee meeting, he/she shall designate an individual (preferably the Legal Counsel) to assume his/her duties with the same authority.
- C-5 General authority of the Chairperson:** In addition to exercising such duties as conferred upon the chairperson elsewhere in these Rules, the Chair shall declare the opening and the closing of each session of the committee, direct its discourses, ensure observance of these Rules, accord the right to speak, put questions to a vote, and announce decisions of the committee. The Chair shall rule on points of order and, subject to these Rules, shall have complete control of the proceedings of the committee and the maintenance of order at its meetings. The Chair may, in the course of discussion, propose limitation of time accorded to speakers, and the closure of debate. The Chair may propose the adjournment or suspension of a meeting or of the item of discussion on the floor. The Chair shall never be accorded a vote during committee sessions. The Chair shall present resolutions adopted by the committee to the General Assembly. The Chair is under the direction of the Steering Committee.
- C-6 Credentials:** All questions of credentials of delegates should be presented to Home Government which shall turn valid questions over to the Steering Committee. All questions concerning the validity of the credentials of a delegate shall be determined by the Steering Committee which shall have the sole authority to decide all matters of credentials.
- C-7 Number of Accredited delegates:** The number of delegates on any delegation to the ASUMUN shall be limited to two per committee and one head delegate. Each delegation shall be accorded only one vote per committee. It is mandatory that all delegates wear their credentials at all times.
- C-8 Selection of agenda items:** Agenda items shall be selected by the Secretariat of ASUMUN. Once selected these items are set for the duration of the conference.
- C-9 Order of consideration of agenda items:** Agenda items will be considered in the order in which they appear in the resolution books distributed by the Secretariat unless that order is altered by a majority vote of the Committee.
- C-10 Order of consideration of resolutions:** The order of consideration of resolutions before the Committee is determined by random placement in the resolution book by the Secretariat. When the Chair opens debate on any agenda item, any delegate may move consideration of any accepted and numbered resolution on that agenda item. If the motion is seconded, the Chair shall move the body to an immediate vote without debate on the motion. If no resolution so receives a favorable vote, the committee shall automatically have before it the first resolution of that agenda item.
- C-11 Resolutions:** Delegates will receive selected resolutions no later than registration for the conference. Additional resolutions may be submitted at the conference. To qualify for consideration, all resolutions not previously submitted must bear the signature and country of at least one-quarter of the delegates present in the committee. The resolution must also bear the signature of the

committee's Legal Counsel or Chair. Resolutions not submitted by the end of committee session and acted upon by the committee SHALL NOT BE CONSIDERED BY THE GENERAL ASSEMBLY.

C-12 Reporting resolutions: The Chair of each committee shall report resolutions passed by that committee to the plenary session of the General Assembly for its consideration. If a committee fails to pass a resolution on an agenda item, a report of no declaration shall be submitted for that agenda item; and it shall not be discussed by the General Assembly.

C-13 Precedence: The Chairperson or Legal Counsel of a Committee may be accorded precedence for the purpose of explaining the conclusion arrived at by the Committee to the Secretariat.

C-14 Diplomatic Courtesy: All delegates MUST accord diplomatic courtesy to all other delegates at all times. Any delegate or visitor who, after warning of the Chairperson, persists in being discourteous may be held subject to the disciplinary action of the Secretariat even to the sentence of expulsion from the conference.

C-15 Quorum: One-third of the members of a committee shall be a quorum. It is the responsibility of the Chair to ensure the presence of a quorum at all times. Any delegate may, at any time, call for the ruling of the chair on the presence of a quorum. Without the presence of a quorum, all actions taken by the committee shall be null and void.

C-16 Statements by the Secretariat: The Secretary-General, or any other member of the ASUMUN staff designated by the Secretary-General, may at any time make oral or written statements to a committee.

C-17 Speeches: No delegate may address the Committee without having obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his/her statements are not germane to the topic of discussion or if it becomes necessary to remind the speaker of time limitations. Delegates may only interrupt a speaker on a point of order. A speaker may yield to one other speaker during substantive debate. Motions can be made during general debate from substantive speeches only; NOT from points of order, information, privilege, or rights of reply (See appropriate rules also). Motions should be made at the end of a speaker's remarks. By making a motion, the speaker yields the floor to the Chair.

C-18 Point of order: If during the discussion of any matter a delegate believes that the Committee is proceeding in a manner contrary to these Rules, he/she may rise to a point of order. The delegate so rising will be immediately recognized by the Chair and the point ruled upon. A delegate rising on order may not speak on the substantive matter before the committee.

C-19 Point of information: If a delegate wishes to obtain a clarification of procedure or of a statement made before the Committee, the delegate may address a point of information to the Chair. During debate if a delegate wishes to ask a question of the speaker, a request to question the speaker may be made in the form of a point of information directed to the Chair after the speaker has concluded his/her remarks. If the speaker consents to be questioned, all questions and replies shall be made through the Chair. A point of information SHALL NOT interrupt a speaker.

C-20 Point of personal privilege: If the delegate wishes to make a request or to raise a question concerning the organization of the meeting, personal comfort, or of the conduct of fellow delegates or staff; he/she may rise on a point of personal privilege. When a person rises on privilege, the Chair shall take such action as is necessary. A point of privilege shall not interrupt a speaker.

C-21 Time limit on debate: The Committee or the Chair may limit or extend the time allotted to each speaker and the number of times each delegate may speak on a proposal. There may be one speaker in favor and one opposed to limitation/extension.

C-22 Right of reply: During debate, the Chair may accord the right of reply to any delegate if a speech by another delegate contains unusual or extraordinary language clearly insulting to personal or national dignity. This decision is not appealable. Requests for rights of reply shall be made in writing to the Chair. The Chair shall set a time limit to the reply. There is no reply to a reply.

C-23 Adjournment of debate: During the discussion of any matter, a delegate may move the

adjournment of debate on that matter. One delegate may speak in favor of the motion and one opposed. The motion shall then be put to a vote. Adjournment of debate on a resolution or amendment has the effect of tabling that item and moves the committee on to the next item of business. See also Rule C-32.

C-24 Closure of debate: A delegate may move to close debate at any time except when such a motion would interrupt a speaker. Two (2) delegates may speak against closure of debate on the matter, then the motion will be put to a vote. During debate on an amendment, a speaker may move closure on the resolution. If closure of debate passes then the amendment and the resolution shall be voted on in that order.

C-25 Suspension of the meeting: During discussion on any matter, a delegate may move to suspend the meeting. Suspending a meeting recesses it until the time specified in the motion; however, the Chair may request the mover to modify the time. When the committee reconvenes it will continue with its business from the point of recess.

C-26 Adjournment of the meeting: The motion of adjournment of the meeting means that all business of the committee has been completed, and that the committee will not reconvene to discuss any matter until the next Annual Session. The Chair may refuse to recognize such a motion if the committee still has business before it. This motion is not debatable and will be put to an immediate vote.

C-27 Order of procedural motions: The motions as indicated on the short form have precedence, in the order given, over all other procedures or motions before the committee.

C-28 Amendments: All amendments to the resolution must be signed by at least one sponsoring delegation and two other seconding delegations. They must be submitted on an official amendment form to the Legal Counsel for approval and must be designated by letter or number by the Secretary. Secondary amendments, amendments by substitution, and friendly amendments are not acceptable. Obvious typographical errors shall be brought to the committee's attention and corrected by the Chair with no vote of the body required. To move an amendment to the floor, recognition by the chair and introduction of the amendment will suffice, no vote is required. Once an amendment has been brought to the floor, the Committee shall consider only the amendments and not the Resolutions until final action on the amendment(s) has been taken (except to the extent that the amendment pertains to the resolution).

C-29 Definition of Amendment: An amendment is a motion that adds to, deletes from, or revises any part of a resolution. A series of alterations proposed by a single delegation shall be considered as one amendment unless there is a proposal to divide the series.

C-30 Decisions of competence: Any motion calling upon the committee to discuss its competence to discuss or adopt a proposal shall be put to a vote before the vote is taken on the proposal in question. If a Committee decides it is not competent to discuss a proposal, the effect is the same as adjourning debate on the matter.

C-31 Withdrawal of motions: A motion may be withdrawn by its proposer at any time prior to its being voted upon providing that it has not been amended. A withdrawn motion may be reintroduced by any other delegation.

C-32 Reconsideration of proposals: Any adopted or rejected proposal may be reconsidered by the committee during the same session if recalled by an affirmative vote of two-thirds of the members present. It must be reintroduced by a delegate who was on the prevailing side of the original vote on the proposal. Reconsideration can only be made on proposals voted on by roll- call vote.

C-33 Voting rights: Each member delegation shall have one vote in each committee in which it is represented. No delegation shall be permitted to cast a vote on behalf of another delegation.

C-34 Simple majority: Unless otherwise specified in these Rules, decisions of the committee shall be made by a majority of those delegates present and voting. "Present and voting" refers to those nations casting affirmative or negative votes. Members who cast a final abstention are not voting. If a motion is equally divided between yeas and nays, the motion fails.

C-35 Method of voting: The committee shall normally vote by a show of raised placards. The Chair

may grant a call for a roll-call vote. This decision is not appealable. All final votes on resolutions shall be taken by roll-call. Roll-call votes shall be taken in English alphabetical order beginning at a point randomly selected by the Secretary. Proper responses shall be yes, no, or abstain from the order of voting. A second abstention from the order would be recorded as an abstention and thus considered to be not voting. Rights of explanation are allowed during roll-call voting procedures. After the vote the Secretary shall accord nations the opportunity to change their vote. The vote may not be changed from "yes" to "yes with rights of explanation". The same is true of negative votes. Those abstaining may be accorded rights of explanation if they so indicated their wish during voting procedure. The result of the vote will be inserted into the committee record.

C-36 Conduct during voting: Immediately before the vote, the Chair shall explain the vote to be taken and the consequences of a "yes" or "no" vote. Voting shall begin with the Chair's declaration and shall end with the Chair's reading of the results. Once voting has begun, no delegate shall interrupt the proceedings except on a point of order or information concerning the conduct of the proceedings or on a point of personal privilege.

C-37 Divisions of the question: A motion to divide the question (proposing that parts of the amendment or resolution be voted on separately) is in order at any time prior to the beginning of the actual vote on the amendment or resolution. Motions to divide shall apply only to operative clauses. Any motion to divide shall require one con and one pro speaker for the motion after which there shall be an immediate vote. The first motion to divide that receives a majority vote shall become the final manner in which the proposal is presented. Those parts of the proposal that are accepted shall be put a vote as part of the whole. If all operative clauses are rejected, the proposal is rejected.

C-38 Dilatory motions: The Chair may rule as dilatory, and therefore out of order, any motion repeating or closely approximating a proposal already decided upon by the committee. Also, the Chair may decide as dilatory any speech which is not relevant to the substantive matter before the committee. These rulings are not appealable.

C-39 Appealing a decision of the Chair: Rulings of the Chair are appealable unless otherwise specified in these Rules. Appeals may be debated by one pro speaker and one con speaker (the Chair may choose to speak con in defense of his/her ruling) and will then be put to an immediate vote. A "yes" vote supports the Chair's position, a "no" vote is for the appeal of the decision. The Chair's decision is sustained by a tie vote.

C-40 Precedence: The rules used during the Committee and General Assembly sessions of the ASUMUN shall have precedence in the following order:

1. ASUMUN Rules of Procedure
2. ASUMUN General Assembly Short Form
3. Rulings by the Steering Committee
4. The Charter of the United Nations.

C-41 Observer Status: Those nations recognized as having observer status by the ASUMUN shall have the following rights:

1. Be allowed to speak on all substantive matters
2. To be recognized to speak on all procedural matters.

GENERAL ASSEMBLY RULES

GA-1 Interchangeability of rules: All Committee rules apply to the conduct of business in the General Assembly except where noted below.

GA-2 Officers: The Steering Committee shall select a President of the General Assembly, Legal Counsels, and Secretaries. These officers have all the powers, duties, and responsibilities of their committee counterparts.

GA-3 Precedence of Committee officers: The Chairperson, or Legal Counsel, of a committee may be accorded precedence for the opportunity to explain the conclusions of a committee to the Secretariat or to the General Assembly.

GA-4 Order of Agenda Items: The agenda of the General Assembly shall be set up to allow for discussion of one item from each Committee before discussion of a second item from any one committee is discussed. The Secretariat shall submit a preliminary agenda to the delegates prior to

the first session of the General Assembly. The agenda may be changed by a majority vote of the Assembly; however, one item from each Committee must be addressed before a second item from any one Committee may be addressed.

GA-5 Amendments: Amendments must be submitted on an official form to the Legal Counsel for approval and then to the Secretary for lettering and/or numbering before they may be considered from the floor. An amendment in the Assembly requires a sponsor and seven (7) seconding delegation's signatures. Amendments to typographical errors or to grammatical errors that do not change the substance of the resolution may be submitted to the Executive Secretary for his/her disposal. If these changes are accepted, the President of the General Assembly shall make them known to the General Assembly. Secondary and friendly amendments will not be accepted.

GA-6 Important Questions: Two-thirds majority of all votes (yes, no, and abstain) are required. Decisions on important questions are applicable only to the General Assembly and not in the Committees. The decision shall be made by a two-thirds majority of the members present and voting, including abstentions. Such questions shall include:

1. Recommendations dealing with international peace and security (where the Security Council has failed to act).
2. Admission of new members to the U.N.
3. Suspension of rights and privileges of membership.
4. Expulsion of member states.
5. Questions in relation to the Trusteeship system.
6. Budgetary questions.

GA-7 Security Council priority: The General Assembly may not vote, but may discuss matters concerning international peace and security under the jurisdiction of the Security Council until the Council has come to a vote on the matter. A suspension of discussion or action of more than six hours by the Council will be considered its final action on an issue, allowing the General Assembly to come to a vote. While the Security Council is executing its functions, with respect to a dispute or situation, the General Assembly shall offer no opinion unless it is requested by the Council. The Secretary-General shall notify the Assembly of issues of peace and security before the Security Council at the beginning of each session and shall notify the Assembly as soon as the Council has concluded deliberation on any of these items.

GA-8 Applications for Admission of New Member States: Any states which desire to become member states shall submit applications to the Secretary-General. Applications shall contain a declaration, made in formal instrument, that the state in question accepts the obligations contained in the UN Charter. The Secretary-General shall inform the Security Council and the General Assembly of the application.

GA-9 Consideration of Applications and decisions thereon: If the Security Council recommends the application of a 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 UN Charter. The application must be moved from the floor in the form of a resolution. It is automatically an important question. If the Security Council does not recommend the applicant state for membership or if it postpones consideration of the application, the General Assembly may, after full consideration of the report of the Security Council, send the application back to the Council, together with a full record of the discussion of the General Assembly, for further action or report of recommendation.

GA-10 Notification of the decision and effective date of membership: The Secretary-General shall inform the applicant state of the decision of the General Assembly. If the application is approved, membership shall become effective on the date on which the General Assembly makes its decision on the application.

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Rules correlated in part with ones from the Midwest Model UN and the American Model UN International of Chicago. Many thanks from the staff of the ASU Model UN are given to these Model UN's.