

**BRIEF GUIDELINES  
GENERAL RULES OF PROCEDURE  
FOR MODEL UNITED NATIONS CONFERENCES**



*Explanatory notes:*

- 1) Any reference in the Rules of Procedure to a male person shall be deemed also to constitute a reference to a female person unless the context clearly indicates otherwise.
- 2) Article 87 states that "for the purposes of these Rules of Procedure, it shall be understood that the phrase **Member States present and voting** refers to the Member States casting an affirmative or negative vote. Member States which abstain from voting shall be considered as "not voting".
- 3) For all votes on procedural motions and for the adoption (approval) of a Draft Resolution, the required majority (simple or two-thirds) will be calculated on the Member States (Delegations) present and voting.
- 4) When a Delegation moves in a procedural motion, the Bureau (Dais) will ask if a Delegation seconds the motion. In case no Delegation supports it, it will be automatically discarded.
- 5) Before voting on a procedural motion, the Bureau (Dais) will verify if there is consensus on the motion asking if any Delegation opposes the motion. If no Delegation objects, the motion will automatically pass.

Articles	Procedure	Who initiates the Action	Description/Notes	Debate	Vote
Article 4	Provisional Agenda	Secretary-General and Organizing Committee	The topics are selected by the Secretary-General and the Organizing Committee, thus establishing the provisional Agenda. It must be distributed 60 days before the start of the MUN.	No	No
Article 5	Review of the Agenda	General Committee	The General Committee (Presidents/Chairs of the Bureaus/Dias) reviews the topics in the Agenda for all the forums simulated. Only those issues of an important and urgent character may be added.	No	No
Article 6	Adoption of the Agenda	General Committee	The General Committee approves the provisional Agenda or modifies it to adopt it.	No	Simple majority
Article 6	Establish the order in the Agenda	Delegations	Its purpose is to establish the order in which the topics will be discussed in each forum simulated.	No	Simple majority
Article 40	Minute of silent prayer or meditation	Bureau (Dais)	Immediately after the opening of the first working meeting of each forum simulated and immediately before closing its last working meeting in each period of sessions, the Chair will invite the Representatives to observe a minute of silence dedicated to prayer or meditation.	No	No
Article 41	Quorum	Bureau (Dais)	The Chairperson shall open each working meeting when a third (1/3) of the registered Member States to participate in said session of the MUN are present. The presence of the majority of the registered Delegations will be required for the taking of any action (adopt a Draft Resolution or Amendment).	No	No
Article 44	Authority of the Commission	N/A	The President, in exercise of his functions, has comprehensive authority of the organ, commission, committee or organization simulated. It will be the responsibility of the MUN authorities to guide, with impartiality, a constructive debate, under the aforementioned principles.	No	No

**BRIEF GUIDELINES  
GENERAL RULES OF PROCEDURE  
FOR MODEL UNITED NATIONS CONFERENCES**



GLOBALMUNERS

Article 46	Formal debate (Speakers' List)	Bureau (Dais)	Once the order of the topics has been approved in the Committee's Agenda, the Chair will automatically open the Speakers' List and Delegations will request to be included by raising their <i>placard</i> . To be included at a later stage of the debate, it is necessary to send a written request to the Chair.	No	No
Article 47	Motion to establish the time of the speeches	Bureau (Dais) Delegations	The Chair or any Delegation may propose the time to be assigned to the speeches, which may not exceed 2 minutes.	2 in favor 2 against	Simple majority
Article 48	Motion to modify the time of the speeches	Delegations	Any Delegation may request to modify the time chosen for speeches.	2 in favor 2 against	Simple majority
Article 49	Yield the remaining time of a Speech	Delegations	At the end of a speech, the Speaker in use of the floor may yield its remaining time to 1 or 2 questions/comments regarding its speech, to add the time to another Delegations' speech or to the Chair.	No	No
Article 51 Article 52 Article 53	Motion to hold an Extraordinary Session of Questions	Delegations	If a Delegation wishes to clarify a doubt arisen from a speech, it may propose to hold an Extraordinary Session of Questions to the speaker (maximum 2). These questions could be posed in addition to those from yielding the speech time. <b><u>The speaker must accept.</u></b>	No	Simple majority
Article 54	Motion to close the Speakers' List	Bureau (Dais) Delegations	The Chair or any Delegation may propose the closing of the Speakers' List on the subject under discussion.	No	Simple majority
Article 59	Right of Reply	Delegations	If the closing of the Speakers' List has been approved and a Delegation that is not in the list understands that it is necessary to respond to a statement made by another Delegation during its speech. It must be requested in writing and it is recommended that it be exercised once all the Delegations in the list have spoken.	No	No
Article 60 Article 61	Point of Order	Delegations	It is used to make notice, with the due respect, of an error regarding the procedure made by the Chair or a Delegation. Under a point of order, a Representative may request the Chair to apply an article of the Rules of Procedure or challenge the manner in which the Chairperson applies said article.  A Delegation may raise a Point of Order at any time during the formal debate but may not refer to the substance on the subject under discussion.	No	No
Article 62	Motion to appeal the Chair's decision on a Point of Order	Delegations	Any appeal to the Chair's decision must be immediately put to a vote. If the majority of the Delegations present and voting support the appeal, the decision of the Chair will be revoked.	No	Simple majority
Article 63 Article 64 Article 65	Point of Personal Privilege	Delegations	It will be used when a Delegate considers himself affected or diminished by any matter external to the content of the debate. These situations include not being able to listen properly to the interventions of other Delegations. It cannot be denied without first having listened to the request. It may interrupt both the Delegates and the Chair when they are speaking or during a proceeding.	No	No

**BRIEF GUIDELINES  
GENERAL RULES OF PROCEDURE  
FOR MODEL UNITED NATIONS CONFERENCES**



GLOBALMUNERS

Article 66 Article 67	Point of Parliamentary Inquiry	Delegations	It consists of a request for clarification of the proceeding that is being carried out in the formal debate. It may not interrupt any Delegate using the floor.	No	No
Article 70 Article 71	Motion to suspend the meeting in Moderated Informal Consultations (Moderated Caucus)	Delegations	Its purpose is to expedite the negotiations or propose an adjustment in the dynamics of the debate. If approved, the Speaker's List is temporarily suspended and the Chair will give the floor to the Delegates who request so by raising their <i>placard</i> .  Maximum duration of 10 minutes with interventions of maximum 1 minute.  At the end of the established duration, an extension may be requested.	No	Simple majority
Article 72 Article 73	Motion to suspend the meeting in Regular Informal Consultations (Regular Caucus)	Delegations	They are used to establish direct communication and meet directly, without the intervention of the Bureau or Dias, among delegations.  At the end of the established duration, an extension may be requested.	No	Simple majority
Article 74	Motion to adjourn the meeting	Delegations	It is used to take a recess until the next working session. After the recess, the Delegates must continue their discussions according to the MUN schedule.	No	Simple majority
Article 75	Motion to adjourn the debate	Delegations	Its application is to suspend the discussion on the current topic being debated and postpone it, aiming to resume its debate in the future. This proceeding is known as the " <i>no-action motion</i> " because it blocks the work on a Draft Resolution and/or a vote on it.	2 in favor 2 against	Simple majority
Article 78 Article 79	Motion to introduce a Draft Resolution or Amendment on the floor	Delegations	Once the Draft Resolutions Approval Board (Article 35) has validated a Draft Resolution or Amendment, the Chair will authorize its circulation among all the Delegations. One of the sponsoring Delegations may request a motion to present the Draft Resolution or Amendment to the forum.  In the case of an Amendment, if the sponsors of the Draft Resolution accept the proposed Amendment, the Draft Resolution shall be modified accordingly and the voting on said proposal shall not be necessary.	No	No
Article 80	Motion to close the debate	Delegations	Its goal is to conclude the debate on the topic under discussion, even if there are still Delegations registered in the Speakers' List. If the motion is approved, the Committee must immediately move to a vote on the Draft Resolutions on the floor regarding the topic under discussion, in the order in which they were submitted to the Bureau (Dais).	2 against	Two-thirds majority (2/3)

**BRIEF GUIDELINES  
GENERAL RULES OF PROCEDURE  
FOR MODEL UNITED NATIONS CONFERENCES**



GLOBALMUNERS

Article 81 Article 82	Motion to divide the question (Draft Resolutions and Amendments)	Delegations	Its objective is to vote separately some parts of a Draft Resolution or Amendment. If there are several requests to divide the question, they must be voted in the order established by the Chair, considering that the most radical division must be voted on first. If the motion is approved, the clauses specified by the Delegation must be put to the vote separately from the rest of the Resolution or Amendment. If all operative clauses of the Draft Resolution or of the Amendment have been rejected, the document should be considered as rejected in its entirety.	2 in favor 2 against	Simple majority
Article 83	Motion for reconsideration of a proposal	Delegations	Its goal is to recover a Draft Resolution or Amendment that has already been adopted or rejected to perform a new examination, during the same period of sessions of the MUN.	2 against	Two-thirds majority (2/3)
Article 84	Motion to withdraw a motion on the floor	Delegations	A motion may be withdrawn by those who suggested it, at any time before voting has commenced. A withdrawn motion may be reintroduced by any other Delegation.	No	No
Article 86	Motion to request a roll call vote	Delegations	Regularly, all matters will be voted upon by <i>placards</i> , but any Delegation may request a roll call vote. The Chair shall move automatically to the vote by roll call following the English alphabetical order of the names of the Member States, beginning with the Delegation whose name is drawn at random by the General Committee at the opening ceremony of the MUN session.  In the roll call votes, the name of each Member State must be mentioned by list order and one of its Representatives must respond "in favor", "against", or "abstention".	No	No
Article 92	Motion to explain a vote	Delegations	The Chair may allow Member States to explain their votes either before or after the vote and may limit the time to be allowed for such explanation. The author of a Draft Resolution or an Amendment will not be allowed to explain his vote on his own proposal. During the Plenary Session, the President of the General Committee will recognize explanations of vote for one minute per Delegation.	No	No

*Approved by the Organizing Committee of NYMUNLAC, on September 7, 2020.*