



Official Rules of Procedure

Adopted by the ETH MUN General Assembly, on May 19th 2011

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1. GENERAL RULES

Rule #1: Scope

These Rules of Procedure (subsequently denominated Rules) for the General Assembly, the Economic and Social Council, and the Specialized Agencies are self-sufficient, except for modifications provided by the Chair, and will be considered adopted in advance of the session. Unless explicitly specified by the Chair, no other Rules are applicable.

Rule #2: Language

English will be the official and working language of the Committee.

Rule #3: Delegations

Each member will be represented by one or two delegates and one vote in each Committee.

Rule #4: Participation of non-members

Representatives of Accredited Observers, Non-Governmental Organizations and Third Party Actors will have the same rights as those of full members, except that they may not vote on Draft Resolutions and amendments. They may also sign Draft Resolutions and amendments. The participation of non-members requires the prior approval by the Chair.



Rule #5: General Powers of the Committee Staff

The Committee Staff consists of the Chair and one or two Assistant Chairs. Each Committee session will be announced open and closed by the Chair who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these Rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak and ask questions, announce decisions, rule on points of order, and ensure and enforce the adherence to these Rules. If necessary and given no objections, the Chair may choose to suspend the Rules in order to clarify a certain substantive or procedural issue. The Chair also has the right to interrupt the flow of debate in order to show a presentation, or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee Staff. Committee Staff members may also advise delegations on the possible course of debate. In the exercise of these functions, the Committee Staff will be at all times subject to these Rules.

Rule #6: Courtesy

Delegates will show courtesy and respect to the Committee Staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

2. RULES GOVERNING DEBATE

Rule #7: Attendance

The first order of business when session has been opened by the Chair is to draw the Attendance List. The Chair will therefore call all delegations present to raise their placard until their name has been called and entered into the list.

Rule #8: General Speakers List

After the Attendance List has been drawn, one continuously open Speakers List will be established for the purpose of general debate. This General Speakers List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a Draft Resolution. Speakers may speak generally on the Topic Area being considered and may address any Working Paper or Draft Resolution currently on the floor. Debate automatically closes when the General Speakers List is exhausted.

Rule #9: Unmoderated Caucus

A delegate may motion for an Unmoderated Caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit, not exceeding twenty minutes. A specific topic is required for the Unmoderated Caucus. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple Unmoderated Caucuses, the Chair will rank the motions in descending order of length and the Committee members will vote accordingly. The Chair may rule a motion for Unmoderated Caucus out of order and his/her decision is not subject to appeal.

Rule #9a: Extension of an Unmoderated Caucus

An Unmoderated Caucus may be extended to a maximum of thirty minutes in total. The motion for extension takes precedence over any other motion for an Unmoderated Caucus.



Rule #10: Moderated Caucus

The purpose of a Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion. In a Moderated Caucus, the Chair will temporarily depart from the General Speakers List and call on delegates to speak at his/her discretion. A motion for a Moderated Caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches not to exceed ninety seconds. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple Moderated Caucuses, the Chair will rank the motions in descending order of length and the Committee members will vote accordingly. The Chair may rule a motion for Moderated Caucus out of order and his/her decision is not subject to appeal. No motions are in order during a Moderated Caucus. A delegate can be ruled out of order, if the delegate's speech does not address the topic of the Moderated Caucus. If no delegate wishes to speak during a Moderated Caucus, the caucus shall immediately end.

Rule #10a: Extension of a Moderated Caucus

A Moderated Caucus may be extended to a maximum of thirty minutes in total but only after the caucus has ended. The motion for extension takes precedence over any other motion for a Moderated Caucus.

Rule #11: Informal Consultation of the Hall (ICoH)

The process of Informal Consultation of the Hall is a compromise between the Moderated and the Unmoderated Caucus. In an ICoH the Chair passes over the moderation of debate to the Committee and the right to speak is given to the delegate having raised the motion. In an ICoH, there is no time limit on speeches and the speaker will, after having made his statement, be allowed to yield to another delegate and so forth, until the time for the ICoH has elapsed. The Chair, however, keeps the right to intervene by terminating immediately the ICoH and going back to the General Speakers List, if a certain delegation or group delegations makes abuse of the aforementioned rights, or if substantial parts of the Committee are excluded from debate.

Rule #12: Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive matter under discussion. Delegates may move to close debate on the general topic or debate on an amendment. The Chair may rule such a motion dilatory and his/her decision is not subject to appeal. When closure of debate is moved, the Chair recognizes up to two speakers against the motion. If there are no speakers against, the motion automatically passes. No speaker in favor of the motion will be recognized. Closure of Debate requires a two-thirds majority of the members present. If the Committee is in favor of closure, it will immediately move into substantive voting procedure.

Rule #13: Adjournment of the Meeting

Adjournment of the Meeting means that the Committee immediately ends debate on the general topic without moving through voting procedure. Whenever the floor is open, a delegate may move to adjourn the meeting. The Chair may rule such a motion out of order and his/her decision is not subject to appeal. When in order, the Chair recognizes up to two speakers against the motion. If there are no speakers against, the motion automatically passes. No speaker in favor of the motion will be recognized. Adjournment of the Meeting requires a two-thirds majority to pass.



Rule #14: Suspension of the Meeting

Suspension of the Meeting means that all Committee functions are postponed until the next meeting. Whenever the floor is open, a delegate may move to suspend the meeting. The Chair may rule such a motion out of order and his/her decision is not subject to appeal. When in order, such a motion will not be debatable but will be immediately voted upon and will require a simple majority to pass.

Rule #15: Appeal to Chair

An appeal can only be made to procedural matters not substantive ones. A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by these Rules. The delegate can only appeal a ruling immediately after it has been pronounced. The delegate will be given thirty seconds in order to explain the reasoning behind the appeal. The Chair may speak briefly in defense of the ruling. The appeal shall then be put to a procedural vote, and the decision of the Chair shall stand unless overruled by two-thirds of those members present. The Chair's decision not to sign a Draft Resolution or amendment is never appealable. A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling.

3. RULES GOVERNING SPEECHES

Rule #16: General Speakers List

The Committee shall have an open General Speakers List at all times. The Chair will either set a speaking time or entertain motions to set a speaking time, which shall not exceed two minutes. Separate Speakers Lists will be established as needed for Moderated Caucuses and debate on amendments. A member may add its name to the General Speakers List by submitting a written request to the Chair, provided that member is not already on the list, and may remove its name from the list by the same way. At any time the Chair may call for members that wish to be added to the General Speakers List. The names of the next several members to speak will always be posted for the convenience of the Committee.

Rule #17: Speeches

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or Staff. Delegates are supposed not to deliver speeches from the 1st person perspective.

Rule #18: Time Limit on Speeches

The Chair may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought.

Rule #19: Yields

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. Please note that only one yield is allowed. If a delegate does not explicitly declare a yield at the end of his/her speech, it is to be considered as a yield to the Chair.



- *Yield to another delegate:* His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. To turn the floor over to a co-delegate of the same delegation is not considered a yield.
- *Yield to question:* Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical and leading and/or not designed to elicit information. Only the speaker's answers to questions will be deducted from his/her remaining time.
- *Yield to the Chair:* Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.

Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter or his/her time has expired. Yields are in order during General Speakers List and Moderated Caucus, but not during debate on amendments.

Rule #20: Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in written form to the Committee Staff. The Chair will grant the Right of Reply at his or her discretion. This decision is not subject to appeal. A Right of Reply to a Right of Reply is not in order.

4. RULES GOVERNING POINTS

Rule #21: Points of Personal Privilege

Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait until the end of the speech to raise the Point.

Rule #22: Points of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure. The Chair may rule out of order those points that are dilatory or improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. Additionally, the Committee Chair has the right to address a delegate if proper parliamentary procedure is not being followed.

Rule #23: Points of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note.



5. RULES GOVERNING THE PATH TO A DRAFT RESOLUTION

Rule #24: Working Papers

Delegates may propose Working Papers for Committee consideration. Working Papers are intended to aid the Committee in its discussion and formulation of Draft Resolutions and need not be written in Draft Resolution format. Working Papers are not official documents and may be presented in any format approved by the Chair, but do require the approval of the Chair to be copied and distributed, or projected. Once distributed or projected, delegates may consider that Working Paper introduced and begin to refer to that it by its designated number. Working Papers do not require signatories or votes of introduction. No document may be referred to as a “Working Paper” until it has been distributed or projected.

Rule #25: Draft Resolutions

A Draft Resolution may be introduced when it receives the approval of the Chair and is signed by the number of signatories determined in advance by the Chair (unless stated otherwise one third of the countries present). Signing a Draft Resolution need not indicate support of the Draft Resolution, and the signatory has no further rights or obligations. There are no official sponsors of Draft Resolutions. A Draft Resolution requires a simple majority of members present to pass. Only one Draft Resolution may be passed per Topic Area.

Rule #26: Introduction of Draft Resolutions

Once a Draft Resolution has been approved as stipulated above and has been copied and distributed (or projected), delegates may move to introduce the Draft Resolution. The Chair, time permitting, may read the operative clauses of the Draft Resolution. Alternatively, the Chair may recognize a certain number of delegates (at the Chair’s discretion) to come forward to answer questions on the resolution to which they were signatories. In addition, the Chair may also allow for an informal presentation of the resolution. A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the Draft Resolution will be considered introduced and on the floor. The Chair, at his/her discretion, may answer any clarificatory points on the Draft Resolution. Any substantive points will be ruled out of order during this period, and the Chair may end this “clarificatory question-answer period” for any reason, including time constraints. There is no limitation on the number of Draft Resolutions being on the floor at the same time. A Draft Resolution will remain on the floor until that specific Draft Resolution is either tabled or a resolution on that Topic Area has been passed. Debate on Draft Resolutions proceeds according to the General Speakers List and delegates may then refer to the Draft Resolution by its designated number. No delegate may refer to a Draft Resolution until it is formally introduced.

Rule #27: Amendments

Delegates may amend any Draft Resolution that has been introduced by adding to, deleting from or revising parts of it. Only one amendment may be introduced at any given time. An amendment must have the approval of the Chair and the number of the signatures determined in advance by the Chair (unless stated otherwise one fifth of the countries present). Amendments to amendments are out of order; however, an amended part of a Draft Resolution may be further amended. There are no official sponsors of amendments. As there are no official sponsors of Draft Resolutions, there can be no friendly amendments. Preambulatory phrases may not be amended. The final vote on the amendment is substantive: NGOs, Observer Nations, and Third Party Actors will not be allowed to vote.



- A motion to introduce an approved amendment may be introduced when the floor is open. After this motion, the Chair may read the amendment aloud, time permitting. The motion will pass by a simple majority. General debate will be suspended and separate Speakers Lists will be established for and against the amendment.
- A motion to close debate will be in order after the Committee has heard from two speakers for the amendment and from two speakers against or from all the speakers on one side and at least two on the other side.
- The Chair will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure. If there are no speakers against, the motion automatically passes.
- When debate is closed on an amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass.
- After the vote, debate will resume according to the General Speakers List.
- An amendment which failed may not be reintroduced unless the amendment itself or the corresponding Draft Resolution has been substantially changed. The decision whether the latter condition is fulfilled is at the discretion of the Chair.

Rule #28: Tabling of Draft Resolutions

A Draft Resolution which is currently on the floor can be tabled (i.e. removed from the floor) if the corresponding motion receives a two-thirds majority. A motion to table a Draft Resolution requires two speakers for and the two speakers against. If there is no speaker against the motion, it will automatically pass; if there is no speaker in favor it will automatically fail. Delegates may no longer refer to tabled Draft Resolutions.

Rule #29: Resumption of Debate on a Draft Resolution

Debate on a tabled Draft Resolution can be resumed (i.e. the DR is retaken on the floor) if the corresponding motion receives a two-thirds majority.

6. RULES GOVERNING VOTING

Rule #30: Procedural Voting

Voting on any matter other than Draft Resolutions and amendments is considered procedural. Each and every member of the committee, including representatives of Accredited Observers, NGOs and Third Party Actors must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes.

Rule #31: Substantive Voting

Substantive voting includes voting on draft resolutions and amendments. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. The only points and motions that will be in order now are: Division of the Question, Reordering Draft Resolutions, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order. If there are no such motions, the Committee will vote on all draft resolutions in the order they have been introduced. For substantive voting, each member will have one vote. Each vote may be a “Yes”, “No”, or “Abstain”. Abstaining members are considered as not voting. All matters will be voted upon by a show of placards, unless a Motion for a Roll Call Vote is accepted (does not apply to amendments). Abstentions are not counted in the total number of votes cast. A simple majority requires more “Yes”



votes than “No” votes (i.e. more countries voting in the affirmative than the negative). Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area. NGOs, Observer Nations, and Third Party Actors will not be able to vote on Draft Resolutions and amendments.

Rule #32: Reordering Draft Resolutions

A Motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any Draft Resolutions. If the motion receives the simple majority required to pass, the Chair will take all motions to reorder Draft Resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

Rule #33: Division of the Question

After debate on any topic has been closed, a delegate may move for the operative parts of a draft resolution to be voted on separately. Preambulatory clauses and sub-operative clauses may not be altered by division of the question.

- The motion can be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.
- The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division has been passed, requiring a simple majority, the draft resolution will be divided accordingly, and a separate procedural vote (i.e. no abstentions and no Roll Call Vote) will be taken on each divided part to determine whether or not it is to be included in the final draft resolution. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.
- Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

Rule #34: Roll Call Voting

A delegate has the right to move for a Roll Call Vote after debate on a Draft Resolution is closed. A Roll Call Vote can only be in order for substantive votes on Draft Resolutions and not on amendments. The motion for a Roll Call Vote requires a simple majority.

- In a Roll Call Vote, the Chair will call members in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote “Yes”, “Yes with Rights”, “No”, “No with Rights”, “Abstain”, or “Pass”. Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.
- A delegate who voted “Pass” during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.



- All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.

7. PRECEDENCE OF MOTIONS

Motions will be considered in the following order of preference:

1. Point of Personal Privilege (Rule 21)
2. Point of Order (Rule 22)
3. Point of Parliamentary Inquiry (Rule 23)
4. Appeal to the Chair (Rule 15)
5. Set Speaking Time (Rule 16)
6. Suspension of the Meeting (Rule 14)
7. Extension of an Unmoderated Caucus (Rule 9a)
8. Unmoderated Caucus (Rule 9)
9. Informal Consultation of the Hall (Rule 11)
10. Extension of a Moderated Caucus (Rule 10a)
11. Moderated Caucus (Rule 10)
12. Introduction of Draft Resolution (Rule 26)
13. Introduction of an Amendment (Rule 27)
14. Resumption of Debate on a Draft Resolution (Rule 29)
15. Tabling of Draft Resolution (Rule 28)
16. Closure of Debate (Rule 12)
17. Adjournment of the Meeting (Rule 13)

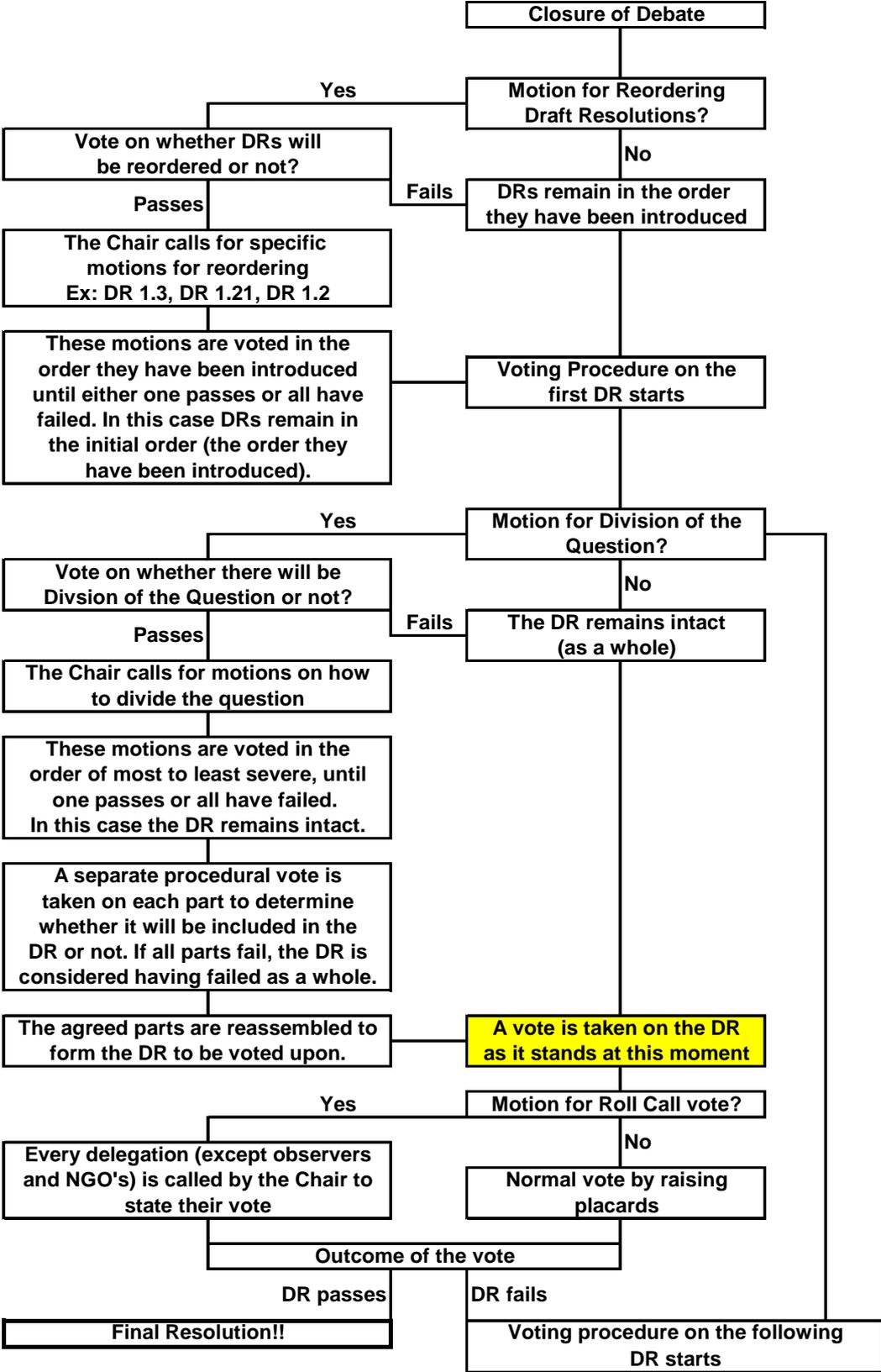
At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege (Rule 21)
2. Point of Order (Rule 22)
3. Point of Parliamentary Inquiry (Rule 23)
4. Reordering Draft Resolutions (Rule 32)
5. Division of the Question (Rule 33)
6. Motion for a Roll Call Vote (Rule 34)

Remark: When motions are presented to the Chair, delegates often shout out the words Second or Objection to mark their support or their disfavor for the motion to be voted upon. These phrases, however, do not have any formal value.



8. Appendix A: Graphic Summary of Voting Procedure on DR's





9. Appendix B: Useful Words for Writing a Draft Resolution

The following lists provide you with the most common phrases used for writing resolutions. The first table covers the preambulatory clauses while the second one treats the operative clause. These lists are not complete. However they can be considered as a solid basis. On our website www.mun.ethz.ch in the Home Section under Practice Session you can find sample resolutions (of past topics), which will give you an idea of the required format.

Preambulatory Clauses		
Affirming	Expressing its appreciation	Noting
Alarmed by	Expressing its satisfaction	Noting further
Approving	Fulfilling	Noting with approval
Aware of	Fully alarmed	Noting with deep concern
Bearing in mind	Fully aware	Noting with regret
Believing	Fully believing	Noting with satisfaction
Confident	Further deploring	Observing
Contemplating	Further recalling	Reaffirming
Convinced	Guided by	Realizing
Declaring	Having adopted	Recalling
Deeply concerned	Having considered	Recognizing
Deeply conscious	Having considered further	Referring
Deeply convinced	Having devoted attention	Seeking
Deeply disturbed	Having examined	Taking into account
Deeply regretting	Having heard	Taking into consideration
Desiring	Having received	Taking note
Emphasizing	Having studied	Viewing with appreciation
Expecting	Keeping in mind	Welcoming

Operative Clauses		
Accepts	Draws the attention	Proclaims
Affirms	Emphasizes	Reaffirms
Approves	Encourages	Recommends
Authorizes	Endorses	Regrets
Calls for	Expresses its appreciation	Reminds
Calls upon	Expresses its hope	Requests
Condemns	Further invites	Solemnly affirms
Confirms	Further proclaims	Strongly condemns
Congratulates	Further reminds	Supports
Considers	Further recommends	Takes note of
Declares accordingly	Further requests	Transmits
Deplores	Further resolves	Trusts
Demands*	Has resolved	Urges
Designates	Notes	

* The operative verb "Demands" may only be used by the Security Council.