



# **Rules of Procedure**

## Crisis

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## General Rules of Debate

- The decisions of the Chair are final, unless overridden by the Secretariat.
- Only the Chair, a member of the house recognized by the Chair for a point, or the speaker holding the floor has the right to speak.
- The Chair may, if circumstances warrant it, extend or reduce debate times, limit the number of presenting sponsors or signatories, and rule any motions dilatory should they upset the flow of debate.
- Except by a decision of the Chair or Secretariat, there will be no suspension of the rules or changes in the order of debate.
- Direct conversation between delegates is prohibited, and must take place through the chair or through note-passing.
- All delegates must adhere to the No Borders MUN Delegate Code of Conduct as identified on the onboarding form for the conference. Should an individual go against any of the terms outlined in the code, disciplinary measures will be taken to ensure the safety and well-being for the rest of the participants of the conference.

## Committee Procedure

### Roll Call

The Chairs will call the house to order and commence roll call, in which each delegation's name (ex. "Delegate of Saudi Arabia" or "Jane Doe" in the case of a character name) will be called in alphabetical order. Upon hearing their name, delegates may respond with either Present, or Present and Voting:

- a) Present: the delegate may vote for, against, or abstain during formal voting procedure.
- b) Present and Voting: the delegate may only vote for or against, and can not abstain during voting procedures.
  - i) Non-Governmental Organizations and Observer States may only state Present during roll call.

### Moderated Caucuses

- Moderated caucus must have a set topic, individual speaking time, and caucus duration, all of which will be voted upon by the entire committee.
- There is no set speaking order for this type of caucus, rather each new speaker is chosen after the previous delegate concludes their speech. It is not encouraged that delegates yield their time during this type of caucus.

## Unmoderated Caucuses

- During a moderated caucus of this type, delegates may speak with each other freely in order to begin collaboration on working papers or exchanging ideas.
- There is no set topic or speaking time for a caucus of this type, but a duration must be set by the delegate proposing the motion, which will then be voted on.
- Unmoderated causes are seen as destructive to committee flow, and, should a motion for one arise amongst motions for moderated caucuses, the committee has the option to vote on motions in the order of most to least destructive, in which case the motion for the unmoderated caucus will be voted on first, no matter the order that it was originally taken in.
- If the Chair feels that having an unmoderated caucus would be counterproductive to the efficiency of the committee, they may reject any motions for unmoderated caucuses for a period of time. The most common reason for this occurring would be that the Chair feels that there have not been enough moderated caucuses to warrant the start of working paper discussions.

## Voting Procedure

- a) **Vote by Placard:** The Chair will ask that all delegates raise their placards if they are for the resolution, then will repeat the procedure for those who are against, then abstaining. A resolution must garner at least two-thirds of the vote to pass.
- b) **Vote by Roll Call (Round Robin):** The Chair will begin to go delegate-by delegate in alphabetical order. During this type of vote, a delegate has four options of a response; they may say “for”, “against”, “abstain” (not permitted if they identified themselves as present and voting at the beginning of the session), or “pass”. Should the delegate pass, they will be returned to at the end of the roll call and they must now answer with either “for” or “against”, they are not permitted to abstain, regardless of whether they were originally present or present and voting.
- c) **Vote by Acclamation:** The Chair will ask for any objections to the resolution being debated. If they hear none, the resolution automatically passes. If one is indicated, the committee then shifts to voting by roll call.

## Points

### Point of Information

- Questions asked by delegates to other delegates after a speech. Please be reminded that POIs cannot be statements, and must be in a question form. These may only occur during the Speakers' List, or when the Chairs ask delegates to raise a POI.

## Point of Order

- A point raised by delegates to the Chairs when they believe that proper ROP has not been followed.

## Point of Personal Privilege

- A point raised by delegates to the Chairs regarding the delegates' own personal comfort (e.g., audibility). This is the only point that is allowed to interrupt a speaker.

## Point of Inquiry

- A point raised by delegates to the Chair about proper parliamentary procedure or committee procedure.

## Point of Clarification

- A point raised by delegates to a delegate to clarify definition of certain words or phrases in.

## Motions

### Motion to open the speakers' list

- The speakers' list may be opened at any time, and there is no limit on the amount of delegates to be added to the list, and a committee defaults to it if there are no points or motions on the floor at a given time.

### Motion to introduce a public directive

- A public directive must be approved by the director before this motion is raised.
- Only the main submitter of a public directive can raise this motion.
- This motion will start a debate process for a public directive that will involve introducing, discussing, and voting.
  - The delegate who raised the motion will read their public directive to the committee.
  - The delegate who raised the motion will accept Points of Clarification.
  - The delegate who raised the motion will accept Points of Information in regards to the directive for a maximum of 15 minutes.
    - All delegates in the committee with a right to speak may ask a question.
    - If there are no questions, the duration for Points of Information may be reduced by the chair.

- The chair must entertain a motion for a moderated or unmoderated caucus to discuss the implications for the raised public directive.
  - Any delegate may raise a motion for a moderated or unmoderated caucus and can set an appropriate duration.
  - Any other motions will be denied.
  - If no delegates are raising a motion, the committee will automatically move into a moderated caucus, individual speaking time of 30 seconds, and total duration of 15 minutes.
- After the time for caucus has expired, the committee may optionally extend a caucus once.
- Finally, the committee will move into voting procedures for the public directive.

## **Motion for a moderated caucus**

- A moderated caucus serves as a method of more formal debate on any facet of the topic at hand. This caucus must have a set topic, individual speaking time, and caucus duration, all of which will be voted upon by the entire committee.

## **Motion for an unmoderated caucus**

- Delegates may speak with each other freely in order to begin collaboration on working papers or exchanging ideas. There is no set topic or speaking time for a caucus of this type, but a duration must be set by the delegate proposing the motion, which will then be voted on.

## **Motion for an extension**

- After either a moderated or unmoderated caucus, delegates have the option to motion for a short extension, usually for around five minutes. Extensions are viewed as more destructive to committee flow than unmods.

## **Motion to recess**

- This signals the end of a particular session for a break.

## **Motion to adjourn debate**

- This signals the end of the entire committee session.

# Directives

## Private Directive

- A private directive consists of a submitter, recipient, and content.
  - **Submitter:** the author is the only submitter of a private directive
  - **Recipient:** the recipient may be the director or any other creative, fictional, or historical person, organization, or entity relevant to the crisis situation
  - **Content:** the content must include an actionable direction, request, or question that is appropriate and relevant for the current crisis situation
    - Content that may be illegal or highly offensive in modern settings must be filtered by the director. Such content should be forwarded to the Secretariat for review, and the director may not approve it until the Secretariat completes their review.
- A private directive must be within the portfolio power of the submitter.
- A private directive must be submitted to the director or head chair for review.
- A directive has no effect until it is approved and executed by the director, which can be in the form of a written or verbal reply or future crisis update.
- A denied directive cannot be resubmitted for a reapproval.

## Public Directive

- A public directive consists of a main submitter, an optional co-submitter, sponsors, and content.
  - **Main Submitter:** the primary author is the main submitter of a private directive
  - **Optional Co-submitter:** if there are co-submitters who have contributed to the creation of the directive, they may be included as co-submitters
  - **Sponsors:** delegates who support the public directive can be listed as sponsors, given their explicit verbal or written approval
- A public directive must have at least a third of the committee's sponsorship to be submitted for review. A sponsorship should be counted by including the main submitter and co-submitters. Directives that do not meet this requirement must be denied automatically.
- A public directive must be within the portfolio power of the submitter, co-submitters, and the committee as a whole.
- A public directive must be submitted to the director or head chair for review, after which the motion to introduce a public directive can be raised.
- A directive has no effect until it is approved and executed by the director, which can be in the form of a written or verbal reply or future crisis update.
- A denied directive cannot be resubmitted for a reapproval.

For the process of introducing a public directive, refer to [Motion to introduce a public directive.](#)