



MUN

CGS MUN

Student Officer Manual

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Rules of Procedure¹

Quorum

A Chair requires a Quorum in order to start the debate, as well as vote upon resolutions. The Quorum is set at 1/3 of the House for any session to be declared open. In order for a voting to take place simple majority is required. Student Officers are therefore encouraged to keep track of their Roll-Call list.

Roll Call

Roll Call allows the Student Officers to keep track of all the delegations missing and it should be taken before every session. All countries that have not been present during the Roll Call, will be noted down and the Secretariat members will be informed about their absence. (note: at the end of each Roll-Call, ask if any delegations have not been called out).

Debate Time and Debate Mode

Open Debate is the mode followed in CGSMUN when debating resolutions. This means that a member of the House can deliver a speech and take any appropriate stance against a resolution. However, upon debating amendments the mode changes to Closed Debate, meaning that there is separate and set time for speakers in favour and speakers against.

Points

Note: The only point allowed to interrupt a speaker is the *Point of Personal Privilege*, when referring to audibility. For a delegate to state their point they must wait until the Chair has recognized their Point.

i. *Point of Personal Privilege*

- Refers to the comfort and well-being of the delegate
- It may only interrupt a speaker if it refers to audibility
- It may not refer to the content of a speech
- Not debatable and does not require a second

ii. *Point of Parliamentary Enquiry*

A point that may not interrupt the speaker and is a question referring directed to the chairs referring to the Rules of Procedure.

iii. *Point of Order*

- It refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time
- May NOT interrupt a speaker and is not debatable. It can only interrupt the voting procedure, if a char makes an error concerning voting.
- It can only refer to something that just happened, direct referral. Otherwise call it out of order.
- If used by a delegate simply to cause disorder or to get their point across, call it out of order.
- Take your time to explain your decision clearly so that all delegates understand your arguments.
- Don't be afraid to accept your mistakes. If the point of order stands, simply state "the Chair stands corrected"

¹ Please note that CGSMUN follows the THIMUN Rules of Procedure and therefore this Manual is based upon them.

iv. *Point of Information to the Speaker*

- Point of Information to the speaker is a question directed to the delegate having the floor, and who has opened himself/herself to points of information.
- The delegate asking the Point of Information may only speak if recognized by the Chair.
- Delegates asking questions should remain standing when the speaker is replying to their Point of Information. Male delegates should have their jacket on.
- Must be formulated in the form of a question. A short introductory statement may precede the question. Only ONE question comes by the same questioner.
- There will be no dialogue between speaker and questioner on the floor. There are NO follow-ups!
- Keep in mind that all delegates should be treated equally and fairly when recognising points of information to the speaker.

v. *Point of Information to the Chair*

- It is a question directed to the chair and may NOT interrupt a speaker
- It is a question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.
- It is possible that delegates come up with their own points. However, if you are aware of the already-existing ones, you will have no trouble answering in the appropriate manner.
- Delegates should remain standing when the chair is answering their point of information.
- Chairs have to answer the point in a clear and swift manner, but they also have to be explicit and continue with the process.

Motions

a. *Motion to Move to the Previous Question*

- This motion indicates the closure of debate and a vote to be taken.
- It requires a second from the house and the Chair has to ask for possible objections.
- When in time in favour of discussing an amendment, this motion means that the delegates wish to move to time against.
- This motion is up to the discretion of the Chair, who can overrule it if he/she thinks that the topic at hand has not been fully covered.

b. *Motion to Adjourn Debate*

- Calls for the temporary disposal of debate.
- The delegate putting the motion forward will have to deliver a short speech as a justification and then the Chair will have to give the floor to some other delegates as well (either in favour or against the motion).
- Then there will be voting, in which simple majority is needed, so that the resolution debated is put aside.
- If the motion fails, debate will continue, if the forum passes the motion, debate on the resolution will come to an immediate end but can be restarted by any member of the forum, if a two thirds majority of the forum supports this.

c. *Motion to Reconsider a Resolution*

- Needs a majority of 2/3 of the house to pass.
- It is not debatable and refers to a resolution that has been previously debated and voted upon.

d. *Motion to withdraw a resolution*

- This motion can be put forward only if all co-submitters of a resolution agree on the withdrawal.

- Is only to be entertained and raised before voting on the resolution takes place.
 - The motion can be moved by any member of the forum.
 - A resolution can also be withdrawn by the Chair/ a secretariat member due to plagiarism or any other important reason.
- e. *Motion to extend debate time*
- It is up to the discretion of the Chairs whether this motion will be entertained or not.
 - Needs a second from the house.
- f. *Motion to divide the house*
- This motion disables voting delegations from abstaining, thus only votes in favour and against are valid.
 - No Roll-Call takes place. Delegates vote collectively.
 - May only be entertained when voting on resolutions.
 - It is at the Chair's discretion to entertain it or not. It is highly recommended to not entertain it, as it is undemocratic to deprive delegations of their right to abstain.
 - Should only be entertained when the number of abstentions is overwhelming.
- g. *Motion to vote by Roll-Call*
- Unlike the previous point and popular misbelief, abstentions are allowed.
 - This motion should only be raised if votes in favour and against are very close, and the delegate feels that Admin Staff and/or Chairs have made a mistake in counting the votes or that a delegate has accidentally voted twice.
 - It is not debatable and at the Chair's discretion to entertain it or not.
 - Normally, this motion is almost never entertained, as it is EXTREMELY time-consuming, and most of the time the voting outcome has little to no difference from the original.
- h. *Motion to retake the vote*
- Should only be raised if the delegate feels that Staff and/or Chairs have made a mistake in counting the votes or that a delegate has accidentally voted twice.
 - Not debatable. It is at the Chair's discretion to entertain it or not.

Note: Please be aware of the fact that delegates may create their own points and motions, but that this is typically not allowed. The basic needs of a debate are covered by the above points and motions.

Amendment of the First Degree

The Amendment should be written on an official Amendment Sheet that is available at the Chairs desk. The handwriting should be clear and legible. The delegate is responsible for moving the amendment and the Chair, knowing who has submitted an amendment, will recognize or not the delegate in particular. It is therefore the responsibility of the delegate to put an amendment forward.

If the Chair entertains an amendment, he/she will have to read it out to the house, so that the delegates are informed about the content of the proposed change. The amendment will be debated, and must always be put to a vote even if it is only a change of one word. However, if there is a grammatical/spelling mistake, it is up to the discretion of the Chair to step in and speed up the process. This change can be adopted without a vote, as long as there are no objections from the submitters of the resolution.

Closed debate is the norm for amendments and the guillotine time is usually set to 2 minutes in favour, two minutes against the amendment. However, the time is flexible, according to the significance of the change proposed. In any case, the debate on the amendment will have to take place with the same amount of speakers in favour and against of it (e.g. 2 for, 2 against).

The main responsibility of the Chairs when amendments start flowing in is to *prioritize* them. This means that constructive amendments should be debated prior to others, which simply propose e.g. that a clause is stricken out, because this way the quality of debate is served. When voting on an amendment, delegates can either vote in favour, against or abstain from voting on it. A final instruction that concerns the Chairs is that they should keep ALL amendments together with the resolution and make the necessary changes to the initial resolution, when an amendment has passed.

Amendment of the Second Degree

An amendment of the second degree can only be entertained in time against of the amendment of the first degree (though it should have been sent to the Chairs earlier). The same procedure followed in the debate of Amendments of the first degree also applies here. The debate time on this amendment does not count as time against the Amendment of the first degree and the discussion on the initial amendment will be continued, regardless of the result of the voting on the amendment of the second degree.

Chairs are discouraged from entertaining these amendments, since they cause confusion in the house (sometimes even to Chairs!) and are really time-consuming, often without significantly contributing to the improvement of the resolution. However, if they are really necessary for the core essence of the change proposed, they should be entertained.

There are no third and further degree amendments.

Lobbying & Resolutions

One of the most significant parts of your Committee work will involve the creation of Resolutions. Delegates will have brought with them their draft resolutions and during this process they will merge them by engaging in informal conversations and forming alliances.

Once delegations that share the same opinion on a topic have formed an alliance, they should obtain an Alliance Sheet from you, on which they will write the Co-Submitters and the Main Submitter. During this process we encourage you to use laptops, so as to avoid sending too many delegates to the Computer Room. Every member of the House may Co-Submit only *one resolution per topic* and no more than that. The Chair must check the alliance sheet and approve it only if the countries would under normal circumstances be together (e.g. we would not like to see the US with DPRK on an issue about nuclear programs).

Note: If delegates of opposing countries share the same views they must, nonetheless, sign different alliance sheets, but can still agree during debate.

Keep in mind that if delegates have signed and Co-Submitted a resolution it does not mean they should agree with it and support it, only that they want it to be discussed (except for the main submitter). Resolutions should first be checked by the Chair for Plagiarism, grammatical or contextual errors before being taken for a D-Number in the Computer Room. All clauses that are not in accordance with the UN Charter and all those that are not appropriate for a UN Resolution should be deleted. Chairs should keep in mind that all abbreviations should always be written out full in the first time they appear in the resolution.

The exact process by which the approval panel will function will be thoroughly discussed during the Thursday Workshop.

Keep in mind that Plagiarism might be present in the Resolutions and that it is strictly prohibited. If unsure if it's plagiarized, google it. You will also find in the Appendix of the Manual (pg. 15-16) a sample of how a Resolution should be formatted and the appropriate words and phrases that can be used in Preambulatory and Operative clauses.

During lobbying procedure the Chairs should be going around in the room and help the delegates in an appropriate way. The expert Chair on each topic should always be present when it is discussed.

Yielding the floor to other delegations

The floor may be yielded by one delegation to another only once consecutively. Points of Information are in order even after yielding the floor to another delegation. It is still however at the Chairs' discretion if they are going to allow the yield. The Chairs need to ask the delegate whom the speaker wishes to yield the floor to, whether they accept the yield or not.

Voting

Upon voting, the Chair will have to instruct the members of the Admin Staff to take their voting positions and the Security Staff to seal the doors.

All delegations can vote both on procedural matters and on resolutions and amendments. Please clarify this during the first voting procedure.

When voting for resolutions and amendments, the members of the house can vote in favour, against or abstain from voting. When voting on procedural issues there are no abstentions from voting. During the voting procedure all points are out of order, except for the point of order, when it refers to the actual voting procedure. A resolution passes if the number of votes in favour exceeds the number of votes against, regardless of the number of abstentions. A resolution with a tied vote fails. If there is uncertainty over the results a Motion to Vote by Roll-Call or a Motion to Recount the votes may be raised. At first, Chairs should try to avoid this time-consuming process and judge on the mood of the house; however one of these motions might actually be necessary, especially when the number of votes is not the same with the amount of voting countries on the roll-call list (another reason why you should frequently keep track of your Roll-Call list) or if the number of abstentions is unusually high.

Finally, the Chair should refrain from expressing his/her own view on the amendment/resolution which has passed/failed, since this might cause the eruption of certain delegates. Last but not least clapping is in order only when a resolution has passed. If the resolution has failed, clapping is not allowed in order to avoid commotion in the house.

Note: A Chair must at all times remain objective and therefore you must *never* express opinion on the quality of a resolution. General comments in the sense of “Passing resolutions is good” are in order. However, the chair’s subjectivity is in order when he/she rules “in the interest of debate” or keeps the “flow of debate”. This is the chair’s responsibility and mandate. Reminding the house to be positive and encouraging cooperation is in order.

Note-passing

Note-passing is allowed between the delegates. They are not personal messages and must be written in English. All notes passing through the House will be read by members of the Administrative Staff. If the Chair feels that it creates commotion in the House, it is up to their discretion to suspend note-passing. Note-passing between Committees is *not* allowed.

Funding

There is common confusion among delegates, on whether a Committee whose focus is not financial, has to include methods of funding the measures mentioned in the resolution. You should keep in mind that it is in order to include possible funding methods, without however

explicitly referring to sums (e.g. Asks the World Bank to provide ~~5.43 million US dollars~~ funds to...). It is in order to assume that funding will be found by the UN or other parties.

Miscellaneous

- Always make reference to Less Economically Developed countries as LEDCs, not ‘Poor Countries’ or ‘Third World’.
- Mobile phones must be switched off at all times.
- Delegates may use Laptops/Tablets in the Committee room only during lobbying and only to type a resolution. Otherwise all other devices are prohibited.
- Decency for both sexes is essential. Women should not wear revealing clothes and men should always wear their jackets while standing.
- Remind the delegates that they should not raise their placards until the Chair has instructed them to do so.
- There will be a Computer room available for the delegates to go and type their Resolutions. At any given moment only two members may exit to type the Resolution, one of which should be the Main Submitter.
- Remind the delegates that whenever they exit the room individually (meaning that not the entire Committee exits for lunch or a plenary session) they should leave their badge on your desk.
- Be strict on your time schedule. Make a plan and stick to it, otherwise there is the risk of running out of time.
- Whenever you adjourn give an exact time when the delegates should be in the Committee room. So rather than saying “We will adjourn for lunch for half an hour”, say “We will proceed to lunch and we will meet again at 13:30”.

Useful Chairing Phrases

- Could the house please come to order and show the speaker the necessary respect? (This phrase is used when the chair is asking the house to remain quiet.)
- The next resolution to be debated will be on the topic of ... The chairs would like to call upon the main submitter to read out the operative clauses of the resolution. (This phrase is used at the beginning of the debate.)
- The chairs set debate time at X minutes. (This phrase is used in order to be clarified the approximate time of the debate)
- Delegate of ... you have been recognized/ you have the floor. (This phrase is used to indicate that the delegate that has been recognized has the floor in order to deliver a speech.)
- There has been a point of... Delegate of ... please rise and state your point (This phrase is usually used after a point of order or parliamentary enquiry or information to the chair.)
- Your point was well/not well taken. Could the delegate please rephrase/repeat his question? (When the question is not clearly stated.)
- Is the speaker open to any points of information? (This phrase is used in order to be clarified if the speaker is willing to answer any questions.)
- Could the speaker please come to his/her concluding remarks? (This phrase is used when it is time for the speaker to conclude his speech.)
- Since debate time has elapsed we will now move on with the voting procedure. (This phrase is used when debate time expires.)

- All the delegates wishing to vote in favor/against/abstain please rise your placards high. (This phrase is used during voting procedure.)
- Could the delegate please yield the floor to the chairs? (This phrase is used when the delegate has concluded with his speech.)
- Are there any delegates wishing to obtain the floor?
- The chair stands corrected (used after a point of order that has been stated by a delegate due to the fact that the chair has made a mistake.)
- Due to time constraints this point/motion has been overruled.
- Delegates the chairs encourage you to participate. (This phrase is used when the committee has not been very active.)
- An Amendment has been proposed by... It is in order. The Chair will read it out. (This phrase is used when an amendment is proposed.)
- The delegates may refrain from using the first person/ unparliamentarily language.
- Could the Admin Staff take their voting positions and the Security Staff shield the door? (This phrase is used when having the voting procedure.)
- With X votes in favour, Y against and Z abstentions this resolution passes/fails. (used to announce the outcome of the voting procedure.)
- Clapping is out of or in order.

Note: The correct expression is ‘The delegate of... yields the floor TO the chair’.

Also, remind delegates are not allowed to use the personal pronoun ‘I’ instead they should use phrases like ‘The delegation of...’, ‘Our delegation’, ‘We’ etc.

Sample Resolution Format²

FORUM: Special Political and Decolonization Committee (4th GA)

QUESTION OF: The situation in Pakistan

SUBMITTED BY: Brazil

CO-SUBMITTED BY: Argentina, Belarus, Iran, Mexico, Somalia, Venezuela

THE SPECIAL POLITICAL AND DECOLONIZATION COMMITTEE,

Guided by the principles and the objectives of the Charter of the United Nations and the Universal Declaration of Human Rights,

Expressing its appreciation for the work of the United Nations Development Program (UNDP) in Pakistan,

1. Calls for the implementation of measures to ensure that the madrassas (religious schools) refrain from recruiting mujahedeen fighters and religious terrorists, such as but not limited to:
 - a) revision of the current legislation for schools stating that:
 - i. the State is mainly responsible for providing education to children,
 - ii. school education is free of charge for all children,
 - b) interference of UN peacekeeping forces for a limited period of time;
2. Proposes the cooperation of the Security Council and the Disarmament Committee as far as the disarmament of Pakistani armed terrorists is concerned;
3. Decides to remain actively seized on the matter.

² Normally, a resolution should have more clauses. This is a sample to demonstrate the correct format.

Words and Phrases to introduce Preamble Clauses

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

Words and Phrases to introduce Operative Clauses

Accepts	Emphasizes	Proposes
Affirms	Encourages	Recommends
Approves	Endorses	Regrets
Asks	Expresses its appreciation	Requests
Authorizes	Expresses its hope	Resolves
Calls for	Further invites	Seeks
Calls upon	Further proclaims	Strongly affirms
Condemns	Further recommends	Strongly condemns
Congratulates	Further requests	Strongly urges
Confirms	Further resolves	Suggests
Declares accordingly	Hopes	Supports
Deplores	Identifies	Trusts
Draws the attention	Invites	Transmits
Designates	proclaims	Urges