



## **Inter-Scholar ASFMUN Rules of Procedure**

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## Introduction

1. These rules shall be considered adopted by ASFMUN Secretariat prior to its first meeting.
2. Interpretation of the rules shall be reserved exclusively to the Secretary-General, Chairs, and the ASFMUN Staff.

### ***Rule 1: Adoption of the agenda***

The agenda provided by the Secretary-General shall be considered adopted at the beginning of the session. A majority vote of those recorded as present, or present and voting in the committee shall determine the order of the agenda items.

### ***Rule 2: Revision of the Agenda***

Items on the agenda may be dismissed by the committee by a motion for adjournment of debate (see Rule 24)



Once dismissed, the agenda item may be discussed again by the motion for reconsideration of a topic (see Rule 34).

***Rule 3: Duties of the Secretary-General***

The Secretary-General shall act in that capacity in all meetings of the conference. They may designate a member of the Secretariat to act in their place at these meetings. The Secretary-General, with the assistance of ASFMUN Staff shall provide and direct the staff required by the conference and committees.

***Rule 4: The Dais***

The Dais shall be comprised of the Chair, who shall preside, and the Co-Chairs. The Dais for each committee will provide background and directives for each of the topics to be discussed, hereafter called Background Guides. These guides will be made available to all delegates in a timely fashion, prior to the beginning of the conference. The Dais will preside over all committee functions, and will be called upon to establish quorum, oversee roll call, moderate debate, entertain motions, review and provide comments to working papers and draft resolutions, and preside over voting procedures.

***Rule 5: Language***

English shall be the official and working language of the conference, and its committees at all times.

***Rule 6: Member Delegations***

Each member state will be represented by one delegate and has one vote. Members with observer status will be allowed to vote on procedural matters but not on resolutions or amendments. Their vote will be symbolic.

***Rule 7: Credentials***

The credentials of all delegations have been accepted upon admission to the conference. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General.

***Rule 8: Invitation to Silent Prayer or Meditation***

Immediately after the opening of the first committee meeting the Dais shall allow motions made by committee representatives to observe one minute of silence dedicated to private prayer or meditation.

***Rule 9: Quorum***

The Dais may declare a meeting open and permit debate to proceed when representatives of at least one-third of the members of the committee are present. A majority of all the



members of the committee, previously marked as present, shall be required for any decision to be taken. A roll call is never required to determine the presence of a quorum.

***Rule 10: Appeals***

Any decision of the Dais, with the exception of those matters that are explicitly stated to be un-appealable, may be appealed immediately by a delegate. The Committee Staff may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a majority of those members present and voting. A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling. The Chair's ruling will stand unless overruled by a majority of , "No" votes. The Chair's decision not to sign a resolution or amendment is never appealable.

***Rule 11: Courtesy***

Delegates will show courtesy and respect to the Committee staff and to other delegates. In order to ensure respectful address during debate, delegates must refer to each other in third person avoiding direct accusations at all times. The Moderator will immediately call to order any delegate who fails to comply with this rule.

***Rule 12: Speeches***

No representative may address the committee without having previously obtained the permission of the Dais. The Dais shall call upon speakers in the order in which they request to speak, either by placard or note to the Dais. The Dais may call a speaker to order if their comments are not relevant to the subject under discussion.

***Rule 13: Time Limit on Speeches***

The committee may, by a majority vote, limit the time allowed to each speaker. Before a decision is taken, two representatives may speak in favor of, and two against to set such limits. When the debate is limited and a representative exceeds the allocated time, the Dais shall call them to order without delay. In the case of multiple motions for speaking times, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. The Chair may rule the motion dilatory, and their decision is not subject to appeal. Once a speaker's time has been approved by the body, all other speaker's time motions on the floor will be removed.

***Rule 14: Speaker List***

Members may be on the list of speakers once but may be added again after they have spoken. Any representative may move that the list of speakers be closed, or if already closed, reopened. This motion is not subject to debate, and requires the support of a



majority of the members present to pass. If the list of speakers is exhausted, debate is automatically closed and the committee moves immediately into voting procedure.

### ***Rule 15: Yields***

A delegate granted the right to speak on a substantive issue may yield his time in one of three ways: to another delegate, to questions, or to the Chair.

Please note that only one yield is allowed.

- a) *Yield to another delegate:* the delegate's remaining time will be given to the delegate chosen (only if the delegate agrees) who may not make any further yields.
- b) *Yield to questions:* delegates will be selected by the Moderator and limited to one question each. Follow-up questions will be allowed only at the discretion of the Moderator. The Moderator will have the right to call to order any delegate whose question is, in the opinion of the Moderator, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- c) *Yield to the chair:* such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The Moderator will then automatically move to the next speaker. Delegates must declare any yield by the conclusion of his/her speech.

### ***Rule 16: Comments***

If a substantive speech involves no yields, the Moderator will recognize two delegates, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commentators may not yield their time.

### ***Rule 17: Right of Reply***

A delegate whose personal or national integrity has been insulted by another delegate may request a Right of Reply by a written form to the Chair. The Chair's decision whether to grant the Right of Reply is unappealable, and a delegate granted the Right of Reply will not address the committee except at the request of the Moderator.

### ***Rule 18: Right to Contest***

This right applies when:

- a) There is an issue or segment of the debate that directly involves certain specific delegations, and cannot be touched upon by the whole committee.
- b) A delegation has been offended or misinterpreted.
- c) A delegation wishes to address another directly and concisely.
- d) A delegation wishes to directly challenge something posed or said by another.



This right should enrich the debate and allow it to continue, not restrict the debate to two delegations.

The specifications of this right are that delegates may go up individually or in groups to challenge a corresponding group. The ratios of delegates to each side may be 1:1, 2:1, 2:2, 3:2, or 3:3; thus, a group may have only one more delegate than the opposing side.

The right to contest can be posed, akin to a motion, at any point once at least one moderated caucus has occurred. The Chair reserves the right to deny or accept the request based on the evaluation of whether it will actually contribute meaningfully to the debate.

### ***Rule 19: Setting the Agenda***

The first order of business for the Committee will be to set the Agenda:

- a) A motion should be made to begin debate on topic area A or B (second required).
- b) The Committee will move to an immediate vote on the motion. A simple majority is required to pass. If the motion fails, the other topic area will automatically be placed first on the agenda.
- c) In order to change topic area, a motion to proceed to the second topic area is in order only after the Committee has adopted or rejected a resolution on the first topic area. A motion to proceed to the second topic area after a resolution has failed requires a second.
- d) In the event of an international crisis or emergency, any member of the Secretariat may call upon a committee to table debate on the current topic area so that the crisis may be attended. After a resolution has been passed on the crisis topic, the committee will return to debate on the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on the tabled topic area only at the discretion of the Secretariat.

### ***Rule 20: Moderated Caucus***

A motion to 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 20 minutes, and a speaker's

time. The motion will immediately be put to a vote (a majority required to pass). The Moderator may rule the motion out of order or change the time limit to his/her discretion and his/her decision is un-appealable.

### ***Rule 21: Unmoderated Caucus***

The purpose of an unmoderated caucus is to accelerate debate and engage in more efficient discussions as well as create alliances and work on resolutions. A motion for an unmoderated caucus is in order at any time when the floor is open prior to closure of debate or after a moderated caucus. The delegate requesting the unmoderated caucus



should establish the time and purpose of it which can be changed at the chair's discretion. The motion will immediately be put to a vote and a simple majority is required for it to pass; however, the moderator may rule the motion out of order and his/her decision is un-appealable.

***Rule 22: Closure of Debate***

If the Committee is in favor of closure, the Moderator will declare the closure of the debate, and all resolutions and amendments on the floor will be brought to an immediate vote. When the floor is open, a delegate may move to close debate on the topic area under discussion. The Moderator may, subject to appeal, rule such a motion out of order. When closure of debate is moved, the Moderator may recognize up to 2 speakers against the motion. No speaker in favor of the motion will be recognized (2/3 required to pass).

***Rule 23: Suspension of Meeting***

To suspend all Committee functions until the next meeting a delegate may motion for the suspension of the meeting. If the motion is in order, the Committee will move to immediate vote (simple majority required to pass).

***Rule 24: Adjournment of Meeting***

Adjournment of the meeting is to suspend all Committee functions for the duration of the Conference. A motion to adjourn will be out of order prior to the lapse of the time allotted for the conference. The Moderator may rule such motions out of order~ these decisions will not be subject to appeal. When in order, such decisions will not be debatable but will be immediately put to vote (simple majority required to pass).

***Rule 25: Order of Motions***

The motions indicated below shall have precedence in the following order over voting on all draft resolutions or motions before the Committee:

- a) To suspend the meeting for an unmoderated caucus
- b) To suspend the meeting for a moderated caucus
- c) To adjourn the meeting
- d) To adjourn debate on the item under discussion.
- e) To close the debate on the item under discussion

***Rule 26: Point 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. This point will be immediately addressed by the Moderator in accordance with these rules of procedure. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.



***Rule 27: Point of Personal Privilege***

Whenever a delegate experiences personal discomfort which impairs his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected (may interrupt a speaker only when the delegate cannot hear the speaker). Delegates should use this power with the utmost discretion.

***Rule 28: Point of Parliamentary Inquiry***

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator 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 a break.

***Rule 29: Point of Information to the Chair***

When the floor is open, a delegate may rise to a Point of Information to the Chair to ask any member of the Chair a question regarding the general scope of the session. A Point of Information to the Chair may never interrupt a speaker. Points of Information to the Chair may encompass any inquiry that does not deal with the Rules of Procedure.

***Rule 30: Working Papers***

Before a document is accepted by the Dais to be voted on it is referred to as a working paper. A working paper must have at least one Sponsor and a combination of signatories and sponsors to equal  $\frac{2}{3}$  of the committee present during the first session. All committee delegates are therefore encouraged to collaborate as much as possible. Sponsors have had substantive additions either through direct clauses or impactful ideas to the working paper. These are the only individuals called to the Dais when edits are returned. Signatories are Member States who would like to see the idea debated and do not necessarily have to agree with the idea. Only 5 Sponsors will be recognized per resolution.

***Rule 31: Draft Resolutions***

Once a working paper has been accepted to the Dais it is then referred to as a draft resolution. Once a draft resolution has been accepted, perambulatory clauses cannot be altered. Draft resolutions will be titled based on the topic being discussed and in the order they are selected. The topics are numbered based on how the delegates have ordered them on the agenda. When a working paper is accepted by the Dais to become a draft resolution the signatories and sponsors are removed and this becomes a document of the body.

***Rule 32: Introducing Draft Resolutions and Amendments***

Draft resolutions and amendments shall be submitted in writing to the Dais, with the names of a minimum of one-fourth of the members recognized by the Secretariat, who





would like the committee to consider the draft resolution or amendment. The amount one-fourth of the members necessary shall be determined by the Member States who were recognized as present or present at voting at the first attendance roll call of the conference.

The Dais may, at its discretion, approve the draft resolution or amendment for circulation to the delegations. As a general rule, no draft resolution or amendment shall be put to a vote at any meeting of the committee unless copies of it have been made available to all delegations, either via electronic, paper and/or screen projector. The Chair may however, permit the discussion and consideration of draft resolution or amendments without such proposals or amendments having been circulated, only after the dais has announced the draft resolution and amendment have been officially approved.

A modification occurs, when all the sponsors agree to a proposed change to the language of a draft resolution. The draft resolution shall be modified accordingly requires no vote. A document modified in this manner shall be considered part of the draft resolution pending before the body for all purposes, including subsequent amendments.

Amendments are changes to the document that not all of the sponsors support and can include, but are not limited to, removing or rewording operative clauses, or changing the scope or intention of a clause. Amendments require 25 percent of the delegate support to be accepted by the Dais. They are voted on prior to voting on the draft resolution they affect and require a simple majority to pass. The Chair will allow two members to speak in favor and two against the amendment. After the debate, the motion will be voted upon immediately. Should a draft resolution include an amendment that changes the intention, a sponsor is able to vote against said draft resolution.

### ***Rule 33: Withdrawal of Motions and Proposals***

The sponsors of a draft resolution may withdraw the document or motion at any time before voting procedure has commenced, provided that no amendments have been submitted for the proposal. Any representative may reintroduce a motion or draft resolution previously withdrawn.

### ***Rule 34: Reconsideration of a topic***

When a topic has been adjourned, it may not be considered at the same session unless the committee, by a two-thirds majority of those present, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider a topic shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.



### ***Rule 35: Passing a Draft Resolution***

After closing debate on a resolution, the committee will move to an immediate vote on the resolution. A motion for a roll call vote may be in order at the discretion of the chair. A simple majority is required to pass.

### ***Rule 36: Voting***

Each member country will have one vote. Each vote may be a "Yes," "No," or "Abstain." "Members present and voting" will be defined as members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting. All matters will be voted upon with placards, except in the case of a roll call vote. After the Moderator has announced the beginning of voting, no delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order in connection with the actual conduct of voting and no one can enter or leave the room. A simple majority requires "Yes" votes from more than half the members present and voting; ties fail. A two-thirds vote requires at least twice as many "Yes" votes as "No" votes.

### ***Rule 37: Roll Call Voting***

Occurs after debate is closed on any resolution or amendment. A motion for a roll call vote is in order only for voting on an amendment or a resolution. Roll call voting will proceed as follows:

- a) In a roll call vote, the Moderator will call countries in alphabetical order.
- b) In the first sequence, delegates may vote "Yes," "No," "Abstain," "Yes with rights," "No with rights," or "Pass."
- c) The second sequence begins with comments by those delegates that asked for "rights".
- d) A delegate who passes during the first sequence of the roll call must vote immediately after.
- e) The Moderator will then announce the outcome of the vote.

### ***Rule 38: Conference Discrepancies***

Please report any issues with parliamentary procedure in writing to the following email: [asfmun@asf.edu.mx](mailto:asfmun@asf.edu.mx). Title your email the following way: ASFMUN 2020 PARPRO ISSUE.

### ***Rule 39: The Rules***

The rules herein are property of the ASFMUN Conference and are subject to changes as needed.