

# RULES OF PROCEDURE



**Lyon Model United Nations**  
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# GENERAL RULES

## RULE 1: SCOPE

These rules for the General Assembly, the Economic and Social Council, the Specialized Agencies and Funds are self-sufficient and apply to Lyon Model United Nations for its 2017 edition, except for modifications provided by the Secretariat or Directors, and will be considered adopted in advance of session. No other rules of procedure are applicable.

## RULE 2: LANGUAGE

American English will be the official and working language of the following committees: Security Council, World Health Organization, United Nations High Commissioner for Refugees, North Atlantic Treaty Organization, Fictive British Parliament.

French will be the official and working language of the following committees: Programme des Nations Unies pour le Développement, Ligue des Etats Arabes, Comité de crise historique.

Spanish will be the official and working language of the following committee: Organization of American States.

## RULE 3: DELEGATIONS AND CREDENTIALS

Each member will be represented by one delegate and one vote on each committee. Secretariat, Committee Staff, Chairs and Delegates are required to wear the LyonMUN badge at all times during the conference.

## RULE 4: PARTICIPATION OF NON-MEMBERS

Representatives of Accredited Observers will have the same rights as those of Member States, except that they may not sign or vote on draft resolutions or amendments. A representative of a non-state organization that is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Director.

## **RULE 5: GENERAL POWERS OF THE COMMITTEE STAFF**

The Committee Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Director will also direct discussions, accord the right to speak, pose questions, announced decisions, rule on points of order, and ensure and enforce the observance of these rules. The Director may temporarily transfer her/his 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 and responsible to the Secretary-General.

## **RULE 6: QUORUM**

The Director may declare a Committee open and permit debate to proceed when at least one-quarter of the members of the Committee, as declared at the beginning of the first session by the Director, are present. The first roll call determines the quorum for the rest of the conference.

A member of the Committee is a representative who is officially registered with the Conference. The presence of a simple majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

## **RULE 7: COURTESY**

Delegates will show courtesy and respect to the Committee staff and to other delegates. The Director will immediately call to order any delegate who fails to comply with this rule. If called, the Secretary-General may decide to expel a delegate from the conference. This decision is not subject to appeal.

# RULES GOVERNING DEBATE

## RULE 8: AGENDA

The first order of business for the Committee will be consideration of the Agenda, and shall be introduced by the Director for voting after having heard two speakers in favour and two speakers against. A simple majority is needed for the agenda to be adopted.

A committee in which only one topic area may be proposed for the agenda will be considered to have automatically adopted that topic area without debate.

All motions for caucus shall be ruled dilatory during the Consideration of the Agenda.

## RULE 9: OPENING SPEECHES AND GENERAL SPEAKERS LIST

After the Agenda has been determined, delegates are invited to deliver their opening speeches by the Director. Opening speeches length are to the discretion of the Director. The General Speakers List will then 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 draft resolution currently on the floor. Debate automatically closes when the Speakers List is exhausted.

A motion to change the General Speaker's time can be introduced to change the time allowed for speeches during the formal debate. The motion needs a simple majority.

## RULE 10: SPEECHES

No delegate may address a session without having previously obtained the permission of the Director. The Director may call a speaker to order if her/ his remarks are not relevant to the subject under discussion, or are offensive to committee members or staff. The Director may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds her/his allotted time, the Director may call the speaker to order without delay.

## RULE 11: YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three

ways at the conclusion of her/his speech: to another delegate, to questions, or to the Director. Only one yield is allowed. A delegate must declare any yield at the conclusion of her/his speech. Yielding is in order only during General Speakers list debates.

- (i) *Yield to another delegate.* Her/his remaining time will be offered to that delegate. If the delegate accepts the yield, the Director shall recognize the delegate for the remaining time.
- (ii) *Yield to questions.* Questioners will be selected by the Director and limited to one question each. Follow-up questions will be allowed only at the discretion of the Director. The Director will have the right to call to order any delegate whose question is, in the opinion of the Director, 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.
- (iii) *Yield to the director.* Such a yield should be made if the delegate does not wish her/his speech to be subject to questions. The moderator will then move to the next speaker.

## **RULE 12: RIGHT OF REPLY**

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply in writing only to the committee staff. The Director will grant the Right of Reply at her/his discretion and a delegate granted a Right of Reply will not address the committee except at the request of the Director.

## **RULE 13: UNMODERATED CAUCUS**

A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes. A majority of members is required for passage. The Director may rule the motion out of order.

## **RULE 14: MODERATED CAUCUS**

The purpose of the moderated caucus is to facilitate substantive debate at critical

junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers List and call on delegates to speak at her/his 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 proposing 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. Once raised, the motion will be voted on, with a simple majority of members required for passage. The Director may rule the motion out of order. No motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.

### **RULE 15: EXTENSION OF PREVIOUS CAUCUS**

This motion extends the previous caucus, and is, therefore, only in order after a moderated or unmoderated caucus. An extension cannot be longer nor equal than the previous caucus. Furthermore, in case of an extension of a moderated caucus, speakers' time cannot be changed. Extensions of extensions are out of order. The motion needs a simple majority in case any objection to the extension is raised by a member of the committee or at the discretion of the Director.

### **RULE 16: CLOSURE OF DEBATE**

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Director may rule such a motion dilatory. When closure of debate is moved, the Director may recognize up to two speakers against the motion. If there are no speakers against the motion it automatically passes. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present. If the Committee is in favor of closure, the Director will declare the closure of the debate, and move the committee to immediate voting procedure.

### **RULE 17: SUSPENSION OR ADJOURNMENT OF THE MEETING**

Whenever the floor is open, a delegate may move for the suspension of the meeting, to

suspend all Committee functions until the next meeting, or for the adjournment of the meeting, to suspend all Committee functions for the duration of the Conference. The Director may rule such motions out of order. A simple majority is required to pass.

### **RULE 18: RECONSIDERATION**

A motion to reconsider is in order when a draft resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the proposal. The Director will recognize two speakers opposing the motion after which the motion will be immediately put to a vote. A two-thirds majority of the members present is required for reconsideration. If the motion passes, the committee will immediately vote again on the draft resolution or amendment being reconsidered. A reconsidered voting procedure cannot be reconsidered a second time.

There is no reconsideration for United Nations Security Council voting procedure.

### **RULE 19: APPEAL TO THE DECISION OF THE DIRECTOR**

This motion challenges a procedural decision of the Director, and may be introduced for voting at the discretion of the Director, The appeal needs a two-third majority. Shall she/he choose not to introduce to voting, the Under-Secretary-General for Committees shall be called to rule on the decision.

## **RULES GOVERNING POINTS**

### **RULE 20: POINTS OF PERSONAL PRIVILEGE**

Whenever a delegate experiences personal discomfort which impairs her/ his ability to participate in the proceedings, she or he may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege in extreme case may interrupt a speaker, delegates should use this power with the utmost discretion.

### **RULE 21: 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 Director in accordance with these rules of procedure. The Director may rule out of order those points that are 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 only interrupt a speaker if the speech is not following proper parliamentary procedure.

## **RULE 22: POINTS OF PARLIAMENTARY INQUIRY**

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Director a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

## **RULE 23: DISRUPTIVENESS OF POINTS AND MOTIONS**

Firstly, Points and Motions shall be addressed by the Director in the following order:

- Point of Personal Privilege,
- Point of Order,
- Point of Parliamentary Inquiry,
- Point of Information,
- Motion to Appeal the Decision of the Chairs,
- Motion to Extend the previous Caucus,
- Motion to Change the General Speaker's Time,
- Motion to Suspend the Meeting,
- Motion to Close the Debate,
- Motion to Adjourn the Debate,
- Motion to introduce an Amendment,
- Motion for Unmoderated Caucus,
- Motion for Moderated Caucus,
- Motion for Division of the Question,
- Motion for a Roll Call Vote,

Secondly, Motions should be considered according to length of the caucus and, thirdly, according to length of speakers time.

# RULES FOR PAPERS

## 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, but do require the signature of the Director to be copied and distributed. Once distributed, delegates may begin to refer to that working paper by its designated number.

## RULE 25: DRAFT RESOLUTIONS

The Director has the final decision to accept the approved working papers as a draft resolution. It shall be in the proper format of a resolution, containing a header, preambles and operative clauses.

In order to introduce a draft resolution for debating, a minimum of one and a maximum of three delegates is required as a sponsor of the draft resolution. The number of signatories is decided by the Director and submitted to the Under-Secretary-General of Committees for approval.

The delegation introducing a working paper or draft resolution is referred to as a sponsor. The sponsor is always the primary speaker in favor of the introduced draft resolution. A sponsor can also be referred to as main submitter.

Sponsorship of a draft resolution may be withdrawn at any time before the voting procedure has begun. Such request is to be submitted in written form to the Chairpersons. A Draft Resolution with no sponsor is automatically withdrawn.

A Draft Resolution that has been put up to a vote by the committee and passes may be referred to as a Resolution.

## RULE 26: RESOLUTION

Resolutions are the final document a committee works towards. Draft resolutions that pass voting procedures are considered a Resolution. Draft resolutions need a simple majority to pass, unless otherwise specified.

## RULE 27: AMENDMENTS

Amendments are an adjustment of the operative clauses of a draft resolution. This can be done by adding, deleting or revising. Amendments have to be handed in to the Director in written or electronic form. The Director may rule out an amendment at her/his discretion.

Amendments to amendments are not in order.

- (i) *Friendly Amendments* are changes made to the draft resolution that are supported by sponsors of the original draft resolution. Friendly amendments are not voted upon.
- (ii) *Unfriendly Amendments* are not approved by sponsors of the draft resolution. Unfriendly Amendments must be voted upon and passed with a simple majority.

## RULES GOVERNING VOTING

### RULE 28: PROCEDURAL VOTING

All voting is considered procedural with the exception of voting on draft resolutions. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more than half of the committee members to vote affirmatively. A motion that requires two-thirds to pass means exactly two-thirds or more of the committee members to vote affirmatively.

### RULE 29: SUBSTANTIVE VOTING

The only substantive voting will be voting on draft resolutions. All other votes will be procedural votes. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed. At that point, only the following points and motions will be entertained: 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. For substantive voting, each member will have one vote. As per Rule 4, non-members may not vote on substantive matters.

Each vote may be a “*Yes*”, “*No*”, or “*Abstain*”. Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted.

Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed in a topic area.

In the voting procedure of the United Nations Security Council, a resolution requires affirmative votes of two-third of the members to pass. A vote against by either the People’s Republic of China, French Republic, Russian Federation, United Kingdom of Great Britain and Northern Ireland or United States of America, automatically prevent the adoption of a Security Council draft resolution.

### **RULE 30: DIVISION OF THE QUESTION**

After debate on any topic has been closed, a delegate may move that operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question. If the motion receives the simple majority required to pass, the Director will take motions on how to divide the question and prioritize them from most severe to least severe.

### **RULE 31: ROLL CALL VOTING**

After debate is closed on any draft resolution, any delegate may request a roll call vote. A simple majority is needed to pass. A motion for a roll call vote is in order only for substantive votes.

In the first sequence, delegates may vote “*Yes*”, “*No*”, “*Abstain*” or “*Pass*”. A delegate may request the right to explain her/his vote only when the delegate is voting against the policy of her/his country; such a vote is termed “*with Rights*”. The delegate may only explain an affirmative or negative vote, not an abstention from voting. A delegate who passes during the first sequence of the roll call must vote during the second sequence and may not vote “*Abstain*” or “*Pass*”. The same delegate may not request the right to explain her/his vote.

The Chair will then announce the outcome of the vote.