



RULES OF PROCEDURE



MATER SALVATORIS
MODEL UNITED NATIONS

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MATER SALVATORIS MODEL UNITED NATIONS

Part I - General Rules

1. Scope

These rules should apply to all regular sessions of Mater Salvatoris Model United Nations throughout all of its sessions in presence or online conferences. These rules are self-sufficient and can only be complemented by the governing rules of each body to be simulated; if contradiction occurs between these rules and others, the Chair will decide on the matter immediately. This decision is not subject to appeal. Identical procedure shall be followed when a situation not contemplated in these rules occurs.

***Virtuality:**

In that case, it will be carried out online, through the virtual platform Zoom. It is recommended to download the application on its respective electronic device, for easier use of the tool. In each of the rules below, the virtual modality will be specified.

Before joining all committee session, delegates must configure their Zoom profile with the following details:

- Character's or delegation's name with their real name. Example:
Venezuela-Alicia Alvarado
- Profile Picture: The official flag or a picture of the character they represent must be placed

During the respective conference, delegates must keep their cameras on in all sessions. In case of connection failure it must be notified and authorized by the Chair, before proceeding.

2. Working Language

The official working language should be English, all discussions, documents and speeches may be issued in said language. When a

delegate wishes to use a phrase or expression in a different language, the delegate should provide immediate translation.

3. Steering Committee

The Steering Committee consists of The Secretary-General, the Under-Secretaries and the Head Delegates, any member of the Steering Committee may address any committee during the length of the conference. The ruling of any member of the Steering Committee about any matter herein contained or not shall be final and will have precedence over any other decision or appeal. Any rule can be altered, suspended or added by a member of the Steering Committee at any times.

4. Parliamentary Notes

Parliamentary notes between delegates will be made through the protocols. Each delegate will be assigned a protocol, every time the delegate wants to communicate with another delegate, she/he must write the message to the respective protocol specifying the delegation to which it is addressed. The protocol will take care of forwarding the message and giving you the answer back. If the parliamentary notes are towards the Chair, it will proceed in the same way with it. In both situations, formal language and respect must be taken into account. If there is a problem with the protocols, you can contact the protocol chief or with the steering committee.

***Virtuality:** Complementary notes between delegates will be made through the protocols using the WhatsApp platform. Each delegate will be assigned a protocol, with their respective telephone number. Every time the delegate wants to communicate with another delegate, she/he must write the message to the respective protocol specifying the delegation to which it is addressed. The protocol will take care of forwarding the message and giving you the answer back. If the complementary notes are towards the Chair, they can be made by Zoom direct private chat, and wait for the response. In both situations, formal language and respect must be taken into account. If there is a problem with the protocols, you can contact the protocol chief (her number will

also be available) or with the steering committee.

Part II – The Dais

4. Members

Each committee shall have a Dais composed by several staff members and designed by the Secretariat individually or collectively. The members of the Chair will have the responsibility to assume the office of Chair, each Chair should have a President, a Vice-President and a Conference Official.

5. Duties of the Chairs

The Chairs have the responsibility of keeping the Speaker's lists, the recording of the Roll Call, Quorum and all substantive voting of the committees. The Chair should declare the opening and closing of each session, grant the right to speak with equity and objectively recognize points or motions, put questions to a vote, announce decisions, ensure the observation of these rules, and rule on disputed points. The Chair is also primarily responsible for the substantive content of the committee proceedings. The Chair (or their designate) must authorize each draft resolution for their introduction to the floor.

6. Authority

After the Steering Committee, the Chair should be the final authority in each committee. The Chair may refuse to entertain any procedural motion at her/his discretion. At any time, the Chair may propose the adoption of a procedural motion without a vote by the committee.

Part III - Delegations

7. Rights

Each member-state should be represented by one (1) voting delegate on each committee unless the Steering Committee or Chair deem necessary a second delegate. Only one delegate may hold speaking and voting rights at the same time. A representative of a State that is not a member of the United Nations, or a representative of an organization holding observer rights as a full member except that he or she may not vote on substantive matters, or sign or sponsor a draft resolution.

8. Censorship

Delegates are expected to know their countries' foreign policy and their official position. Those delegates that clearly and persistently misinterpret or violate their countries' foreign policy during speeches and voting are subject to a motion of censorship. To carry out this motion the proposing Delegate or Delegates shall consult it first with the Secretariat, the Chair and the Academic Advisors, who must authorize any Motion for Censoring.

Once censure is moved, the delegate in question is allowed two minutes to explain him/herself and speak against the proposition. The motion shall then be voted upon. It will require Qualified Majority. The delegate will lose the voting rights for the remainder of the session.

Part IV – The Committees

***Virtuality:** Classroom will be the main information and official document delivery platform required by the Chair of the respective committees. Each committee will have its own classroom, where all the information related to it will be exposed, such as: Official Rules of Procedure, access information for Zoom sessions, committee's official document, and a report of what happened during the previous sessions. In addition, there will be homework assignments where delegates will upload their official documents, such as their Position Paper. Finally, inside each Classroom you will also find all our sponsors with their respective logos and contacts.

9. Roll Call

At the beginning of each session the Dais may initiate roll call. Each delegate must respond either “present” or “present and voting”. Delegates who are “present” may vote in favor, opposed or abstain.

Delegates who are “present and voting” may only vote in favor or opposed, abstentions won’t be permitted. If a delegate is not present at the time the Roll Call is taken, he or she is expected to pass a note to the Dais once he/she arrives explaining the cause of his delay.

***Virtuality:** Roll Call will be passed orally only at the beginning of the first Zoom session of each day. Delegates may -only for this function- unmute themselves at the time they are called. In the following sessions, delegates must only write their delegation’s name in the Zoom chat. In case of unpunctuality, delegates who want to request recognition within the forum must justify themselves with the Chair through Zoom private chat.

10. Quorum

Before formal debate or voting procedure may begin, the committee must meet quorum. In this case, quorum is defined as one-third (1/3) of the voting members of a committee as determined by the roll call list. Any delegate may, at any time, request a Motion to Challenge the Quorum, this shall lead to a verification of quorum. The Chair will rule immediately on the motion, initiating Roll Call if she deems it necessary. Quorum is assumed to be met unless proven otherwise.

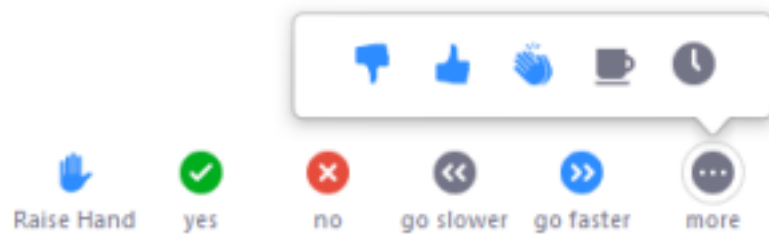
11. Majorities

A simple majority is defined as more votes in favor than opposed (a motion fails on a tie vote). A qualified or two-thirds majority is defined as at least two votes in favor for each vote opposed, it corresponds the 66.6% of the votes.

12. Procedural Voting

For procedural matters, each delegation has the obligation to vote. Only votes of “yes” or “no” should be in order. A motion for a Roll Call voting on procedural matters is never in order.

***Virtuality:** To carry out the voting process, delegates must use the icons inside the “Participants” panel at the bottom of the Zoom screen. The green icon will be taken into account as a vote in favor and the red icon as a vote against. For abstentions, they must use the clock icon.



Part V – Debate

13. Agenda

The agenda refers to the order in which the committee will discuss the topics. The first order of business for the committee may be the consideration of the agenda. Only topics on the provisional agenda will be considered, except in crisis committees.

The first motion the Chairs shall entertain will be to set a topic first on the agenda to this effect they will submit the question to vote, if there is no consensus the Chair should open a speakers' list with at least two delegates in favor and two against, if there are not two delegates against, the Chair will immediately proceed to regular procedural voting. If this voting fails, the Chair may repeat the process with the second topic. If both topics fail, the Chair will declare open the topic that rallied most votes for.

***Virtuality:** To request the motion to open the speakers list - like any other point or motion - the delegate must use the "Raise your hand" tool found in the participants' panel when the forum is open. Once the motion is approved by the Chair, other delegations that also want to be added must raise their hand too. If they want to be added later they

must request it to a Chair member through Zoom direct message. The list will be shared at all time except for moderated and unmoderated caucuses, introduction of an audiovisual material, and presentation of resolutions. Simultaneously, delegates will be able to access it through a Google document previously shared in each committee Classroom.

14. Speaker's List

Once a topic has been adopted, the Chair shall proceed to open a Speakers' List that deals with the topic in question. Separate lists may be established for specific procedural motion on an as-needed basis. A member may add his or her country to the list, as long as it is not already on the list, by submitting a written request to the dais.

15. Motion for a Caucus

During the flow of the debate, any delegate may move the floor to a Caucus when the floor is open. When such a motion is proposed the delegate must provide the type of Caucus, the time and the specific purpose. There are two types of Caucus, as follows:

- Simple Caucus: The flow of debate is suspended, delegates may leave their seats, leave the room, etc. Mainly to communicate in a more dynamic way or to draft documents, no points or motions will be entertained during the length of a simple caucus.

- *Virtuality: Debate regular procedure is suspended and delegates will be allowed to meet inside of "Breakout Rooms" . This tool could be found at the bottom of the Zoom screen. The Chair will create different groups where each bloc will enter in order to discuss their different solutions for the topic. Direct contact may be maintained for the drafting of the different documents. Points and motions will not be addressed during the extension of the caucus.

- Moderated Caucus: The delegates will be granted the right of speech at discretion of the Chair. During a moderated caucus the chair may call to order delegates who deliver speeches outside the specific purpose of the caucus, previously stated by the proposing delegate. No motion will

be entertained while the caucus is in effect.

***Virtuality:** Delegates will be muted during the entire duration of the caucus. If they want to speak, they must raise their Zoom hand and the Chair will recognize them on the floor.

16. Motion for the Closure of the Debate

The motion to suspend the debate will only be in order during the last five minutes of each session, it requires an open floor. The Chair may rule this motion out of order or dilatory, this decision is not subject to appeal. To pass, this motion will require a simple majority. Its effect will be suspending the debate until the next programmed session of the model.

Part VI – Speeches

17. Addressing the Committee

No member may address the committee without having obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject matter under discussion. Another delegate may not interrupt a speech, unless that delegate is rising on a Point of Personal Privilege or a Point of Order.

18. Time Limit

A member of the committee may move to set a time limit on speeches. Such motion requires a simple majority to pass. The default time will be one (1) minute.

19. Time cession

Each delegate must yield his/her time to The Chair, the remaining time is forfeit and the committee moves on. If a delegate fails to yield his/her time, it shall be assumed that the delegate has yielded it to the Chair. Yields will only be in order during speeches delivered in the

speakers' list.

20. Right of Reply

In the case any delegate feels his national or personal integrity has been offended by the speech of another member, the delegate may issue a right of reply to the chair. If granted, the Delegate will be given 30 seconds to explain the reason of his discontent. A right of reply over a right of reply is never in order. It is only in order immediately following the speech in which the delegate was insulted. When the right is given, the Chair shall ask the delegate who originally issued the offensive statement if he/she apologizes, the delegate does not have the obligation to apologize, and must only do it if his national policy demands it.

Part VII – Parliamentary Points

***Virtuality:** Delegates who want to make a point must raise their Zoom hand through the “Raise your hand” tool within the Participants panel in order to be recognized and make their point. This method will replace the use of placards throughout the whole conference. Once a delegate is given the right to speak, the others will have to lower their hands, otherwise it will be understood as if they want to make the precedence motion.

21. Point of Personal Privilege

Any delegate may rise to a Point of Personal Privilege during the discussion of any matter when his or her ability to participate in the proceedings is in any way impaired. The Chair shall attempt to remove the cause of the impairment. This point may interrupt a speaker.

22. Point Of Order

A delegate may rise to a Point of Order to complain of improper parliamentary procedure. The Chair will immediately rule on the Point of Order. She should rule out of order any points which she finds dilatory or improper; such a decision is not subject to appeal. A Point of Order may interrupt a speaker. The member rising to a Point of Order May not speak on the topic of discussion substantively.

23. Point of Parliamentary Inquiry

A delegate may rise to a Point of Parliamentary Inquiry in the case that he/she has a question for the Dais regarding the rules of procedure. These points can neither interrupt the speaker nor be in regard to substantive matters.

Part VIII – Substantive Matters

***Virtuality:** All committee official documents must be made using Google Docs. If delegates want the Chair to check on their document they could share it through the email the Chair indicates during the conference. Once they are completed, they must return them through an assigned homework in Classroom.

24. Working Papers

Working papers are informal documents used to communicate ideas with the entire committee. They need not be in resolution format and need no sponsors or signatories. Working papers need not be introduced and are never voted upon. The Chair at its discretion may number them to maintain the order of the debate if there are a substantial number of them.

25. Resolutions

Draft Resolutions

The documents submitted to and approved by the Dais, in proper resolution format, shall be considered and referred to as Draft Resolutions. The term “Resolution” is only to be used in reference to documents already passed by that body or others of the UN.

Format Draft

Resolutions must be written in proper resolution format, as outlined by the general practice of UN resolution writing. Copying, distribution, and introduction of a draft resolution will occur upon approval of the draft resolution by the Dais.

Signatories or Sponsors

To be introduced on the floor, a draft resolution must be availed by at least one-fifth (1/5) of the delegates of the voting members present in the committee. Delegates may sign a draft resolution even though they do not support their content.

26. Introduction

A delegate may move the floor to adopt a Motion to introduce a Draft Resolution or an Amendment, upon its approval by the Dais and distribution to members of the body. Adoption of this Motion may be at the discretion of the Chair. If approved the Chair should invite three (3) of the main promoters of the Draft to read the operative clauses of the document.

27. Questions and Answers

Period Immediately following the introduction of a Draft Resolution, the Chair can move the floor for a question and answer period, the number of questions allotted will be at the sole discretion of the Chair, without prejudice of its ability to consult the number of delegates interested in asking. The questions posed must deal exclusively with the content of the Draft Resolution.

***Virtuality:** To ask questions about the draft resolutions, delegates must raise their hand using the same procedure as the points and motions request (found in point 12 part IV).

28. Competence of the Body

A Motion of Question the Competence of the Body to discuss a draft resolution or amendment is in order only if it is made immediately following the introduction of the draft resolution or amendment. This motion requires one speaker in favor and one opposed and it requires a two-thirds (2/3) majority to pass. If the motion passes the document will be withdrawn from the committee and cannot be reintroduced. This motion may be applied to the complete document or only to a part of it, in which case the clauses affected by the motion shall be discarded.

29. Amendments Substantive

Amendments to preambulatory Clauses are never in order. Substantive amendments not receiving approval from all sponsors of the draft resolution are considered unfriendly and will require the signatures of one-fifth (1/5) of the voting members of the committee and the approval of the Dais. Unfriendly amendments are voted upon

separately upon closure of the debate. Amendments to unfriendly amendments are out of order. Substantive amendments approved by all sponsors of the draft resolution and approved by the Dais are considered friendly and are added to the draft resolution without a vote. Friendly amendments may be further amended through the unfriendly amendment process.

Part IX – Voting

***Virtuality:** The voting process will be the same one used for points and motions procedures (found in point 12 part IV).

30. Voting Procedure

Voting on draft resolution, except where otherwise provided shall occur by Roll Call voting. Draft resolutions should require a simple majority to pass unless the internal rules of the committee state otherwise. Once debate's been closed and the process to vote is in effect, the Chairs will not entertain any motions. Upon ending of the process the Dais may give the results promptly and will make them

public for the delegates, who may ask for a Recount.

31. Voting Method

Each delegate shall have one vote. All procedural matters, except the ones here established differently, shall be voted by placard vote, no abstentions are permitted in a procedural vote. Members may vote "for", "against" or "abstains" in a substantive vote, according to their condition established pursuant to art.9 of these rules.

Roll Call Vote

A motion may be made to have a Roll Call Vote only on a substantive matter. This Motion is subject to approval of the Chair and this decision is not subject to appeal. The Roll Call shall be done alphabetically.

In Acclamation Vote

If delegates deem it appropriate they may call for an Acclamation Vote in which case the Chair shall consult if there exists any opposition, if there aren't any the document will be approved unanimously. If one (1) voting member is against, normal voting procedure shall be followed.

32. Division of the Question

A member may move the floor to a Motion to Divide the Question immediately before proceeding to the vote on a document. The Chair should ask the proposing delegate how he wishes to divide the Question, he or she may separate one clause and vote the rest as a block, divide the document by blocks or vote each clause separately. This Motion requires a simple majority to pass and it will be at the discretion of the Chair whether to accept it or not.

Part X – Precedence

33. Order of Precedence

Where multiple points or motions have been made, the committee shall consider them in the following order of precedence. Also when a point or motion is proposed, the Dais may ask if there is any point or motion that takes precedence. Members may raise Precedence by raising their placards and calling it out. The Chair shall hear the Delegate and render its ruling on the precedence according to the following list:

Order of precedence list:

- Point of Order
- Point of Personal Privilege
- Right of Reply
- Point of Parliamentary Inquiry
- Recount (substantive or procedural)
- Motion for an Extraordinary Session of Questions
- Motion for a Formal Discussion
- Motion to Limit the Speakers' Time
- Motion for the Suspension of Debate
- Motion for Censure
- Motion for a Moderated Caucus
- Motion for a Simple or Immoderate Caucus
- Motion to Challenge the Quorum
- Motion to Close Debate
- Motion to Divide the Question
- Motion to Introduce a Draft Resolution
- Motion to Introduce an Amendment
- Motion to Question the Competence of the Committee
- Motion to Adopt Roll Call Vote
- Motion to Vote in Acclamation

Parte XI – Miscellaneous

36. Motion for an Extraordinary Sessions of Questions

The Chair may allot questions to a speaker regarding his/her speech, once it is finished, if the delegates move the floor to a Motion for

an Extraordinary Session of Questions, which must be accepted by the speaker and will require a simple majority to pass, the number of questions granted will be at the discretion of the Chair, who will also have the capacity to rule the motion out of order if she deems the speech did not contain any substantial elements.

***Virtuality:** The voting procedure will be in the same way as for voting on points and motions (found in point 12 part IV), when the Chair asks: How many questions are within the committee?

37. Motion to Establish a Formal Discussion

Once concluded a speakers' address, a member may move to a formal, direct discussion between two delegations. The Chair will grant the Formal Discussion considering the time, proposed by the promoter, not exceeding two minutes.

38. Special Dispositions

These rules may be altered by any special disposition the Dais or the General Secretariat provide for each committee specifically

39. Legal Collisions

When there is any contradiction between these rules and other relevant legal texts, the Chair or the Secretariat shall dispose of which one should be applied with preference, not excluding the dispositions of Art.1 of these rules.

* Any other doubts or inquiries about Zoom could be answered in their help centers at the following link:

https://support.zoom.us/hc/es?mobile_site=false