

CIMUN

CHICAGO INTERNATIONAL
MODEL UNITED NATIONS



CIMUN XVIII

Chicago International Model United Nations Delegate Handbook

A Program of:



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Delegates, Faculty, and Distinguished Guests:

It is our distinct pleasure to welcome you to the eighteenth annual Chicago International Model United Nations (CIMUN), held February 4th through 6th. We will be holding this conference virtually for the 2nd time, allowing us to build further upon the immersive and engaging virtual experience from last year.

As one of the nation's largest independent conferences, CIMUN is staffed by a diverse and talented team of students, post-graduates, and professionals from over 50 colleges and universities, selected through a highly competitive application process. Nearly 80% of our staff are returning delegates from previous CIMUN conferences, and we urge all those who are interested in joining our team to apply here. CIMUN also offers one of the lowest staff-to-delegate ratios of any major conference, with one staff member for every seven delegates.

CIMUN is different from any other conference delegates will attend, and we are proud of it. We focus on realistic portrayals of policy; how to innovate within the world we live in. Our primary goal is to provide an accurate representation of real-world diplomats to challenge delegates through crisis simulations. Delegates will be urged to think on their feet and work with neighboring committees to tackle arduous international issues. The result is an unconventional conference that immerses students in a global context, and makes CIMUN a truly one-of-a-kind Model UN experience.

CIMUN XVIII features 20 unique committees and cabinets, each consisting of 40 delegates or fewer. The historical year of 1950 will immerse delegates in a scenario that requires innovation and originality, as decisions they will make can alter geographical and political power for generations to come. CIMUN implements delegates' decisions in real-time, allowing them to see the impact of their actions, and requiring them to think critically beyond the bounds of any one topic to best represent their national interests.

We could not be more excited to welcome you in 2022, and we look forward to revolutionizing the way we participate in debate!

Sincerely,

Daniel Benson
Secretary-General, CIMUN XVIII

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Conference Schedule

Friday, February 4, 2022

6:30 pm – 7:00 pm	Opening Ceremonies
7:00 pm – 9:00 pm	Committee Session 1

Saturday, February 5, 2022

10:30 am – 12:30 pm	Committee Session 2
2:00 pm – 4:00 pm	Committee Session 3
5:00 pm – 7:00 pm	Committee Session 4
8:30 pm – 10:00 pm	Trivia / Game Night

Sunday, February 6, 2022

10:00 am – 11:00 am	Foreign Affairs Networking
11:30 am – 1:30 pm	Committee Session 5
1:30 pm – 2:15 pm	Closing Ceremonies

CIMUN XVII Steering Committee

Secretary-General: Danny Benson
Deputy-Secretary-General: Stevie Zheng
Chief of Staff: Gordon Young
Undersecretary-General of Administration: Rachel Radecki
Undersecretary-General of Committees: Masha Polupan
Undersecretary-General of Home Government: Olivia Draper
Undersecretary-General of Operations: Gustavo Yanez
Undersecretary-General of Technology: James He
Master Sergeant-at-Arms: Dennis Sopic
Executive Director: Nicole Wilsey Starr

Directorate

Director of Administration: Alex Roa

Director of Committees: Evan Chen
Director of Cabinets: Chris Yang

Director of Classic Home Government: John Salchak
Deputy Director of Regional Classic: Rose Jacobs
Deputy Director of Regional Classic: Andrew Maikisch
Director of War Rooms: Nicolas Buitrago
Deputy Director of War Rooms: Khalil Khan
Deputy Director of War Rooms: Darlene Moorman

Executive Editor of the International Press Delegation: Brandon Garcia
Executive Producer of CNN: Jessica Pica

Director of Front-end Engineering: Steven Mungovan

Director of Conference Services: Mauricio Ibarra-Towle
Director of Merchandise: Zuzanna Kubiszewska

Deputy Master Sergeant-at-Arms: Nadeen Elsayed
First Sergeant-at-Arms: Eduardo Menendez, David Gomez, Beatriz Escobedo Ramirez

Conference Policies and Regulations

- Delegates must follow the CIMUN Rules of Procedures unless specifically directed by the Secretary- General.
- Delegates may not enter committees they are not assigned to. If there is a breach to this rule, a witness may call a point of order to alert the Dais. This rule does not apply to the International Press Delegation, except during a closed session.
- Diplomatic Courtesy - All delegates must show courtesy and respect to the staff, advisors and fellow delegates.
- Delegates in breach of conduct will be escorted to their faculty advisor by the Master Sergeant-at- Arms.
- Dress Code – Standard international business attire is required during the entire conference. Dressing in the “traditional dress” from the country you represent is highly inappropriate. Of course, personal attire such as yarmulkes, turbans, or hijabs are more than welcome.
- Looking the part leads to better debate. Your Dais staff will always look and act professional and we expect delegates to do the same. Please dress appropriately at all times.
- Men: Suit, shirt and tie, slacks, blazer, and dress shoes.
- Women: Suit, slacks or skirt, and blouse. Use discretion!
- It is suggested that you dress your best at Opening Ceremonies and, to some extent, Closing Ceremonies. Several distinguished members of the diplomatic community will be present and you never know whom you might be sitting with.

The Master Sergeant-at-Arms reserves the right to take any action and implement any rules necessary to maintain the safety and security of all conference participants.

The MUNDO Philosophy

For over 60 years, Model United Nations has been used to educate generations of students about global issues and to provide them with a broad understanding of international relations. Even before there was Model UN, there was Model League of Nations. Political simulations as an educational tool are valuable in helping students to develop research skills, as well as develop empathy for another country and their perspectives. Even high-level policy and “research” institutes like the Rand Corporation use simulations and models as tools to develop war games.

Today, past methods in the development of MUN conferences have become obsolete. MUN conferences today tend to focus on “consensus-building,” resolution writing, and compromise. While these are important values, consensus-building overkill has given rise to unrealistic MUN simulations as delegates are willing to break ranks with their country's real position to cooperate with unlikely allies. The awards criteria for most conferences makes consensus building a major component in their awards policy. Furthermore, the same conferences do not respect the importance of accuracy and realism of policy by delegates. In doing so, conferences promote an ideological position, portraying international organizations as unrealistically effective, and that national interests are unimportant.

CIMUN and MUNDO seek to develop Model UN conferences that reflect the realities of international relations. Our simulations staff works to simulate pertinent and accurate political developments that affect multiple committees. All our simulations are fully integrated across committees and delegates must work as a team in order to actively promote their country’s national interest. Our awards policy rewards those who are firm and knowledgeable in their national positions, as well as those with political savvy and innovative ideas.

The UN is an important international organization, but regional alliances and organizations, as well as state power, should not be left behind. By encouraging unrealistic resolution writing, students are only exposed to an incomplete picture of the political barriers diplomats face and the complex issues that confront countries in the 21st century.

*It's Not Just Diplomacy... It's
Politics!*

Home Government

Delegates will be able to consult with their national government to provide real-time policy advice and supplementary information to help delegates, as well as to communicate ideas, solutions or strategies that need to be approved at the national level. Home Government will not provide basic research that delegates should have performed before the conference, but instead will provide real-time assistance regarding political events unfolding at the conference.

Political Officers are responsible for all political content within a committee and are posted to each Dais to act as the liaison between delegates and their Home Governments. Delegates are encouraged to develop ideas related to national policy in conjunction with the Political Officers.

Awards Policy

CIMUN prides itself on an objective and balanced awards policy that stresses realistic portrayal of national interest and development of political skill.

Awards consist of, in ascending order, Honorable Mention, Outstanding Delegate, and Best Delegate.

The four key areas of evaluation are as follows:

1. Accuracy of Policy – Dais staff will be monitoring political and representational accuracy of delegates. This includes rhetoric in speeches and documents, as well as in caucusing and bloc formation.
2. Rhetorical Skill – The ability of a delegation to relay the message of their country's policy in the correct terms, as well as the manipulation of dialogue to persuade other delegates toward their position.
3. Substantive Development – The ability of a delegation to develop substantive documents (e.g. working papers, resolutions, amendments) with the proper structure, grammar, skill and context.
4. Procedural Manipulation – The ability to manipulate the rules of procedure and institutional legality to the advantage of your country and its policies.

Awards themselves are determined by a system of both subjective and objective measurements of these various attributes. Member States large and small, involved and distant, all have advantages in different areas of these criteria. Our staff is trained to evenly apply this policy.

While those states involved directly in a topic may have an easier time articulating their policy, their policy tasks are much more difficult to achieve. For example, we do not expect North Korea to pass a resolution on nuclear weapons testing, as that would be impossible without many member states being out of character. By the same token, we do not expect strong rhetoric from Sweden, but rather a level of persuasiveness and conflict resolution

CIMUN Rules of Procedure: Long Form

The Long Form is the official wording of the rules by which CIMUN committees conduct themselves.

SECTION 1: INTRODUCTION

Rule 1.1: Scope

The rules of procedure contained in this handbook are the official rules of procedure of the Chicago International Model United Nations (CIMUN). They are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of the session. No other rules are applicable for all delegates at CIMUN.

Rule 1.2: Model United Nations Development Organization, Inc.

CIMUN is a program of the Model United Nations Development Organization, Inc. (MUNDO), an educational social enterprise. MUNDO is managed by a Board of Managers.

Rule 1.3: Language

English will be the official working language in committees at CIMUN unless otherwise specified in the committee rules. All speeches and documents presented in another language will be ruled out of order unless it is accompanied by a written English translation.

Rule 1.4: Sessions

The commencement and adjournment of the session each year shall be declared by the Secretary-General. All general sessions of meetings shall be held in public unless it is decided otherwise by the committee, using a Motion for a Closed Session (see Rule 4.21).

SECTION 2: DELEGATIONS AND CREDENTIALS

Rule 2.1: Delegations

The composition of a member state's diplomatic delegations will be represented by either one or two delegates on each committee of which it is a member, and one vote on each committee. No delegation may cast a vote on behalf of another country.

Rule 2.2: Head Delegates

Each delegation must designate one head delegate to serve as the permanent representative of the member state. The head delegate is responsible for the conduct and the content of the delegation. In the event that the delegation is invited to a committee in which it is not a member, the head delegate will serve as the representative of the delegation. The head delegate may also refuse the invitation.

Each delegation must appoint a head delegate for each simulation, Present and Historical, in which it participates. In the event that a delegation's cabinet, or equivalent, will be in attendance at this year's conference, the cabinet's foreign minister, or equivalent, shall be assigned the position of head delegate.

Rule 2.3: Credentials

The credentials of delegates and the names of members of a delegation shall be submitted to the Under-Secretary-General of Committees before the opening of the session, for accreditation by the Secretary-General. 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 and the Master Sergeant-at-Arms.

During the conference, Sergeants-at-Arms or any representative of the Department of Protocol appointed by the Master Sergeant-at-Arms reserves the right to inspect the credentials of all delegates.

Rule 2.4: Diplomatic Courtesy

All delegates must conduct themselves in a diplomatic manner. This includes, but is not limited to, showing courtesy to fellow delegates, ministers and staff, respecting others who have been given time to speak, and showing utmost respect for national dignity. The chair will immediately call to order any delegate who fails to comply with this rule.

Rule 2.5: Delegate Decorum during Formal Debate

A substantive speech is an address to the chair. Delegations may only address the chair during formal debate, and may not directly address another delegate.

Rule 2.6: Use of Electronics in Committee

The Chair or Presiding Officer may discontinue the use of electronic devices at their discretion, if they view such devices as counterproductive to the engagement in debate.

SECTION 3: CIMUN AND MUNDO STAFF

Rule 3.1: MUNDO Board of Managers

The MUNDO Board of Managers acts as the supervising authority over the entire organization. This supervising authority is exercised via the Office of the Secretary-General and through directives issued to the Secretary-General and Director-General.

Rule 3.2: Secretariat and Steering Committee

The Secretariat consists of all the staff of CIMUN. The Steering Committee manages the operations of all matters pertaining to CIMUN and consists of the Secretary-General, Chief of Staff, Deputy-Secretaries-General, Master Sergeant-at-Arms, and the Under-Secretaries-General.

Rule 3.3: Secretary-General

The MUNDO Board of Managers appoints the executive authority to conduct the conference via the Office of the Secretary-General, and appoints the Secretary-General as the Chief Executive Officer and Program Director of CIMUN. They shall provide and direct the staff required by CIMUN and be responsible for all arrangements that may be necessary for its meetings. They may designate a member of the Secretariat to act as their representative. They reserve the right to modify the CIMUN Rules of Procedure at any time. The Secretary General holds an ex-officio position on the MUNDO Board of Managers.

Rule 3.4: Director-General

The Director-General is directly appointed by the MUNDO Board of Managers to the Office of the Secretary-General as a direct representative of the interests of the MUNDO Board, as Chief Inspector General of the conference.

Rule 3.5: Chief of Staff

The Secretary-General may appoint a Chief of Staff to assist in directing the staff required by CIMUN. The Chief of Staff shall hold the rank of an Under-Secretary-General, and is a member of the Steering Committee. The Chief of Staff may act as a representative of the Office of the Secretary-General and will answer directly to the Secretary-General. In the event of the incapacitation of the Secretary-General, the Chief of Staff shall act in their place. The Chief of Staff may appoint a Deputy Chief of Staff to assist them in their duties.

Rule 3.6: Deputy-Secretary-General

The Secretary-General may appoint Deputy-Secretaries-General to assist in discharging their duties. Deputy-Secretaries-General hold the rank of an Under-Secretary-General, and are members of the Steering Committee. Deputy-Secretaries-General may act as representatives of the Office of the Secretary-General and will answer directly to the Secretary-General. In the event of the incapacitation of the Secretary-General, the Deputy-Secretaries-General shall assist the Chief of Staff in discharging the duties of the Secretary-General.

Rule 3.7: Statements by the Secretariat

The Secretary-General, or a member of the Secretariat designated by them, may at any time make either written or oral statements to the committee. The Secretariat will be responsible for keeping delegates abreast of international incidents that may affect committee operations.

Rule 3.8: Departments

CIMUN staff are broken down into seven administrative departments, each with an Under-Secretary-General ranked staff member as its executive:

- Department of Administration
- Department of Committees
- Department of Media
- Department of Operations
- Department of Protocol
- Department of Simulations
- Department of Technology

Rule 3.9: Department of Administration

The Department of Administration shall act as the primary liaison officer between faculty advisors and the CIMUN Secretariat. This includes the establishment of credentials, conference revenues and collections, records, and conference-wide hospitality and accommodations. The Under-Secretary-General of Administration may appoint a Director of External Affairs to assist them in these duties.

Rule 3.10: Department of Committees

The Department of Committees is responsible for the conduct of business and debate in all committees and cabinets. The department is additionally responsible for maintaining and enforcing the rules of procedure as it relates to debate and substantive developments. Each body has a designated chair, moderator, or vice-chair, appointed by the Department to maintain the rules of procedure during any and all committee sessions.

The Department of Committees works in tandem with the Department of Protocol to enforce credentials and maintain decorum within the committee setting.

The Under-Secretary-General of Committees shall appoint a Director of Committees and a Director of Cabinets. Deputy Directors may also be appointed as needed.

Rule 3.11: Department of Media

The Under-secretary-General of Media is responsible for overseeing all media content related to the conference, including all official social media accounts, which are managed daily by the Digital Media Coordinator. The Under-secretary-General of Media shall appoint a Digital Media Coordinator, Executive Editor of the International Press Delegation (IPD), and Executive Producer of the CIMUN News Network

(CNN), all of whom will retain a director-level rank.

The IPD enables delegates to cover the conference by writing online articles for The CIMUN Chronicle. IPD staffers are responsible for editing articles, facilitating press conferences, and coordinating delegate collaboration with CNN, the staffers-only broadcast arm of the department. Delegates should always be accompanied by a media staffer when entering the CNN studio or using any CNN equipment.

Rule 3.12: Department of Operations

The Department of Operations manages all logistical matters as they pertain to the workflow and maintenance of conference operations. For this purpose, the Under-secretary-General of Operations shall appoint a Director of Conference Services to provide for document and information processing as required to conduct the business of the conference. The Under-Secretary-General of Operations may also appoint a Director of Merchandise to assist with merchandise sales.

Rule 3.13: Department of Protocol

The Department of Protocol maintains protocol, enforces rules, and provides for the safety and general welfare of the conference. The Master Sergeant-at-Arms is the chief administrator of the Department of Protocol, and retains both the rank of an Under-secretary-General and extraordinary powers, real and ceremonial, as determined by the Office of the Secretary-General.

The Master Sergeant-at-Arms may appoint Deputy Master Sergeant-at-Arms, First Sergeant-at-Arms, and Sergeants-at-Arms to aid them in the conduct of their duties. Deputy Master Sergeant-at-Arms shall retain a Director-level rank. Sergeants-at-Arms may be posted on committee daises or hold at-large appointments.

Rule 3.14: Department of Simulations

The mission of the Department of Simulations is to develop interactive, real-time (“running-time”), hierarchical, event-driven, and fast-paced Historical and Present Day simulations for CIMUN participants. The Under-Secretary-General of Simulations shall appoint a Director of Simulations for each time period simulation at the conference.

The Department of Simulations will also post a Political Officer, Station Officer, or Head of Government to each Dais represented at the conference. These staff members shall serve as liaisons between the committee and the simulations department, communicate simulation developments to maintain consistency of the Director of Simulations’ timeline, review substantive documents for purview and policy consistency, evaluate delegates’ political and rhetorical accuracy, and maintain information security in the committee.

Rule 3.15: Department of Technology

The Department of Technology maintains technical aspects of the conference including but not limited to the communication and teleconferencing systems utilized by the conference, and maintenance of the digital infrastructure such as the conference website.

SECTION 4: CONDUCT OF BUSINESS IN UNITED NATIONS COMMITTEES, REGIONAL ORGANIZATIONS, AND MULTILATERAL CRISIS COMMITTEES

PART A: INTRODUCTION

Rule 4.1: Scope

All United Nations committees, regional organizations, and multilateral crisis committees, will only use the rules contained within Sections 1, 2, 3 and 4 for the conduct of their business, except for those committees that fall under sections 5 and 6.

Rule 4.2: Committee Format and Defaults

Committees can have different default formats, and can make procedural motions to switch from one format to another. Default format is Formal Debate for all United Nations committees, and other non-Cabinet and non specialty committees. Under Formal Debate, full accordance to the rules of procedure is required.

Rule 4.3: Agenda

The agenda for all regular sessions shall be developed by the Secretary-General and communicated to the delegations attending CIMUN at least 60 days before the opening of the session.

Committees reserve the right to select open agenda items not listed in the background guide, as long as they remain within the purview of the committee.

Rule 4.4: Quorum

The Chair may declare a committee open and permit debate to proceed when a quorum of at least ¼ of the members of the committee (as declared at the beginning of the first session) is present.

- An established quorum will be required for the vote on any substantive motion.
- Quorum will be established by the Chair at the start of each session. Additional quorum calls can be made at the discretion of the Chair or by a motion from a member of the body.

A Motion to Establish Quorum can be used to push for a roll call to determine quorum and to allow delegates to announce voting status (see Rule 4.31). When using this motion, the committee will be sealed.

PART B: POINTS AND MOTIONS

Rule 4.5: Point of Order

A Point of Order may be used to indicate an instance of misapplication or violation of the rules of procedure during the discussion of any matter. The Chair, in accordance with these rules of procedure, will immediately provide a decision regarding the Point of Order.

- A Point of Order has precedence over any other matter.
- A representative rising to a Point of Order must only address the violation of the rule.

- A Point of Order may only interrupt a speaker if the speech if there is an exigent need to clarify a rule.

Rule 4.6: Point of Personal Privilege

A Point of Personal Privilege may be used whenever a delegate experiences conditions that they feel are impairing their or the committee's ability to participate in the proceedings.

- A Point of Personal Privilege may be used to interrupt a speaker only under extreme circumstances (e.g., if the microphone is off and the speaker is inaudible).
- When a delegate has experienced an affront to their personal or national integrity by another delegate, or a delegate has described their position (by naming them specifically) and has misstated their viewpoint, a Point of Personal Privilege would be appropriate to appeal to the Chair. Should the Chair sustain the Point of Personal Privilege, the delegate may request a Right of Reply in writing (see Rule 4.31). While a Point of Personal Privilege in extreme cases may interrupt a speaker, delegates should use this power with the utmost discretion.

Rule 4.7: Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure, or to inquire as to the appropriate motion. A Point of Parliamentary Inquiry may never interrupt a speaker and should never address substantive matters.

Rule 4.8: Point of Substantive Inquiry in Novice Committee

A Point of Substantive Inquiry will be a written inquiry, used ONLY in the novice committee, submitted to the Dais regarding actions made by other delegates in regard to international events. This rule is to help delegates learn more about the actions they may like to pursue in response to an international event. This point should be used judiciously and if possible should be held off until a request for points or motions or a suspension of debate.

While submitted to the chair, this request will be processed by the Political Officer.

Rule 4.9: Point of Information

After a speech, Points of Information may be raised to ask questions of a delegate following a substantive speech. Points of Information are answered using the remainder of the time, as stipulated by limits on debate. When the speaker's time expires, further points of information can be accepted. Pursuant to rule 4.27, the point and the question are directed at the chair. Points of Information cannot be bundled to individual speeches; delegates can only use the time remaining in formal speeches to yield to Points of Information.

A Point of Information can never be used to interrupt a speaker, and pursuant to rule 2.5, must be referred to the speaker through the Chair.

- In time-limited debate, the clock will stop for the question and will continue during the response.
- When referred through the Chair, the dialogue will be as follows:
 - Delegate: "Point of Information."
 - Chair: "Will the speaker be accepting points of information?" (If no, speaker must yield time to chair or another delegation; if yes, proceed as follows...)
 - Delegate: "Will the chair please direct the following question to the speaker?"
 - Chair: "So directed."
 - Delegate: Asks question.
At the end of the question the speaker must also direct their response through the Chair:
 - Speaker: "Will the chair please direct my response to the delegate?"
 - Chair: "So directed."
 - Speaker: Gives their response.

Pursuant to Rule 2.5, there is to be no back-and-forth dialogue between the speaker and the appointee; the appointee must again raise a Point of Information and it must be accepted by the speaker.

Rule 4.10: Motions

A motion is a formal proposal by a member of a committee that the assembly take a certain action. The numerous types of motions include those that bring new business before the assembly as well as motions to take procedural steps or carry out other purposes relating to the body itself. Motions can only be made when expressly called for by the Chair or Presiding Officer.

- Procedural motions are motions that relate to the management or operations of a committee. All procedural motions will be collected at once and voted upon in order of precedence followed by order received until a motion is passed, after the passed motion is completed the committee will return to the remaining motions on the table.
- Please see Rule 4.37: Voting on Procedural Motions
- For matters of keeping substantive debate flowing in committee, motions that require speakers for and/or against will be brought forward to speak prior to the vote on the specific motion and will be given a limit of up to 30 seconds, at the discretion of the Chair.
- Substantive Motions are motions that directly impact substantive documents, such as the introduction of draft resolutions and amendments. Substantive Motions receive immediate consideration.

The following are the only four substantive motions:

- Motion to Consider a Draft Resolution
- Motion to Consider an Amendment
- Motion to Divide the Question
- Motion to Adopt by Consensus

Rule 4.11: Motion for a Suspension of the Meeting

A Motion for a Suspension of the Meeting suspends all committee functions for a specified time. Before proceeding to a vote on the motion, the chair may ask for the purpose of the suspension but it is not required by default.

- This motion is not debatable.
- This motion requires a second and a majority vote of members present for passage.
- Upon passage of the motion, the Sergeant-at-Arms in the committee will relay to the committee areas to which delegates are allowed to go.

Example: “I move to suspend the meeting for 10 minutes to discuss nuclear arms.”

Rule 4.12: Motion for an Adjournment of the Meeting

A Motion for an Adjournment of the Meeting will suspend all committee functions for the duration of the Conference. The primary use for this motion is to close this annual session after all committee work has been completed.

- This motion requires a second and a majority vote of members present for passage.

Example: “I move for an adjournment of the meeting.”

Rule 4.13: Motion for the Closure of Debate

A Motion for the Closure of Debate ends substantive debate on the agenda item currently on the floor and immediately moves the body into voting procedure on all substantive documents moved to the floor.

- Two speakers may be permitted against the motion.
- This motion requires a second and greater than a two thirds vote of members present for passage.

Example: “I move for the closure of debate.”

Rule 4.14: Motion for a Moderated Caucus

A Motion for a Moderated Caucus is used to facilitate debate at critical junctures in the discussion. In a moderated caucus, the

committee will temporarily suspend the rules and informally agree to an organized caucus or discussion, with delegates called on by the moderator to speak within any limits defined by the motion.

- The chair, upon receipt of the motion, may ask the delegate to explain its purpose and specify a time limit for the caucus. The delegate may also include a specific moderator for the caucus. If no moderator is specified, the Chair will act as moderator by default.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- No points or motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.
- This motion requires a second and a majority vote of members present for passage.

Example: “I move for a 10-minute moderated caucus with a 1-minute speaking time to discuss nuclear arms.”

Rule 4.15: Motion to Limit Debate

A Motion to Limit Debate is used to limit the speaking time and/or the content of formal debate (i.e. that of the speakers’ list).

- If the Speakers’ List is exhausted (runs out of speakers), the committee will immediately move into closure of debate.
- This motion is non-debatable.
- This motion requires a second and a majority vote of members present for passage.

Example: “I move to limit the speaking time to one minute.” or “I move to limit debate to the topic of fissile material.”

Rule 4.15: Motion to Open a Speakers’ List

A Motion to Open a Speakers’ List for the topic being discussed can be used to open a list for speakers during general debate. A delegation may add or remove their position on the Speaker’s List by submitting a request in writing to the Chair. At any time, the Chair may call for members that wish to be added to the Speakers’ List.

- If the Speakers’ List is exhausted (runs out of speakers), the committee will immediately move into closure of debate.
- This motion is non-debatable.
- This motion requires a second and a majority vote of members present for passage.

Example: “I move to open a speakers’ list.”

Rule 4.16: Motion to Table the Agenda Item

The Motion to Table the Agenda Item suspends all substantive debate on the topic and all substantive draft documents under discussion. Debate is moved to the next agenda item without closing debate, making it possible to resume debate on the item and bring back all suspended substantive documents without redrafting them. Resumption of debate on a tabled item can only be made through the Motion to Reconsider Agenda Item (Rule 4.18).

- This motion requires a second and a majority vote of members present for passage.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.

This motion requires a roll call vote, as only those who vote in the affirmative to table the topic may make a motion to return to the topic.

Example: “I move to table the agenda item.”

Rule 4.17a: Motion to Consider the Agenda Item

This motion places a particular topic on to the floor and limits debate to that topic area. Once an agenda item is adopted, substantive debate and documents may be brought to the floor. All agenda items must be approved by the chair in writing and within the purview of the committee as determined by the political officer. The background guide contains topics already approved by the chair.

- Only one committee topic shall be considered at any time. Any motions for the consideration of multiple topic areas considered in a particular order will be ruled dilatory.

- The motion to consider an agenda item can only be made when there is currently no item on the floor.
- All formal debate must be germane to the agenda item on the floor and subject to any substantive limits on debate. Any debate or speeches made outside the agenda item or breaching subject limits will be called out of order.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a majority vote of members present for passage.

Example: “I move to consider the agenda item: Nuclear Arms.”

Rule 4.17b: Important Questions in the General Assembly

The General Assembly has an additional motion available to it per its self-adopted rules, as well as the UN Charter. Members may, in a plenary session, vote to declare an agenda item an important question if the United Nations Charter grants the General Assembly binding authority over the matter. Important questions include budgetary matters, the credentials or admission of member states, amendments to the United Nations Charter and issues directly involving international peace and security. Should these matters be debated and voted upon as traditional agenda items rather than as an important question, substantive action by the General Assembly is not binding.

- The motion to declare an agenda item an important question can only be made once the agenda item is on the floor for consideration.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a majority vote of members present for passage.
- Once the agenda item is declared an important question, all substantive matters will require a $\frac{2}{3}$ supermajority for passage.

Example: “I move to declare nuclear arms an important question.”

Rule 4.18: Motion To Reconsider Agenda Item

The Motion to Reconsider an Agenda Item brings that item and all its substantive documents out of suspension after a previous successful motion to table the agenda item. In order to make this motion, the motioning delegate must have voted no on the motion to table the item.

- This motion requires a second and a majority vote of members present for passage.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.

Example: “I move to reconsider the agenda item: Nuclear Arms.”

Rule 4.19: Motion to Consider a Draft Resolution

Upon the Motion to Consider a Draft Resolution, the Chair shall introduce an approved draft resolution for debate. A draft resolution will be referred to as a working paper during general debate until it is motioned to the floor by a delegate. When introducing the draft resolution, the delegate making the motion shall specify a speaking time. If this motion passes, the sponsors of the draft resolution will be allotted the speaking time to use as they wish (e.g. read through the draft resolution, answer questions, etc.)

- More than one draft resolution may be on the floor at any one time, and will remain on the floor until debate on that specific agenda topic is postponed.
- This motion requires a second for passage and is not debatable.
- See Rule 4.32 for more information about draft resolutions.

Example: “I move to consider draft resolution A/1.”

Rule 4.20: Motion to Consider an Amendment

The Motion to Consider an Amendment is used after the Chair approves an amendment. A delegate must formally move to consider the draft amendment before it can be referred to in general debate.

- This motion is not debatable.
- The Chair will read the amendment.
- This motion requires a second for passage.

Example: “I move to consider amendment A/1/1.”

Rule 4.21: Motion for a Closed Session

The Motion for a Closed Session is used to seal the committee for private discussion. This motion should only be used in extreme circumstances. When the committee is sealed, no person may enter or leave the room. All those who are not staff or delegates from the committee are to be immediately expelled by the Sergeant-at Arms. The motion must entail whom specifically the session is closed to and the duration of the closure. The closure cannot exceed the duration of a single committee session. All proceeding committee sessions will begin as an open session.

- This motion requires a second and a $\frac{2}{3}$ vote of members present for passage.
- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.

Example: “I move for a closed session.”

Rule 4.22: Motion for the Participation of a Non-Member or a Party to the Dispute

The Motion for the Participation of a Non-Member may be used when a Member State, NGO, or other actor is needed to consult with the body. Non-members may be granted either full debate rights, or limited debate rights. Non-members recognized with full debate rights shall be accorded all rights in the Committee except a party to the debate may not make or second a motion that affects consideration of a substantive document. These rules are as follows: Rule 4.16, Rule 4.17, Rule 4.18, Rule 4.19, Rule 4.20.

Non-members with limited debate rights will only be able to speak when summoned by the committee and may not vote on procedural motions. This motion should be used to request special speakers, or to request a presentation from an expert source. In the Security Council, Non-members are known as a Party to the Dispute.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a majority vote of members present for passage.

Example: “I move for the participation of Doctors Without Borders as a non-member with limited debate rights.”

Rule 4.23: Motion to Appeal the Decision of the Chair

A Motion to Appeal the Decision of the Chair may be used when a member wishes to overturn a Chair’s interpretation of the rules. The Chair will immediately recuse themselves to another member of the Dais until a decision on the motion has been reached.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a $\frac{3}{4}$ vote of members present for the appeal to stand if able.
- This motion is ultimately up to the decision of the Dais staff and may be ruled dilatory with a unanimous decision by the Dais and approval by the Secretary-General.

Example: “I move to appeal the decision of the chair.”

Rule 4.24: Motion to Establish Quorum

A Motion to Establish Quorum can be used to push for a roll to determine quorum and to allow delegates to announce voting status. When using this motion, the committee will be sealed by the Sergeant-at-Arms.

- Motion requires a second and a majority vote of members present.

Example: “I move to establish quorum.”

Rule 4.25: Withdrawal of a Points or Motion

A delegate who proposed a point or motion may withdraw it at any time before voting on it has begun. Seconds to a motion may also be withdrawn. A withdrawal of a motion or a second is made via a Point of Order.

Rule 4.26: Dilatory & Out of Order Motions

The Chair may rule Dilatory any motion repeating or closely approximating a recent previous motion on which the Council has

already rendered an opinion, or a motion meant to delay or obstruct business, annoy the deliberative assembly, or delay consideration of a subject for other reasons. The Chair may rule any motion or point made at a time at which said motion or point is not allowed or inappropriate as outlined by these rules as Out of Order. These rulings are at the discretion of the Chair.

PART C: SPEECHES

Rule 4.27: Speeches

All speeches made during formal debate are directed to the chair. Delegates may not speak to the body or address another delegate directly. No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion, or are in breach of international norms of protocol.

Rule 4.28: Recognition of Speakers

Delegates wishing to speak on an item before the body, or make a motion, will signify this by raising their placards after the Chair asks for points, motions, and/or speakers. The exception to this rule occurs on any Point of Order, Point of Information, Point of Parliamentary Inquiry, and Point of Personal Privilege, at which time delegates should raise their placard and call out “Point of” to the Chair.

Rule 4.29: Limit on Speeches

Substantive Speeches may be given a limitation as set in the Motion to Open a Speaker’s List or Motion for a Moderated Caucus. For all procedural speeches, the length of time is at the discretion of the Chair. Chairs must, however, give equal speaking time to pro and con arguments. When a delegate exceeds their allotted time, the Chair may call the speaker to order without delay.

Rule 4.30: Yields

If a Speaker’s List has been opened under Rule 4.15, a delegate granted the right to speak on a substantive issue may yield the remainder of their speaking time to another delegate, yield to questions (indicating their willingness to accept Points of Information), or to the Chair. A delegate must declare a yield at the conclusion of their speech. If no yield is made, and the delegate stays at the podium, the Chair will assume that the delegate is open to Points of Information.

- Yield to another delegate: Delegates may only yield to another delegate once per substantive speech. Furthermore, the time it takes for the delegate to walk to the podium will count as part of the speaking time. It is advisable that yields of this nature be pre-planned. If a delegate who has been yielded time does not wish to speak, they can Yield to the Chair.
- Yield to questions: Points of Information will be selected by the Chair and limited to one question per point. Follow-up questions will be allowed only at the discretion of the Chair through an additional Point of Information. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, dilatory, 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. Pursuant to Rule 2.5, cross talk is not allowed at any time during formal debate.
- Yield to the Chair. Such a yield should be made if the delegate does not wish their speech to be subject to questions. The moderator will then move to the next speaker.

Rule 4.31: Right of Reply

When a delegate has experienced an affront to their personal or national integrity by another delegate, or a delegate believes that another delegate has egregiously misstated, by name, their position on an issue, a Point of Personal Privilege (Rule 4.6) would be appropriate to appeal to the Chair. Should the Chair sustain the Point of Personal Privilege, the delegate may request a Right of Reply in writing, detailing the reasons why the delegate believes they have been affronted.

- After a Point of Personal Privilege is sustained, the delegate must submit a request for a Right of Reply in writing to the committee staff. The Chair will grant the Right of Reply at their discretion, and may limit the time of any Reply.
- The decision of the Chair is not subject to appeal.
- After approval, the delegate may then rise to a Right of Reply to respond to defamatory remarks.
- There is a maximum of three replies in a row by any affronted delegation(s).

PART D: DOCUMENTS

Rule 4.32: Draft Resolutions

A draft resolution is a written proposal consisting of at least one preamble and at least one operative clause. Draft resolutions may be submitted to the committee Chair for approval at any time during CIMUN. For a draft resolution to be considered it must be organized in content and flow, in the proper format and approved by committee staff. A sample resolution can be found in Appendix D.

A draft resolution may be introduced when it receives the approval of the Chair and is sponsored or signed by $\frac{1}{5}$ of members present. Sponsors are considered parties accountable for the resolution and will be given special rights. Once a draft resolution is on the floor for discussion, additional sponsors may only be added to that draft resolution with the consent of the original sponsors. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in committee.

Draft resolutions shall follow the numbering convention TOPIC LETTER/NUMBER IN ORDER OF INTRODUCTION.

Example: the second draft resolution introduced on topic B would be numbered draft resolution B/2.

Pre-written draft resolutions are strictly prohibited at CIMUN.

Rule 4.33: Draft Amendments

An amendment is a written proposal that modifies any part of a draft resolution. Delegates may amend any draft resolution that has been introduced. Preamble clauses may not be modified after a draft resolution has been introduced. A sample amendment can be found in Appendix D.

There are two types of amendments:

- *Friendly* Amendments – An amendment that has the signatures of all the sponsors may be submitted as a “Friendly Amendment” at any time after the draft resolution has been brought to the floor at the approval of the Chair. Friendly Amendments automatically modify the draft resolution in question.
- *Unfriendly* Amendments – An amendment that does not have the approval of all the sponsors may be submitted as an “Unfriendly Amendment.” The amendment must be signed by 15 percent of members present and must be brought to the floor for debate after the Chair has granted approval.

Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. The amendment must be voted on after closure of debate, before a vote on the final draft resolution. Draft amendments shall follow the numbering convention based on order of introduction.

Example: The third draft amendment introduced on draft resolution B/2 shall be numbered draft amendment B/2/3.

Rule 4.34: Withdrawal of Sponsorship

Sponsorship of a draft resolution or amendment may be withdrawn at any time before voting on it has begun. Sponsorship of a draft resolution may not be withdrawn after a vote has been taken on an unfriendly amendment.

- If a draft resolution or amendment has all sponsorship withdrawn, any delegation may take up sponsorship of that draft resolution or amendment by informing the Chair.
- If all sponsors withdraw from a draft resolution or amendment and no delegation takes up sponsorship, it is automatically removed from consideration.

Rule 4.35: Presidential Statements

The Security Council may choose to issue a Presidential Statement on issues that do not warrant a resolution. This statement is formally issued by the President of the Security Council, but is drafted by the body, or its designees.

- This statement must be accepted by consensus.
- As this type of statement does not represent a formal decision of the Council, a formal vote is not recorded on a Presidential Statement.

- Unlike resolutions, Presidential Statements are not binding on Member States.

PART E: VOTING PROCEDURES

Rule 4.36: Voting Status

During roll call, a delegation may announce their voting status as either “present” or “present and voting”. If a delegation announces a voting status, they may not abstain on procedural votes at any time. A delegation that announces its voting status as “present and voting” may not abstain on substantive votes – i.e. they must cast a ‘yes’ or “no” vote. Members abstaining from substantive votes are considered as not voting.

Rule 4.37: Procedural Voting

All voting is considered procedural with the exception of voting on substantive documents after a Motion for the Closure of Debate (see Rule 4.38: Substantive Voting Procedure). Procedural votes are, by custom, apolitical and dedicated to the furtherance of committee proceedings. As such, abstentions may not be cast in the interest of parliamentary flow of debate.

A motion that requires a simple majority needs more than ½ of the committee members present to vote affirmatively. A motion that requires a supermajority to pass requires more than ⅔ of the committee members to vote affirmatively.

- All delegates must vote on procedural motions.
- Abstentions may not be cast for procedural votes.
- All votes in the Security Council and Historical Security Council require nine (9) affirmative votes for passage, regardless of quorum.

Rule 4.38a: Substantive Voting Procedure

Substantive voting occurs after Closure of Debate and during voting procedure when draft resolutions and unfriendly amendments are being decided on. The Chair will begin Substantive Voting Procedure upon the Chair’s declaration: “We are in voting procedure.” During Substantive Voting Procedure, the Sergeant-at-Arms is ordered to seal the chamber. Delegates may not speak or pass notes during voting procedure. Immediately prior to a vote, the Chair shall state the number and name of the draft resolution or amendment to be voted on. A call for Points or Motions will be announced, though only the following will be entertained:

- Point of Personal Privilege
- Point of Parliamentary Inquiry
- Point of Order
- Division of the Question
- Motion to Adopt by Consensus

If there are no such motions, the committee will vote on all draft amendments before the final resolution is voted on. During substantive voting, each country will have one vote.

- Votes may be cast as Yes, No, or Abstain. If a delegation announced their voting status as “present and voting,” they will not be allowed to abstain from the vote.
- All votes in the Security Council and Historical Security Council require nine (9) affirmative votes for passage, regardless of quorum.
- Non-UN committees follow the substantive voting rules outlined in their charters.

Rule 4.38b: The Effect of Abstentions on Substantive Voting

Members who abstain from voting are considered as not voting, and a vote passes if it receives a majority of “yes” votes from all voting members. An abstention in effect lowers the amount of total people voting on a resolution or amendment.

Rule 4.39: Division Of The Question

Dividing the question is used to highlight a particular part of a substantive document such as a resolution or a presidential statement. 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 may not be divided. Amendments may not be divided.

- The motion can be debated to the extent of at most, two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Chair will immediately declare a five minute suspension of the meeting to allow written divisions to be submitted to the dais. Each division consideration requires a member state to sponsor and another member to second. Each written division must clearly state "<Member State>, seconded by <Member State> seeks to divide Resolution <designation>, such that <clause/ word/ subsection> be divided and voted upon separately."
- The body shall consider each division in order of least number of clauses affected to most number of clauses affected, then by order in which each division was passed. The body of the resolution from which clauses are divided shall be voted upon last.
- Once all parts have been voted on, the divisions receiving a passing vote will be recombined into one document. If still properly formatted, it is considered adopted by the committee.

Rule 4.40: Placard Voting

All procedural and substantive votes that are not in Substantive Voting Procedure shall be decided by a show of placards, except for a motion to table an agenda item, which will be conducted via a roll call vote. Placard voting is not an option during voting on draft resolutions and amendments.

Rule 4.41: Roll Call Voting and Rights of Explanation

By default, all substantive votes will be considered Roll Call Votes except if there is a motion to pass the draft resolution or amendment by consensus. In a roll call vote, the Chair will call countries in alphabetical order beginning with a randomly selected Member.

- In the first round of voting, delegates may vote Yes, No, Abstain, Pass, Yes with Rights, and No with Rights.
- A delegate who passes during the first round of the roll call may not abstain or pass during the second sequence. The same delegate may not request to vote with rights.
- A delegate may vote with the Right of Explanation (with rights) to explain their vote only when the delegation is voting contrary to its expected vote based on its declared foreign policy. The delegate may only explain an affirmative or negative vote, not an abstention from voting.
- All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed 30 seconds.
- The Chair will then announce the outcome of the vote.

Rule 4.42: Adoption By Consensus

After debate has closed, any delegate may move to adopt a draft resolution or amendment by consensus when the chair or presiding officer begins voting procedure on that document.

- If the Chair finds that there are no objections, the draft resolution is adopted by consensus.
- If the Chair finds that there are any objections, this motion fails and voting reverts back to the default.

Rule 4.43: Changes of Votes

At the end of a Roll Call Vote, but before Rights of Explanation and the subsequent announcement of the vote, the Chair may ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

PART F: OTHER RULES

Rule 4.44: Security Council Priority and Seizure of the Topic

The Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security. The Security Council may declare itself actively seized on a topic by stating in an operative clause in a resolution: "Decides to Remain Seized on the Topic." This seizure will prevent the General Assembly from taking action until further notice. Throughout the General Assembly, delegates will be kept informed by the Secretary-General of any seized issues.

- Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject.
- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken.

Rule 4.45: Admission of New Members to the United Nations

Any State that desires to become a Member of the United Nations shall submit an application to the Secretary General. This application shall contain a declaration made in a formal instrument that it accepts the obligations contained in the Charter.

The Secretary-General shall immediately place the application for membership before the representatives on the Security Council. The Security Council shall decide whether in its judgment the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the Charter and, accordingly, whether to recommend the Applicant State for membership.

If the Security Council recommends the applicant State for membership, the General Assembly shall consider whether the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the Charter and shall decide, by a $\frac{2}{3}$ majority of the members present and voting, upon its application for membership.

If the Security Council does not recommend the applicant State for membership or postpones the consideration of the application, the General Assembly may, after full consideration of the special report of the Security Council, send the application back to the Council, together with a full record of the discussion in the Assembly, for further consideration and recommendation or report.

The Secretary-General shall inform the Applicant State of the decision of the General Assembly. If the application is approved, membership shall become effective on the date on which the General Assembly takes its decision on the application.

Rule 4.46: Voting in Special Committees

Special committees may have unique voting rules, which will be observed at CIMUN. Regional military organizations are required to pass all substantive motions by consensus.

PART G: PRECEDENCE

Rule 4.47: Precedence of Procedural Points

Points will be considered by the Chair immediately upon submission:

- Point of Order
- Point of Personal Privilege
- Point of Parliamentary Inquiry
- Point of Information

Rule 4.48: Precedence of Procedural Motions

Motions will be considered in the following order of precedence:

- Motion to Suspend the Meeting
- Motion to Adjourn the Session
- Motion for Closure of Debate
- Motion to Enter Moderated Caucus
- Motion to Limit Debate
- Motion to Open a Speakers' List
- Motion to Table the Agenda Item
- Motion to Consider the Agenda
- Motion to Reconsider Agenda Item
- Motion to Consider Draft Resolution
- Motion to Consider Draft Amendment

Rule 4.49: Precedence of Special Motions

Special Motions are motions that can only take place during certain times and take precedence over all other motions:

- Motion for the Participation of a Non-Member
- Motion to Appeal the Decision of the Chair
- Motion to Divide the Question
- Motion to Adopt by Consensus
- Motion to Establish Quorum
- Motion for a Closed Session
- Right of Reply (Point of Personal Privilege)

SECTION 5: CONDUCT OF BUSINESS IN CABINETS

Rule 5.1: Scope

The Cabinets will only use the rules contained in Section 1, 2, 3 and 5 for the conduct of their business.

Rule 5.2: Default Format

The default format in all Cabinets is Moderated Caucus. The Moderator shall conduct the committee in a manner consistent with the spirit of a moderated caucus. The Head of Government may, at their discretion, call the cabinet into formal debate (Rule 4.15), during which the cabinet will conduct business pursuant to Section 4. The session is called to order by the Moderator upon the request of a Head of Government.

Rule 5.3: Point of Order

A Point of Order may be used to indicate an instance of misapplication or violation of the rules of procedure during the discussion of any matter. The Chair, in accordance with these rules of procedure, will immediately provide a decision regarding the Point of Order.

- A Point of Order has precedence over any other matter.
- A representative rising to a Point of Order must only address the violation of the rule.
- A Point of Order may only interrupt a speaker if the speech if there is an exigent need to clarify a rule.

Rule 5.4: Point of Personal Privilege

A Point of Personal Privilege may be used whenever a delegate experiences conditions that they feel are impairing their or the committee's ability to participate in the proceedings.

- A Point of Personal Privilege may be used to interrupt a speaker only under extreme circumstances (e.g., if the microphone is off and the speaker is inaudible).
- When a delegate has experienced an affront to their personal or national integrity by another delegate, or a delegate has described their position (by naming them specifically) and has misstated their viewpoint, a Point of Personal Privilege would be appropriate to appeal to the Chair. Should the Chair sustain the Point of Personal Privilege, the delegate may request a Right of Reply in writing (see Rule 4.31). While a Point of Personal Privilege in extreme cases may interrupt a speaker, delegates should use this power with the utmost discretion.

Rule 5.5: Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure, or to inquire as to the appropriate motion. A Point of Parliamentary Inquiry may never interrupt a speaker and should never address substantive matters.

Rule 5.6: Point of Information

After a speech in formal debate, Points of Information may be raised to ask questions of a delegate following a substantive speech. Points of Information are answered using the remainder of the time, as stipulated by limits on debate. When the speaker's time expires, further points of information can be accepted. Pursuant to rule 4.27, the point and the question are directed at the chair. Points of Information cannot be bundled to individual speeches; delegates can only use the time remaining in formal speeches to yield to Points of Information.

A Point of Information can never be used to interrupt a speaker, and pursuant to rule 2.5, must be referred to the speaker through the Chair.

- In time-limited debate, the clock will stop for the question and will continue during the response.
- When referred through the Chair, the dialogue will be as follows:
 - Delegate: “Point of Information.”
 - Chair: “Will the speaker be accepting points of information?” (If no, speaker must yield time to chair or another delegation; if yes, proceed as follows...)
 - Delegate: “Will the chair please direct the following question to the speaker?”
 - Chair: “So directed.”
 - Delegate: Asks question.
At the end of the question the speaker must also direct their response through the Chair:
 - Speaker: “Will the chair please direct my response to the delegate?”
 - Chair: “So directed.”
 - Speaker: Gives their response.

Pursuant to Rule 2.5, there is to be no back-and-forth dialogue between the speaker and the appointee; the appointee must again raise a Point of Information and it must be accepted by the speaker.

Rule 5.7: Motion for a Suspension of the Meeting

A Motion for a Suspension of the Meeting suspends the moderated caucus and the custodial responsibility of the Cabinet from the Moderator. The motion must include a time duration that is not debatable, requires a second and no objection from any cabinet member, and is immediately terminated, regardless of time duration, upon the entry of the Head of Government. Motions for the suspension cannot be modified once seconded. If a cabinet member wishes to have a shorter or longer suspension, they must move their motion separately.

Example: “I move for a 10-minute suspension of the meeting for the purpose of drafting documents.”

Rule 5.8: Motion to Limit Debate

In the Cabinets, there is no preset agenda. However, ministers may move to enter a timed moderated caucus with a specific topic for deliberation. This request will be entertained at the discretion of the Moderator and a simple majority vote of the Cabinet.

Example: “I move to limit debate to discussing agricultural affairs for 10 minutes.”

Rule 5.9: Motion to Adjourn

A Motion to Adjourn ends the ongoing deliberation and executive authority of the Cabinet appointments. This motion is debatable and requires a second and no objection from any cabinet member for passage. This motion is used at the end of a term or other constitutional transfer of executive authority.

Example: “I move to adjourn.”

Rule 5.10: Moderator

The Moderator is the Director of the session and retains a role as a member of the Head of Government’s administration. They will work to facilitate the progress of deliberations and preside while the Head of Government is away.

Rule 5.11: Head of Government

The Head of Government is the primary executive authority of a country. The Head of Government must approve all decisions, decrees, administrative rules, and regulations brought to them by the Cabinet. As Heads of Government have to perform many official duties, they may not be in the cabinet at all times. The Head of Government retains sole executive power in a cabinet.

Rule 5.12: Ministers

Ministers assume the responsibility over the work of their respective ministries, commissions, or offices, as well as preside over the work of their respective ministries, administer or attend ministerial-level meetings, and provide reports to the cabinet and

direction to lower levels of government.

Rule 5.13: Speeches

No Minister may speak without first being recognized by the Moderator. There is no Speaker's List in a cabinet. Although under most circumstances there is no set speaking time, one may be established by the Moderator.

Rules 5.14: Position Papers

All ministers must submit a black paper that outlines their factual assumptions before the first Cabinet session.

Rule 5.15: Directives

Directives are advisory policies presented to the Head of Government by the cabinet. Upon consent from the Head of Government, executive power will be allocated to enforce the policies. Directives originate from the various agencies of government as a brief on a particular set of issues. This brief presents possible courses of action the cabinet may take.

If the cabinet feels that there is some action that it should take that does not fall within the options suggested by the brief, the various ministers may submit the proposal to the Head of Government for consideration. These custom directives are not typically formatted in the the style of formal national legislation and can be presented as a policy recommendation in the form of a paragraph, bulleted list, or speech among other formats. If ministers wish to vote on directives before presenting them to the Head of Government, it is advisable to have it outlined in a written format.

Although the cabinet may respond to a Directive with a customized set of actions, due to social, economic, and political constraints, execution of a cabinet's customized orders to a Directive is not guaranteed.

Rule 5.16: Press Releases and Conference

Each cabinet has a Press Secretary or other Minister whose responsibility it is to speak to International Press Delegation journalists on behalf of the cabinet, and respond appropriately to journalists' questions. There will be press conferences scheduled throughout the conference, when the Press Secretary will be directed to the press briefing room. If the cabinet has not prepared the Press Secretary in time or is otherwise late to the scheduled conference, they will forfeit the opportunity. Press Secretaries are prohibited from organizing unsanctioned press conferences or publishing unsanctioned press releases. All press releases on behalf of the cabinet must pass a majority ($\frac{1}{2} + 1$) vote. The Press Secretary should always move for this approval.

Example: "I move to approve this press release written to report on the Cabinet's activities."

Rule 5.17: Independent Ministerial Activities

The convening of the government cabinet at CIMUN is for the purpose of advising executive action. Ministerial discretion dictates that the structure of governmental systems will ultimately determine how ministers manage their individual responsibilities within the given executive structure. Ministers should not be conducting personal business while the cabinet is in session.

SECTION 6: CONDUCT OF BUSINESS IN THE UNITED STATES SENATE

PART A: INTRODUCTION

Rule 6.1: Scope

The United States Senate is charged with crafting laws in accordance with the Constitution, in order to promote peace and security in the United States of America. The Senate is the only body that can ratify treaties and Presidential appointments.

Rule 6.2: Default Format

The default format of the United States Senate shall be unlimited, moderated debate. The Presiding Officer (either President of the Senate or moderator designated in their stead) shall moderate debate.

Rule 6.3: Agenda

The agenda for the Senate shall be developed by the Executive Branch in concert with the American people and communicated to Senators at least 60 days before the Senate returns from recess. The Executive retains the right to bring business before the Senate mid-session if it so chooses but as is their prerogative, the Senate will decide what it discusses.

In accordance with the Constitution, the Senate will also be required to handle legislation placed before it by the House of Representatives as well as Presidential Appointments, Treaties, and Impeachment if those should be brought before them.

Rule 6.4: Quorum in the United States Senate

The United States Senate must have a quorum of $\frac{1}{2}$ of the body (48 Senators) in order to conduct business. Quorum is always assumed to be present, unless challenged by a Senator. Upon challenge, the Presiding Officer will conduct a roll call to see if quorum is reached. If it is not, the Senate will recess until an appropriate number of Senators are present in the chamber.

PART B: POINTS AND MOTIONS

Rule 6.5: Point of Order

A Point of Order is the only point entertained in the United States Senate. The Point of Order will be used by Senators to object to the President or Moderator's interpretation of the Senate's Rules of Parliamentary Procedure. All other requests and inquiries will be conducted via note.

Rule 6.6: Motion to Suspend the Meeting

The Senate will entertain suspensions to hold informal, unmoderated discussions in the Senate chamber for a period of time or break for any amount of time.

- This motion is not debatable.
- This motion requires a second and a majority vote of members present for passage.

Example: "I move to suspend the meeting for 10 minutes."

Rule 6.7: Motion to Recess

A Motion to Recess will suspend all Senate functions and send the body into recess until the next session.

- This motion requires a second and a majority vote of members present for passage.

Example: "I move to recess."

Rule 6.8: Motion to End Debate

A Motion to End Debate, with no objections, ends substantive debate on the agenda item on the floor and moves the body into voting procedure on any legislation on the floor.

A Senator or group of Senators objecting to a unanimous Motion to End Debate and bring legislation to a vote will trigger a 'tracking' filibuster, thereby necessitating cloture. Cloture, which allows a piece of legislation to advance to a vote, requires a threshold of $\frac{2}{3}$ of the body voting in the affirmative. If cloture is reached, the filibuster is rendered void.

- This motion requires a second and either unanimous consent or a $\frac{2}{3}$ vote for cloture to pass.

Example: "I move to end debate."

Rule 6.9: Motion to Limit Debate

A Motion to Limit Debate is used to limit the speaking time and/or the content of debate.

- If there are no Senators wishing to speak on the floor the body will enter voting procedure and close the agenda item.
- This motion requires a second and a majority vote of Senators present for passage.

Example: "I move to limit the speaking time to one minute." or "I move to limit debate to the topic of fissile material."

Rule 6.10: Motion to Subpoena

The Motion to Subpoena may be used when the Senate wishes to bring any member of the public or the American government to speak before it. When a recipient of a subpoena arrives they are to be questioned for a length of time at the discretion of the Presiding Officer.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a majority vote of members present for passage.

Example: “I move to subpoena the National Security Advisor.”

Rule 6.11: Motion to Hold in Contempt

The Motion to Hold in Contempt may be used when a recipient of a subpoena from the Senate refuses to comply with it and come before the body to be questioned. The Sergeant-at-Arms will be sent to retrieve the recipient should the motion pass and will return with the recipient if able.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a majority vote of Senators for passage.

Example: “I move to hold the National Security Advisor in contempt.”

Rule 6.12: Motion to Establish Quorum

A Motion to Establish Quorum can be used to push for a roll to determine quorum and to allow Senators to announce voting status. When using this motion, the committee will be sealed by the Sergeant-at-Arms.

- Motion requires a second and a majority vote of Senators present.

Example: “I move to establish quorum.”

Rule 6.13: Motion for a Closed Session

The Motion for a Closed Session is used to seal the Senate for private discussion. This motion should only be used in extreme circumstances. When the Senate is sealed, no person may enter or leave the room. All those who are not staff or Senators are to be immediately expelled by the Sergeant-at Arms. The motion must entail whom specifically the session is closed to and the duration of the closure. The closure cannot exceed the duration of a single session. All proceeding sessions will begin as an open session.

- Two speakers may be permitted to speak for the motion, and two speakers may be permitted to speak against the motion.
- This motion requires a second and a $\frac{2}{3}$ vote of Senators present for passage.

Example: “I move for a closed session.”

PART C: DOCUMENTS AND VOTING PROCEDURE

Rule 6.14: Consideration of Bills and Amendments

Senate legislation requires only two sponsors to be placed on the Dias. After being placed upon the Dias, approved by the Presiding Officer, and in proper format, it will be read out to the body.

In accordance with Senate tradition and the requirements of the Congressional record, each document must have a main sponsor who is responsible for making formatting corrections after it has been placed upon the Dias. Each document can have an unlimited number of cosponsors. The Senate does not recognize signatories.

A sample bill and amendment can be found in Appendix D.

Bills will follow the naming convention S.B.NUMBER IN ORDER OF INTRODUCTION.

Amendments will follow the naming convention S.Amdt.NUMBER IN ORDER OF INTRODUCTION.

Example: the second bill and third amendment would be S.B.2 and S.Amdt.3, respectively.

Rule 6.15: Amendments

Amendments proposed by Senators must be germane to the legislation at hand. Senators can bring amendments to the Dias any time before voting procedure begins but they must be accepted to be voted on. Amendments will then be voted on via a simple majority.

- Amendments will be voted on in order of disruptiveness, with amendments overhauling entire pieces of legislation being voted upon last.
- Amendments to amendments, known as perfecting amendments, are in order. They will be voted on after the amendment they are perfecting passes. If the original amendment fails, the perfecting amendments will be struck.

Rule 6.16: Holds & Filibusters

In keeping with Senate protocol and Rule 6.8, holds and filibusters will be allowed. The United States Senate, except under extreme circumstances, will rule Senators who attempt a non-tracking, voice filibuster out of order. If cloture is not reached, the bill will remain as unfinished business, and the Senate may advance to other matters at hand.

The President of the Senate and Presiding Officers strongly encourage Senators to limit the use of filibusters whenever possible.

Rule 6.17: Voting Procedure

Upon entering into voting procedure, the Presiding Officer will raise the question of the Senate bill with all Senators present. Senators voting in favor of the bill will say “Yea,” while Senators voting against will say “Nay.” The Presiding Officer will then decide whether, in their judgment, the yeas or nays have it. If a Senator disagrees with the Presiding Officer's interpretation of the vote, they may object with a Point of Order and a roll call vote will be triggered. Senators may vote in favor, against, or, in rare cases, present, which will count neither for nor against the bill and instead lower the total number of votes.

PART D: SPECIAL PROCEDURES

Rule 6.18: Appointment Proceedings

In accordance with Article 2, Section 2, Clause 2 of the Constitution, the Senate has the duty to give Advice and Consent on nominations to the President. When the President nominates someone for a position within the Executive Branch or to a Federal Court, the Senate will take up that nomination as soon as it is reasonably able. The nominee will appear before the Senate for a hearing, after which Senators will vote to approve or disapprove the nomination by simple majority vote. No bill nor amendment will be accepted during this procedure.

The nomination hearing will allow any Senator who wishes to question the nominee three minutes to ask their questions. Those three minutes can be spent as they wish, although Senators are strongly encouraged to keep their comments germane if they choose to not ask a question. If a Senator asks a question of the nominee, the nominee's response will be included as part of the Senator's time. Senators are also encouraged to yield the floor if they do not wish to use their entire time. Yields to other Senators will not be entertained.

There is no default total time for questioning, although Senators are advised to plan questions ahead of time to speed the process along. The Presiding Officer may impose a time limit on any portion of the nomination process at their discretion to allow the Senate to return to normal working order in a timely fashion and to expeditiously complete the nomination process.

After every Senator wishing to question the nominee has completed their time, or a total time has been imposed and reached, the Senate will move into a brief open session, governed by the normal rules of procedure, to deliberate. When deliberations have concluded, through a Motion to End Debate or through time, Senators will cast their vote, either Yes, No, or Present. Present votes will count as normal, lowering the number of Senators voting. A simple majority will either confirm or reject the nomination.

Senators may request changes to the rules governing Appointment Proceedings at any time via note, and the Presiding Officer may bring changes to the rules to the floor at their discretion, submitting them to a vote. A simple majority vote is required to change the rules.

Rule 6.19: Treaty Proceedings

In accordance with Article 2, Section 2, Clause 2 of the Constitution, the Senate has the duty to give Advice and Consent on treaties to the President. When the President brings a treaty before the Senate, it will be introduced in the same manner as a bill, read out to Senators. No bill nor amendment will be accepted during this procedure.

Should the President, or any member of the Executive Branch, choose to entertain questions, it will follow the same procedure as the questioning of a nominee, however a 15-minute time limit will be applied by default. If questions are taken, Senators are strongly encouraged to keep their questions as brief as possible, and any speeches from Senators that are not questions will not be entertained.

If there are no questions taken, or the questioning is complete, the Senate will move into an open session, governed by the normal rules of procedure, where debate has been limited to the treaty submitted before the body. There is no default total time for this debate, however the Presiding Officer may impose a time limit on any portion of this process at their discretion to allow the Senate to return to normal working order in a timely fashion and to expeditiously complete the treaty ratification process.

When deliberations have concluded, through a Motion to End Debate or through time, Senators will cast their vote, either Yes, No, or Present. Present votes will not lower the number of Senators voting, instead a Present vote will essentially count as a “No” vote. A $\frac{2}{3}$ vote of “Yes” will ratify the treaty, anything less will result in the treaty failing and the United States will not ratify it.

Senators may request changes to the rules governing Treaties at any time via note, and the Presiding Officer may bring changes to the rules to the floor at their discretion, submitting them to a vote. A simple majority vote is required to change the rules.

Rule 6.20: Impeachment Proceedings

In accordance with Article 1, Clauses 6 and 7 of the Constitution, when articles of impeachment are delivered from the House of Representatives, the Senate must hold a trial. As part of that mandate, Senators will be required to take an oath that they will “do impartial justice according to the Constitution and laws.” The Presiding Officer will preside over the impeachment trial unless the President is impeached, in which case the Chief Justice will preside. Any trial, apart from deliberations, will be open to the public. No bill nor amendment will be accepted during this procedure.

The prosecution will be run by House Managers, pursuant to their rules of procedure, and the defense will be whomever the impeached chooses to represent them. Both groups will be able to present evidence and witness testimony if they so choose. Witness testimony will allow for cross examination. There is no default time limit for any portion of the trial, but the Presiding Officer or Chief Justice may impose a time limit on any portion before it begins at their discretion to allow the Senate to return to normal working order in a timely fashion and afford the accused their Sixth Amendment right to a speedy trial.

Both sides will be given a chance to make a brief opening statement before the body, with the prosecution speaking first. After opening statements, Managers will present their case to Senators and after they rest, the defense will do the same. Once both sides have rested, they will each be given time for a brief closing statement, once again with the prosecution speaking first. Immediately following the conclusion of closing statements, the Senate will move into a brief closed session, governed by the normal rules of procedure, to deliberate. When deliberations have concluded, the closed session will end and the Senators will cast their vote, either Guilty, Not Guilty, or Present. Present votes will not lower the number of Senators voting, essentially counting as a “Not Guilty” vote. A $\frac{2}{3}$ vote of “Guilty” will render a Guilty verdict and remove the convicted from office, any less will result in a “Not Guilty” verdict and the acquitted will not be removed.

Senators may request changes to the rules governing Impeachment Proceedings at any time via note, and the Presiding Officer may bring changes to the rules to the floor at their discretion, submitting them to a vote. A simple majority vote is required to change the rules.

PART E: OTHER RULES

Rule 6.21: Yielding the Floor

Senators must yield the floor at the conclusion of their speech. If the floor is not yielded, the Senator's remaining time will continue until it has elapsed, at which time the Presiding Officer will assume the Senator has yielded the floor to them. There are two kinds of yields in the Senate.

- **Yield to another Senator:** Senators may only yield to another Senator once per substantive speech. Furthermore, the time it takes for the Senator to walk to the podium will count as part of the speaking time. It is advisable that yields of this nature be pre-planned. If a Senator who has been yielded time does not wish to speak, they can Yield to the Presiding Officer.
Example: "I yield the floor to Senator Smith."
- **Yield to the Presiding Officer.** Such a yield should be made if the Senator does not wish to continue speaking. The Presiding Officer will then move to the next speaker.
Example: "I yield the floor."

Rule 6.22: Precedence of Procedural Motions

Motions will be considered in the following order of precedence:

- Motion to Suspend the Meeting
- Motion to Recess
- Motion to End Debate
- Motion to Limit Debate

Rule 6.23: Precedence of Special Motions

Special Motions are motions that can only take place during certain times and take precedence over all other motions:

- Motion to Subpoena
- Motion to Hold in Contempt
- Motion to Establish Quorum
- Motion for a Closed Session

APPENDIX A: ORDER OF COMMITTEE PROCEEDINGS

This is a schedule of the general order of committee proceedings as it pertains to the UN committees, multilateral crisis committees, and regional organizations. This is not a mandate as to how committees will proceed, rather it exists as an example of how committees will likely run.

Meeting is called to order

- Chair makes announcements
- Chair may set a Speakers' List
 - Previously set Speakers' Lists or speaking limits continue

Roll Call

- Quorum checked every session (1/3 of all member states must be present)
 - Present, or Present and Voting
- Latecomers should give a note to the Dais staff to be registered as present.
- Majority, 2/3 and 3/4 of quorum set and announced, with sponsorship requirements

Opening Debate

- **Discussion (formal)** – Speakers are recognized to address the body
- **Agenda Item Considered** – Selection of the agenda item, after discussion

Chair calls for points or motions

- Points can be called out when the Chair asks for them
- Motions must be called on by the Chair after raising your placards
- Second is usually required
- Chair will take motions until there are no more on the floor

Chair calls for speakers

- Chairs will only ask for speakers when there are no Points of Motions to be considered After making a speech, a delegate can:
 - If time remains, yield to Points of Information (questions)
 - If time remains, yield to another delegate
 - Yield to the chair, if speech finished and you do not wish to entertain Points of Information
 - At the time limit, the Chair will interrupt the speaker.

Debate continues

Discussion(informal)

- Motion to suspend the meeting or for moderated caucus
- Second is usually required; Chair may rule this motion dilatory
- A moderated caucus must specify its Moderator
- Vote

Topic Closure A: Tabling

- Motion to table is made
- Discussion of whether to table the topic/resolution
- Roll call vote on tabling

Topic Closure B: Debate Closure

- Motion to close debate is discussed and passed
- Amendments are voted on first, and then full resolution will be voted on
- Committee is sealed during voting procedure

Topic Closure C: Exhaustion

- Exhaustion occurs when the Speakers' List has no more remaining speakers.
- Debate will immediately close and the committee will enter voting procedure
- Another topic may be brought to the floor, or meeting suspended or adjourned.

APPENDIX B: ORDER OF VOTING PROCEDURE

The motion for the closure of debate requires a second and a simple majority vote. Two speakers for and against may speak for the motion. Once the motion has passed, the committee immediately moves into voting procedure. There is no talking, note passing, etc., and the Sergeant-at-Arms or other committee staff will physically seal the room.

The chair will announce that voting procedures have begun. Delegates are given a (very) short amount of time to settle themselves before the Sergeant-at-Arms seals the room.

- **The Chair will repeat exactly what is being voted on.**
 - Amendments are voted on before resolutions and in the order that they were brought to the floor.
 - Resolutions are voted on in order that they were brought to the floor.
- **Chair will call for any points or motions.**
 - Any Motions to Divide the Question or to Adopt by Consensus should be made now.
- **There are two types of substantive voting:**
 - Roll Call Vote (Default)
 - This is the default format for voting.
 - A member of the Dais staff will ask for votes by calling out each delegation's name.
 - The Chair starts at a random point and goes alphabetically through the list. Responses may be 'yes,' 'no,' 'abstain,' or 'pass.'
 - Responses may include a 'with rights' (i.e. 'no with rights')
 - A request for rights is when a delegate wishes to explain why they voted in the manner that they did. It should only be used when one is voting contrary to what might generally be expected.
 - A delegate is granted their rights time (as determined by the Chair) at the end of voting.
 - A 'pass' or an 'abstain from the order' is a request to be skipped once. The person tallying will continue with the vote then return to passed countries at the end. Two passes on the same vote is the same as abstaining.
 - After calling each country, the Chair will ask if anyone wishes to change their vote at the end. Votes cannot be changed, for example, from 'no' to 'no with rights.'
 - Motion to Adopt by Consensus

- Delegates generally must request this as a special motion – use it in situations where no country will object to a specific amendment or resolution.
- The Chair will ask if there are any delegates opposed to the measure, if a delegate indicates they are opposed, default voting procedures resume.
- If no delegate indicates opposition, the amendment/resolution is adopted without a further vote.
- The Chair will then announce the tally. Any measure with an equal number of yes and no votes fails to pass.
- Abstentions are counted as not voting. A resolution needs only the majority of those voting yes or no to pass.

APPENDIX C: RESOLUTION AND AMENDMENT WRITING

Resolutions are formal recommendations and actions of committees at CIMUN, and are the outcome of discussion and a majority vote of delegates with seats in the committee. Resolutions have many capacities – keep the following points in mind when drafting a resolution:

- Once a resolution is passed, it is the official policy of the body that passed it;
- While most resolutions are statements of policy, some may include an entire treaty, declaration or convention;
- Resolutions can be either general statements or directives to specific organizations, UN bodies, or States;
- Resolutions can condemn actions of states, call for collective actions or, as in the case of the UN Security Council, impose economic or military sanctions.

For a resolution to ultimately be successful, a majority of the body must vote to pass it. For this to occur, certain steps must be taken on the part of the delegations sponsoring the resolution. The initial step in developing a resolution is through a brainstorm called a **working paper**. The views and ideas of a number of other delegations should be incorporated into a working paper. Ideally, the ideas of members from as many different caucusing blocs as possible should be included in reviewing the working paper so as to increase the support from as many blocs as possible. To become a **draft resolution**, a working paper must be approved by the Chair of the committee, as well as the Political Officer. Furthermore, the working paper must have received support in the form of sponsorships or signatures from 20 percent of the quorum in committee.

Parts of a Resolution

1. The Heading

Committee: Committee or organ in which the resolution is introduced

Topic: Topic under consideration

Sponsored by: List of country sponsors

Signed by: List of country signatories

The heading includes the topic of the resolution, the committee in which it is introduced and the sponsoring nations. A document number will be given to the resolution as part of the heading and this number will be used for the remainder of the simulation.

2. The Preambulatory Clauses

The preambulatory clauses explain the purpose of the resolution and state the main reasons for the suggestions to follow. This is where previous UN resolutions are referred to and relevant precedents of international law are cited. Preambulatory clauses should specifically refer to factual situations or incidents regarding the topic at hand. The preamble may also include altruistic appeals to the common sense or humanitarian instincts of members with reference to the Charter, the Universal Declaration of Human Rights, etc. Each clause begins with an italicized participle and is followed by a comma. Please refer to the chart below for examples.

What is the difference between a sponsor and a signatory?

Sponsors of a resolution are those countries that have been the principal authors of the document and agree with its substance.

Signatories are countries that may or may not agree with the substance of the resolution, but would like to see it debated on the floor.

Sample preambulatory phrases:

Affirming	Determined	Noting with regret
Alarmed	Deeply concerned	Reaffirming
Anxious	Emphasizing	Realizing
Appreciating	Encouraging	Recalling
Aware	Endorsing	Referring
Bearing in mind	Grieved	Reiterating
Concerned	Having considered	Stressing
Conscious	Having received	Taking into account
Considering	Having regarded	Welcoming
Deploring		

3. The Operative Clauses

The operative clauses list the recommendations for action, or state a favorable or unfavorable opinion regarding the existing situation. These clauses may request action by member states, by the Secretariat, by any UN bodies or agencies, or other IOs. These actions can be as vague as a denunciation of a certain situation or a call for negotiations, or as specific as a call for a cease-fire or a monetary commitment for a particular project. Operative clauses begin with an active, present tense verb and are followed by a semi-colon. The first word in each operative clause underlined (please refer to the chart below for examples). Remember, compromise is the key to successful diplomatic relations but a delegate should never lose sight of their country's position on the agenda topic at hand. In essence, a delegate is a salesperson and must try to sell their country's views and resolutions, to delegates from other countries.

Sample operative phrases:

Acknowledges	Deplores	Notes with interest
Adopts	Designates	Notes with appreciation
Appeals	Directs	Notes with approval
Applauds	Emphasizes	Reaffirms
Authorizes	Expresses its appreciation	Recognizes
Calls upon	Expresses the belief	Recommends
Commends	Expresses the hope	Requests
Confirms	Expresses its regrets	Regrets
Considers	Expresses its sympathy	Stresses
Decides	Expresses its thanks	Suggests
Declares	Instructs	Supports

Demands	Invites	Urges
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Amendments

An amendment is a change or clarification made to a draft resolution after it has been formally submitted to the committee. An amendment can be friendly or unfriendly. A friendly amendment is proposed when all the sponsors of the resolution agree on the change that is to be made, thereby making a vote from the committee unnecessary for the inclusion of it into the draft resolution. A vote is needed in the case of an unfriendly amendment, where not all of the sponsors agree on the change. Any member of the committee can propose both types of amendments; the only difference lies in who supports the change.

An unfriendly amendment must be submitted to the Chair with the appropriate amount of signatures (number depends on the committee and the conference), and will be voted on before the vote on the resolution.

Friendly amendment – A friendly amendment is a change to the resolution that all of the sponsors feel is appropriate.

Unfriendly amendment – An unfriendly amendment is an amendment that the sponsors of the resolution do not support.

To bring an amendment to the floor, it must have sponsors or signatories equaling 20 percent of quorum, as well as the approval of the Chair.

Considering a Resolution or Amendment for Debate

To open a resolution or amendment for debate, it must initially be drafted as a working paper. After review by the Chair and Political Officer for relevance, clarity and grammar, a delegate can make a motion to consider the particular draft resolution (Rule 4.32) and bring it to the floor. Approved drafts are given a number designation and copied for distribution. Only after it has been considered can substantive discussion and voting on the draft resolution take place

APPENDIX D: SAMPLE DOCUMENTS

Sample Resolution

Topic: Financing for Development

Sponsors: Bangladesh, Myanmar, Rwanda, Timor-Leste

Signatories: Afghanistan, Azerbaijan, Bahrain, Cyprus, Iran, Malaysia, Nepal, Pakistan, Qatar, Thailand, Vietnam

The General Assembly:

Reaffirming the importance of state sovereignty as inherent in Article 2.1 of the Charter of the United Nations,

Guided by the tenets inherent in the Millennium Development Goals and by extension, the Johannesburg Summit on Sustainable Development and Monterey the Consensus,

Emphasizing the importance of collaborating with all developing nations, without regional distinction,

Recognizing that representation within existing multilateral lending institutions do not allow for the concerns of developing states to be adequately addressed,

Acknowledging that the lack of a stable and secure infrastructure inhibits developing nations from attracting foreign direct investment (FDI) necessary for development,

Considering that donor states are often skeptical of the use of donated or lent funds to governmental administrations of developing countries, which may or may not act in the best interest of the people,

Noting that donor country contributions toward Official Development Assistance (ODA) are concerned with the efficient allocation and utilization of aid flows,

Cognizant of the fact that infrastructure development issues on local and regional levels are often overlooked by existing aid structures,

Aware that the majority of developing nations are not in a position to acquire additional loans from international lending institutions, as servicing these debts may impede in the implementation of the Millennium Development Goals,

1. Desires the creation of a special committee under the auspices of the United Nations Development Program (UNDP), hereafter named the International Organization for Infrastructure Development (IOID), which will administer the collection and allocation of Official Development Assistance (ODA) funds between developed and developing countries purely for the usage of infrastructure development;
2. Calls upon the IOID to facilitate the usage of ODA funds through collaboration between the UN and recipient countries;
3. Further provides the recipient country with expertise, while ensuring efficient usage of funds and focusing on community developmental initiatives;
4. Requests the intimate cooperation between the IOID and other United Nations bodies, such as International Labor Organization (ILO) and the Food and Agricultural Organization (FAO), to further ensure that funds are being used in a productive manner;
5. Calls for complete transparency between the IOID and donor countries to provide assurance that their funds are being used as agreed upon;
6. Affirms that the focus of the IOID be the utilization of ODA funds for infrastructure development so that developing countries can create an increasingly attractive environment for foreign direct investments and ultimately decrease their dependence on foreign aid flows.

Sample Amendment

Subject: Financing for Development

Sponsors: France, Romania, and Poland

Signatories: Togo, Australia, Fiji, Brazil, St. Lucia, Vietnam, New Zealand, Pakistan, Kuwait and Argentina

- Delete operative clause 2
- Add operative clause: “Requests developing countries take preventive actions to avert the danger of financial crises through the rapid reform of capital flow structures and convertibility mechanism;”

Sample Senate Bill

S.B.1 - Feed the World Act

Sponsor:

Mr.

McCarran

Cosponsors: Mr. Murray, Mr. Hayden, Mr. Hickenlooper

Section 1. Short Title

This Act may be cited as the “Feed the World Act”

Section 2. Organization of Act into Divisions

Title I - Feeding the Word

Section 1000 - New Growth Initiative

Section 1001 - Distributing the Food

Title II - Funding

Section 2001 - General Appropriations

Title I

Section 1000. Growing the Food

1. The Department of Agriculture shall begin a new program called “New Growth Initiative” with the mandate of:
 - a. Increasing the amount of food grown in the United States by 25% every ten years,
 - b. Ensuring the new food is nutritious and part of a balanced diet,
 - c. Making the new food grown available for purchase to both Americans and people around the globe.

Section 1001. Distributing the Food

1. The Department of Agriculture shall begin a new program called “Feeding the World” with the goal of:
 - a. Distributing a share of the food from “New Growth Initiative” to poor countries around the world where starvation is a problem,
 - b. Purchasing food from American farmers to make up feed people in poor countries around the globe,
 - c. Ending world hunger and malnutrition.
2. The State Department shall evaluate the starvation situations in poor states to determine their need for the Department of Agriculture and their “Feeding the World” program.

Title II

Section 2000. General Appropriations

1. The funding for “Feeding the World” and “New Growth Initiative” shall come from the Department of Agriculture’s general appropriations.
2. The accounting for these funds should follow standard bureaucratic procedures and should be transparent to the public.

Sample Senate Amendment

S.Amdt.1 - Amendment to S.B.1

Sponsor: Mr. Capehart

Cosponsor: Mr. Jenner

- Strike “and part of a balanced diet” from Section 1000 sub-sub clause b
- Add sub-sub clause d to Section 1000 subclause 1, “taking a special look at corn production and where that could be expanded within the United States and abroad.”
- Strike “malnutrition” from Section 1001 sub-sub clause c

APPENDIX E: CIMUN GLOSSARY

Abstain – During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no. It is often used by P5 countries on the Security Council to avoid a veto.

Adjourn – Ends that committee’s deliberations and closes out the session until it convenes again next year.

Agenda – The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment – A change to a draft resolution on the floor. Can be of two types: a “friendly amendment” is supported by the original draft resolution’s sponsors, and is passed automatically, while an “unfriendly amendment” is not supported by the original sponsors and must be voted on by the committee as a whole.

Binding – Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not binding.

Bloc – A group of countries in a similar geographical region or with a similar opinion on a particular topic.

Caucus – A.k.a. Suspension of the Meeting. A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

Chair – The chair is the principle officer of a committee. Chairs can also be known as Presidents, Directors, Heads of State, Registrar or Moderators. Duties include oversight of procedural and substantive debate. While the Chair often chairs the committee at CIMUN, all Dais staff will spend a significant amount of time holding the gavel. They may be assisted by a Vice Chair.

Credentials – Refers to both the physical badge conference attendees are required to wear identifying the state they represent or position they hold, committee to which they are delegated and other information *and* the powers of given attendee to enter a committee or affect conference proceedings. For a detail of credentials, please see the section marked *Credentials* in the delegate

handbook.

Dais – The group of people in charge of a CIMUN committee. It generally consists of a Chair or Procedural Officer, a Vice Chair, a Political Officer and a Sergeant-at-Arms. Exceptions to this structure include the International Press Delegation.

Decorum – The order and respect for others that all delegates at CIMUN must exhibit.

Delegate – A student acting as a representative of a member state.

Delegation – The entire group of people representing a member state or observer in all committees.

Diplomatic Courtesy – The respect and etiquette with which all delegates and staff are expected to accord each other.

Division of the Question – During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question. While a complex rule, your Chair can help you walk through it.

Draft Resolution – A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become into a resolution.

Executive Secretariat – Group of staff members with principal authority and responsibility for the conference. This includes the Secretary-General and other members of the CIMUN Steering Committee.

Formal Debate – The “standard” type of debate at CIMUN, in which delegates speak for a certain time.

Head Delegate – Serves as the equivalent of “Permanent Representative” for a state represented at CIMUN. Facilitates cooperation among delegates from that state by ensuring uniformity of policy across committee. If a non-member of a committee is called in to speak before that committee, the Head Delegate is often pulled in to do so.

Member State – A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. Currently, there are 193 member states.

Moderated Caucus – A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

Motion – A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting bloc.

Observer – Also known as a **Party to the Dispute**, a state, national organization, regional organization, or non-governmental organization that is not a member of a committee but participates in its debates. Observers can vote on procedural matters but not substantive documents.

On the floor – At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Chair and a Motion to Consider the Draft Resolution is made, it is put “on the floor” and may be discussed.

Operative clause – The part of a resolution that describes how the committee will address a problem. It begins with an action verb (e.g. decides, establishes, recommends, etc.).

Page – A delegate in a committee that has volunteered to pass notes from one delegate to another, or from a delegate to the Dais, for a short period of time.

Point – A request raised by a delegate for information or for an action relating to that delegate. Examples include a Point of Order, a Point of Inquiry, and a Point of Personal Privilege.

Preambulatory Clause – The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (e.g. noting, concerned, regretting, aware of, recalling, etc.).

Procedural – Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

Quorum – The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of 1/3 of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

Resolution – A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

Right of Reply – A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. This generally requires a written note to the Chair to be invoked.

Roll Call – The first order of business in a Model UN committee, during which the Chair reads aloud the names of each member state in the committee. When a delegate's country's name is called, they may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote. The roll call sets Quorum.

Running Time – A unique feature of CIMUN in which all committees operate in an ongoing simulated environment of world events that affect the policy of members and proceedings of committees. All committees are integrated, meaning that what happens in one may affect another, and delegates are encouraged to work across committees with their fellow "countrymen."

Sergeant-at-Arms – Dais member serving as the primary protocol officer of that committee. Duties include ensuring the maintenance of decorum in caucus, security, communication with other committees and conference departments, and other protocol measures such as sealing the chamber during voting bloc. Sergeants-at-Arms report directly to the Master Sergeant-at-Arms.

Second – To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

Signatory – A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority – Greater than 50% of the delegates present. The amount needed to pass most votes.

Sovereignty – A concept involving the absence of any higher authority over a given issue. For example, although the United Nations can discuss economic, environmental or social policy of a country, each member state legally holds sovereignty over this policy. Member states of the IAEA have legally submitted to its regulation over limited areas of energy and weapons policy, and have hence yielded sovereignty to that body. Since the state of Illinois decides educational curriculum for its schools, Illinois, not the United States holds legal sovereignty over that area.

Speakers' List – A list that determines the order in which delegates will speak. Whenever a Motion for a Speakers' List has passed, the Chair will create a Speakers' List by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that they wish to be added to the Speakers' List by sending a note to the Dais.

Sponsor – One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

Substantive – Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non governmental organizations) may vote on substantive issues.

Unmoderated Caucus – A.k.a. Suspension of the Meeting, a type of caucus in which delegates leave their seats to mingle and speak freely. This enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus, and is frequently used to sort countries into blocs and to write working papers and draft resolutions.

Veto – The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States, to prevent any draft resolution in the Security Council from passing by voting no.

Vote – A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

Voting Procedure – The period at the end of a committee session during which delegates vote on proposed amendments and resolutions. Nobody may enter or leave the room during voting bloc.

Working Paper – A document in which the ideas of some delegates on how to resolve an issue are proposed. It is frequently the precursor to a draft resolution.

CIMUN Rules of Procedure: Short Form

Note that “Rule #” refers to the corresponding rule in the CIMUN Rules of Procedure: Long Form, and in case of any discrepancy between these two documents, the CIMUN Rules of Procedure: Long Form takes precedence.

SECTION 1: CONDUCT OF BUSINESS IN UNITED NATIONS COMMITTEES, REGIONAL ORGANIZATIONS, AND MULTILATERAL CRISIS COMMITTEES

Note that all Security Council votes, procedural and substantive, require nine votes for passage.

PART A: POINTS AND MOTIONS

These points and motions are ordered by precedence in accordance with Rules 4.47 and 4.48 from the CIMUN Rules of Procedure: Long Form.

Rule #	Name	Description	Debatable	Interrupt Speaker	Second	Vote Required?
4.5	Point of Order	To address a misuse of the rules	No	Yes	No	Ruling of Chair
4.6	Point of Personal Privilege	To address any factors hindering debate, or an affront to national or personal dignity	No	No	No	Ruling of Chair
4.7	Point of Parliamentary Inquiry	To ask a question to the Chair about rules or proceedings of the committee	No	No	No	N/A
4.9	Point of Information	To ask a question of a delegate directly after they give a substantive speech	No	No	No	Yield by delegate
4.11	Motion to Suspension of the Meeting	“Pauses” formal committee proceedings for caucus or break	No	No	Yes	Majority
4.12	Motion for Adjournment of the Meeting	Ends the conference	No	No	Yes	Majority
4.13	Motion for the Closure of Debate	Ends debate on topic and brings all documents to vote	Yes - 2 con	No	Yes	2/3

4.14	Motion for Moderated Caucus	Suspends rules of procedure for rapid discussion.	Yes - 2 pro, con	No	Yes	Majority
4.15	Motion to Limit Debate	Limits substantive speech by time or content	Yes - 2 pro, con	No	Yes	Majority
4.15	Motion to Open a Speakers' List	Opens a list to which nations are added in speaking order	No	No	Yes	Majority
4.16	Motion to Table the Agenda Item	Suspends debate on agenda item and moves to next w/o a vote	Yes - 2 pro, con	No	Yes	Majority
4.17	Motion to Consider Agenda Item	Sets the agenda in a particular order	Yes - 2 pro, con	No	Yes	Majority
4.18	Motion to Reconsider Item	Returns tabled item to floor, must have voted yes to table	Yes - 2 pro, con	No	Yes	Majority
4.19	Motion to Consider Draft Resolution	Used to bring a draft resolution to the floor for debate	No	No	Yes	None
4.20	Motion to Consider Draft Amendment	Used to bring an amendment to the floor for debate	No	No	Yes	None

PART B: SPECIAL MOTIONS

The following special motions can only take place during certain times and take precedence over all other motions, in accordance with Rule 4.49 from the CIMUN Rules of Procedure: Long Form.

4.22	Motion for the Participation of a Non-Member	A non-member state, NGO or other entity is needed to consult with the body	Yes - 2 pro, con	No	Yes	Majority
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4.23	Motion to Appeal Decision of the Chair	A member wishes to overturn the chair's ruling or interpretation of the rules	Yes - 2 pro, con	No	Yes	¾
4.39	Motion to Divide the Question	Separates a part or element of a resolution to vote on them separately	Yes - 2 pro, con	No	Yes	Majority
4.42	Motion to Adopt by Consensus	Adopts the document without a vote; signifies global accord with no negative vote count	No	No	No	Any objection defeats
4.31	Motion to Establish Quorum	Reestablishes roll and hence the numbers for passage established by previous quorum; triggers sealing of doors and roll read by the Chair	No	No	Yes	If sustained by Chair, passes
4.21	Motion for a Closed Session	Seals the committee for private discussion	Yes - 2 pro, con	No	Yes	¾
4.30	Right of Reply	Request is submitted in writing to Chair after rising to Point of Personal Privilege. Chair grants time for requestor to respond to defamatory remarks. There is no right of reply to a right of reply	No	No	No	Chair grants right and time based on review

SECTION 2: CONDUCT OF BUSINESS IN CABINETS

Rule #	Name	Description	Debatable	Interrupt Speaker	Second	Vote Required?
5.4	Motion for a Suspension of the Meeting	"Pauses" formal committee proceedings for caucus or break	No	No	Yes	Any objection defeats
5.5	Motion to Limit Debate	Limits substantive speech by time or content	Yes - 2 pro, con	No	Yes	Majority
5.6	Motion to Adjourn	Ends the ongoing deliberation and executive authority of the Cabinet appointments	Yes - 2 pro, con	No	Yes	Any objection defeats

SECTION 3: CONDUCT OF BUSINESS IN THE UNITED STATES SENATE

PART A: POINTS AND MOTIONS

These points and motions are ordered by precedence in accordance with Rules 6.22 and 6.23 from the CIMUN Rules of Procedure: Long Form.

Rule #	Name	Description	Debatable	Interrupt Speaker	Second	Vote Required?
6.5	Point of Order	To address a misuse of the rules	No	Yes	No	Ruling of Chair
6.6	Motion to Suspend the Meeting	“Pauses” Senate proceedings for caucus or break	No	No	Yes	Majority
6.7	Motion to Recess	Sends the Senate on break until the next scheduled Senate session	No	No	Yes	Majority
6.8	Motion to End Debate	Ends debate and brings all documents to vote	No	No	Yes	2/3
6.9	Motion to Limit Debate	Limits floor speeches by time or content	No	No	Yes	Majority

PART B: SPECIAL MOTIONS

The following special motions can only take place during certain times and take precedence over all other motions, in accordance with Rule 6.23 from the CIMUN Rules of Procedure: Long Form.

6.10	Motion to Subpoena	Calls a person to speak before the Senate	Yes - 2 pro, con	No	Yes	Majority
6.11	Motion to Hold in Contempt	Sends the Sergeant-at-Arms to bring a recipient of a subpoena to the Senate for questioning	Yes - 2 pro, con	No	Yes	Majority
6.12	Motion to Establish Quorum	Reestablishes roll and hence the numbers for passage established by previous quorum; triggers sealing of doors and roll read by the Presiding Officer	No	No	Yes	Majority
6.13	Motion for a Closed Session	Seals the Senate for private discussion	Yes - 2 pro, con	No	Yes	2/3