



Genoa Model United Nations (GeMUN)- www.gemun.it *Official Chairing Guidelines and Rules of Procedure*

Written and revised for GeMUN 2019, in accordance with THIMUN ROPs by:

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Introduction

This document is aimed at providing a comprehensive, complete and exhausting reference about Rules of Procedure for GeMUN events student officers. All the rules and the articles reported below have been written in accordance to THIMUN Rules of Procedure. In the first part of the document there will be a complete section describing guidelines for chairing a committee session at GeMUN. The second section, instead, will contain all Rules of Procedure that must be observed during debate sessions with regard to motions, points, speeches and so on.

Section 1: Guidelines for chairing

Chairing in a conference:

The Chairman does more than ensuring that the debate is orderly proceeding and that the conference develops in the correct way. He/She is the leader of the conference and its embodiment. "Chairmanship" is the art of managing meetings. The Chairman of an International Conference is its presiding officer, the individual who has accepted the duty of managing the conference and all the situations that are related to it.

The formal and procedural roles and responsibilities of the Chair are based on ensuring that the business of the conference is conducted in an efficient manner and in accordance with the Rules of Procedure.

The Chairman must:

- Treat all delegates equally and impartially;
- Not showing to be taking sides in a contentious issue;
- Recognize delegates from all over the room, the back corners and the first few rows tend to be overseen.

Opening the conference:

The Chairman *should arrive early* before the scheduled start of each session of the conference. After the appointed starting time, whenever the Chairman considers there are enough delegates in the room, he/she calls the house to come to order, greets the delegates, introduces her/himself and declares the debate open.

Time Management:

- Have one stopwatch/normal watch always available for chairing (not provided by GeMUN) in order to keep track of the time;



- Constantly check that the timeline is met and if it is not, take remedial actions such as reducing the numbers of speeches and/or cancel/allow a shorter break.
- Being vigilant against anything that might threaten to use up time unproductively;
- The Chair has the duty to ensure that a conference completes its agenda in the scheduled time and that all delegations have had an opportunity to deliver their speech.

Atmosphere:

1. The atmosphere of the Conference is another factor to be managed by the Chair. As long as this remains positive and constructive, conference is willing to be achieving its objectives expeditiously. You're suggested to start with a strict and extremely serious chairing-style to set the right debating tone. If everything runs well, then start loosening up. However, stay serious at all times, you are the role-model for the delegates.
2. Admit errors! Say: "The Chair stands corrected" and proceed with further business. Do not extensively discuss decisions or errors with delegates, explain them clearly, and move on.

Co-operation with co-Chair:

- Always 2 people chairing (if co-Chair needs to type up a resolution, then ask for the President or one of the SGs to sit in with you);
- One person chairs, other one does administrative business (amendments, notes, etc.);
- Never contradict each other in public, complement each other, and help each other when necessary;
- Divide chairing time fairly between co-chairs;
- Discuss chairing style before debate;

Administrative Staff:

1. Get to know your Admin Staff before the start of business
2. Discuss everything (voting, note-passing, especially sorting your notes out, etc.) before the debate has started
3. Cooperate with them, and make sure they feel appreciated!
4. Thank them at the end of each day, and give them a round of applause
5. If the Admin Staff is not co-operative and efficient, report them to the Heads of Admin.

1. Opening by the Chair, Roll Call, Drawing up the Agenda

The Chair first gives a short introductory statement, welcoming all delegates and introducing both himself and his fellow Co-chairs. After this, a roll call will be held (usually by the co-chair). The (co-)chair reads out the names of the delegations that are supposed to be present (in alphabetical order). Delegations that are indeed present respond by calling out 'present!', remind the delegates to say so when their name is called. When the roll call is finished, the Chair informs the assembly about the forum's agenda and schedule for that day. Please note that a percentage of at least two thirds of the house has to be present in order to take any decision.

Standard Phrase:



Chair: *House please come to order. Delegates we will now start roll call, when your country name is called please raise your placard high and say present.*

Then, the house will enter into lobbying time if predicted. The chairs will set time and will carry out business related to forms.

2. Reading out the operative clauses of the resolution

Standard Phrase:

Chair: *We will now discuss the resolution on the question of (TOPIC), submitted by (DELEGATION). The Chair would like to call upon the main submitter of the resolution to read out the operative clauses. (DELEGATION), the floor is yours.*

After this, the submitter reads out the operative clauses.

3. Setting debate time

When setting debate time, the Chairs have to consider that the maximum that can be imposed **is of 1 hour**.

Standard Phrase:

Chair: *Thank you, (name of delegation). The Chair sets a debate time of 40 minutes of open debate. All delegates have a right to request the floor at any point in time during the debate. (Name of delegation), you have the floor.*

4. The delegate delivers a speech

Following this, the delegate who has just read out the operative clauses delivers a speech.

He

finishes by indicating whether he is open to points of information.

You should then ask the delegate:

Standard Phrases:

Does the delegate open himself/herself to points of information?



Is the delegate open to points of information?

Some frequently used ways for a delegate to indicate he is willing to answer questions are the following:

“I am open to point of information.”

“I am open to points.”

The Chair can respond by saying:

Standard Phrase:

Chair: Thank you very much. The speaker has indicated that he is open to points (of information). Are there any points in the House?

Important here is, that delegates do not yet raise their placards before you have finished your question. Ask delegates to lower their placards until you ask them to, otherwise don't recognize those delegations.

Furthermore you may in one time call on multiple delegations to rise to a point of information

Standard Phrase:

Chair: This will come from (3 delegations) you have been recognized, please approach a microphone in that order

This has the advantage that you save time for delegates to approach a microphone, especially useful in larger commissions, however often the third delegate has the similar question as the first delegate

5. Answering points of information and yielding the floor

Sometimes, the delegate holding the floor is willing to answer multiple points of information.

Usually, the Chair allows the speaker to answer a maximum of three points. After that he asks the delegate to yield the floor back to the chair, or also to another delegation. The following lines can be frequently heard:

Standard Phrases:

Chair: Thank you very much. In the interest of the debate, I would like to ask you to yield the floor either back to the Chair or to another delegation.



Thank you. Due to time restraints, I would like to ask you to yield the floor back to the Chair.

The delegate usually complies with the Chair's request. However, he has to do so explicitly:

Standard Phrases:

"I yield the floor back to the Chair."

If he does not yield the floor explicitly, the Chair asks him to do so:

Chair: *Please yield the floor back to the Chair.*

If the delegate has yielded the floor back to the chair, it is up to the Chair to entitle a new delegate to speak:

Chair: *The floor is once again open. Are there any delegations wishing to deliver a speech in favour or against? (please raise placards now)*

The procedure described under 4 and 5 is repeated several times, allowing multiple speakers to take the floor, deliver a speech and answer to points of information.

6. Interruptions: points

Several points can be distinguished: point of information

point of information to the Chair

point of order

point of personal privilege

point of parliamentary enquiry

Of these points, only one can interrupt a speech: the point of personal privilege (only when it

pertains to the audibility of the speech!). All other points are out of order during a speech.

If a point of personal privilege is used during a speech, the Chair can react in two different ways:

Standard Phrases:

If the Chair is not certain that the point refers to the audibility of the speech:

Chair: *(Name of delegation), does your point pertain to the audibility of the speech?*

(If the delegate denies this, the Chair replies with *"I am sorry, your point is out of order during the speech"*. If, on the other hand, the delegate confirms, the Chair responds with option 2 described below)



If the Chair is certain that the point refers to the audibility of the speech:

Chair: *Your point is well taken. Could the house please come to order / could the honorable delegate speak up?*

All other points can only be used after the speaker has finished his speech. In general, delegates use a point by shouting out the name of the point; for example:

◆ Point of parliamentary enquiry!

The Chair can react in two different manners.

1. The Chair overrules the point:

Chair: *All points are out of order at this point in time.*

OR *Your point is out of order.*

OR *There will be no points or motions at this point in time.*

OR *Overruled.*

2. The Chair allows the delegate to make the point. For the sake of clarity, the Chair first repeats the name of the point:

Chair: *There is a point of parliamentary enquiry in the house. (Name of delegation), you have been recognized.*

For points that are clearly out of order or deemed so by the chair, he/she may respond:

Chair: *Thank you for your point. I am afraid, however, that the this point is out of order at this time*

If the delegate uses the wrong point, the Chair entertains it anyhow. He does, however, correct the delegate:

Chair: *Thank you for your point. However, you should actually have used the (name of point).*

I

kindly request you to use the correct point in future situations like this.

7. Interruptions: motions

Several motions can be distinguished: Motion to (whatever comes to mind)

Motion to extend debate time

Motion to move the previous question

(= motion to move to the next phase)

Motion to go into time against

Motion to revote (= to change the vote)

Motion to table the resolution (2)

(2) This motion needs a two-thirds majority to be carried.



On a general note, every motion needs at least one second from the house in order to be taken into consideration. Sometimes, delegates will do this automatically. If they do not, the Chair asks (repeating the name of the motion proposed):

Standard Phrases:

Chair: *There is a (name of motion). Are there any seconds for this motion?*

OR *The delegate of (name of delegation) has proposed a (name of motion). Does anyone second this motion?*

If there are no seconds from the house, the Chair overrules the motion:

Chair: *Since there are no seconds for your motion, the assembly will not take it into consideration.*

If there are seconds for the motion, the Chair proceeds. If the Chair consequently feels that there are no objections to the motion, he asks:

Chair: *Are there any objections to the motion proposed by (name of delegation)?*

If there are no objections, the Chair states that the motion has been adopted:

Chair: *Since there are no objections, this motion passes*

If there are both seconds and objections, the Chair can either set a short debate time for the motion or move into voting procedures on the motion. He can make this decision himself, but he can also leave it to the forum. Some suggestions:

Chair: *Taking into account the fact there are both seconds and objections, the Chair suggests that we have a vote on this motion.*

8. Amendments

Amendments have to be written down on official GeMUN amendment sheets. These sheets are available on the Chairs' desk and have to be sent back to them once completed by the submitter. The Chairs and co-chairs screen all incoming amendments: are they not in contradiction with the UN Charter? Do they make sense? Following this, it is up to the delegate (not the Chair!) to request the floor and indicate that he wants to propose an amendment.

If the amendment is in order, the Chair replies:

Chair: *The Chair has indeed received this amendment. The amendment is in order. The Chair will now read out the amendment*



Chair: The Chair sets a separate close debate (so firstly speaker in favour and then speakers against) time for this amendment of (TIME) minutes.

(Name of delegation), you have the floor.

When debate time has elapsed, the chairs will move into voting procedures (See next section)

2nd Degree Amendments are not in order anymore

10. Voting procedures

Voting on a resolution

If debate time on the resolution has elapsed, the Chair usually moves the previous questions, thus moves into voting procedures. The Chair explains the voting procedures in advance when he feels this is necessary:

Standard Phrases:

Chair (**VOTING RULES**): *Debate time on the resolution has elapsed. The Chair therefore suggests we will move the previous question, thus move the previous question on the resolution. I would like to remind all delegates of the voting rules. All UN member states have three voting options. Either they vote in favor, or they vote against, or they abstain from voting. NGOs and UNOs are always allowed to vote.*

Chair: *All those in favor of the resolution, please raise your placards... All those against the resolution, please raise your placards... All those who wish to abstain from voting, please raise your placards... With a vote of xx in favor, xx against and xx abstentions, this resolution has passed/failed.*

Please note that the Chair reads out the results first and only after he has done that, he comes to a conclusion. If the Chair feels that the assembly knows the voting rules, he can skip the explanation and move directly into voting procedures:

Voting on an amendment

If debate time on an amendment has elapsed, the Chair can move to the previous question (go into voting procedures). If the Chair decides to move the previous question, he must first explain them in advance when he feels this is necessary:

Standard Phrases:

Chair (**VOTING RULES**): *Debate time on the amendment has elapsed. The Chair therefore*



suggests we will move into voting procedures on the amendment. I would like to remind all delegates of the voting rules. All UN member states, NGOs and UNOs have three voting options. They can either vote in favor, or vote against, or abstain from voting.

Chair: All those in favor of the amendment please raise your placards... All those against the amendment), please raise your placards...All those who wish to abstain from voting, please raise your placards... With a vote of xx in favor, xx against and xx abstentions, this amendment has passed/failed. With a vote of xx in favor and xx against, the amendment (to the amendment) has passed/failed. Clapping is in not in order. We will now resume debate time on the resolution

If the Chair feels that the assembly knows the voting rules, he can skip the explanation and move directly into voting procedures: The above mentioned procedures also apply for votes on motions during debate sessions if required.

Section 2: GeMUN Official Rules of Procedure

I. COMMITTEES

1. The secretariat shall decide which committees to convene for each session, at least three committees of the General Assembly (GA) have to be present at each session. All such committees shall take part to the plenary meeting of the GA.
2. The Security Council has to be present at each session but is not and should not take part to plenary meetings of the General Assembly.
3. English shall be both the official and the working language of each Committee and of the General Assembly.
4. All GA Committees will have to work Resolution by Resolution, all other committees will work Clause by Clause.

II. THE CHAIRMAN

5. The chairman shall behave accordingly to the GeMUN chairing guidelines.
6. The Chairman shall, subject to the most recent program of events, declare the opening and closing of each meeting of the committee, the adjournment of the meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairman may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure



of the debate. He may propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

7. The Chairman may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.
8. If the Chairman finds it necessary to be absent during a meeting or any part thereof, the Deputy Chairman shall take his place. A Deputy Chairman acting as Chairman shall have the same powers and duties as the Chairman. If any officer of the committee is unable to perform his functions, a new officer shall be appointed by the GeMUN Board of Directors, for the unexpired term.
9. The Chairman may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a representative exceeds his allotted time, the Chairman shall call him to order without delay.

III. GENERAL BEHAVIOUR

10. The Secretary-General, or a member of the Office of the Secretary-General designated by him/her as his/her representative, may at any time make either oral or written statements to any committee or subcommittee concerning any question under consideration by it.
11. No representative may address the committee without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in an order determined by the Chairman. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.
12. During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chairman in accordance with these rules. A representative may appeal against the ruling of the Chairman to the Commission on Rules and Procedure, as defined in chapter X. The debate will continue and the Chairman's ruling shall stand unless overruled by the Commission. A representative rising to a point of order may not speak on the substance of the matter under discussion.
13. A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favour of the closure, the Chairman shall declare the



closure of the debate. The Chairman may limit the time to be allowed to speakers under this rule.

- 14.** Proposals shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting unless copies of it have been circulated to all delegations. The Chairman may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.
- 15.** A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn, may be reintroduced by any member.

IV. VOTING

- 16.** Each member of the Committee shall have one vote that has to be expressed by show of placard.
- 17.** Decisions of any Committee shall be made by a majority of the members present and voting.
- 18.** For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.
- 19.** During voting procedures note passing between members shall be suspended.
- 20.** After the Chairman has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chairman may permit members to explain their votes, either before or after the voting. The Chairman may limit the time to be allowed for such explanations. The Chairman shall not permit the main submitter of a proposal or of an amendment to explain his vote on his own proposal or amendment.
- 21.** If a vote is equally divided, the proposal should be regarded as rejected.
- 22.** The Chairman is allowed to pass a proposal for "clear majority" only if the matter under discussion is an amendment or a motion, it is duty of the chairman to always enounce the votes on a resolution.
- 23.** When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on



until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.

24. Amendments to the second degree shall not be in order.
25. If two or more proposals relate to the same question, the committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The committee may, after each vote on a proposal, decide whether to vote on the next proposal.

V.RESOLUTIONS

26. Each resolution shall have one main submitter.
27. In order to debate a resolution it has to be signed by at least one fifth of the members present to the meeting. This number can be raised by the chairman.
28. Each delegation can sign a number of resolutions per topic to be decided by the chairman in accordance to the number of proposals that can be debated during the session
29. No resolution shall include either financial amounts or names of specific financial resources.
30. These rules of procedures may be amended by a decision of the panel of experts and GeMUN Secretary-General, but shall always be amended in accordance to THIMUN Rules of procedure.