



MUNIFL



RULES OF PROCEDURE



MUNIFL'25 RULES OF PROCEDURE

CONTENT

Izmir Science High School Model United Nations 2025 (MUNIFL'25) conference follows these rules of procedure in all sessions of its conference which is stated by the Secretariat. Committees which have the specific rules shall follow the specific rules of procedure that are explained by the study guides of the committees and their respective Committee Chairboard.

DUTIES OF THE SECRETARIAT

The Secretariat shall receive, print or distribute documents, reports, and resolutions of the Committee to the United Nations members or other international bodies, and generally conduct all other work that the Committee may require. Deputy Director-General, Director-General, Deputy Secretary-General and the Secretary-General are collectively referred to as the Secretariat. The decisions of the Secretariat shall not be appealed.

SECRETARY-GENERAL

The Secretary-General shall act in complete position in all meetings of MUNIFL'25 and shall perform other duties as are entrusted to him/her by the organs of the UN with Article 98 of the UN Charter. Decisions taken by the Secretary General in these circumstances are conclusive. The Secretary-General shall refrain from any activities that might undermine his/her position as an international official responsible only to the MUNIFL'25 in accordance with Article 100 of the UN Charter. Each delegation undertakes to particularly respect the international character and the responsibilities of the Secretary-General and his/her team and not to seek to influence them in the implementation of their responsibilities in accordance with Article 100 of the UN Charter.

GENERAL AUTHORITY OF THE COMMITTEE CHAIRBOARD

The Committee Chairboard will proclaim the opening and closing of all sessions and may recommend the approval of any procedural motion to which there is no significant objection. The Committee Chairboard will have complete authority of the proceedings at any meeting.

The Committee Chairboard will direct the debates, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Committee Chairboard may advise delegations on the course of the debate. In the application of these rules, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.

The Committee Chairboard may decide to suspend the current Rules of Procedure temporarily in order to clarify certain substantive or procedural issues. The Committee Chairboard also has the right to interrupt the operations of the Committee in order to show a presentation or to bring in a guest speaker or an expert witness.

The Committee Chairboard may provisionally transfer his/her responsibilities to another member of the Committee Chairboard or the Secretariat. Committee Chairboard and the Secretariat members may also advise delegates on the possible course of debate if considered appropriate and necessary.

GENERAL RULES OF THE CONFERENCE

- 1) LANGUAGE:** English will be the official and working language for all sessions of the conference.
- 2) DRESS CODE:** The dress code of the conference is western business attire which is obligatory during all official sessions of the conference. Delegates may wear historical or traditional attire as a reflection of the culture of the nation he/she is representing if approved by the Secretariat.
- 3) COURTESY:** Delegates shall show courtesy and respect to other delegates and the members of both Academic and Organization teams. The Committee Chairboards will immediately forewarn the delegate who fails to comply with this rule.
- 4) ELECTRONIC DEVICES:** Laptops, tablets, cell phones, or other electronic devices may not be used in the committee room during formal debates or moderated caucuses. Electronic devices may be used outside the committee room any time or in the committee room during unmoderated caucuses with the permission of the Committee Chairboard.
- 5) COMMUNICATION:**

Using message papers are in order upon the decision of Committee Chairboards which have been done between delegates and that have been sent to the Committee Board. The Committee Board has the right to decide suspension of note passing at any time yet note passing is out of order during Roll Call, Voting Procedures and Unmoderated Caucuses.

GENERAL RULES OF THE DEBATES

- 1) QUORUM:** Quorum indicates the minimum numbers of delegates who must be present in order to start a debate session and is reached if at least one-quarter of the registered delegates are present in the committee. The presence of delegates of a majority of the Member States concerned is required for any decision on a substantive motion. Committee Chairboards should proclaim the session open if the Quorum is reached. A quorum will be assumed to be present unless specifically challenged and shown to be absent by a roll call.
- 2) ROLL CALL:** At the beginning of each session, Committee Chairboards will call on the Member States in English alphabetical order to state their status of presence that is referred to as Roll Call. Member States may state their status as “present” or “present and voting”, where “present and voting” means the Member State cannot abstain on any substantive vote during that session.
- 3) AGENDA SETTING:** The first order of business for the committee, if the committee has more than one topic to debate on, will be the consideration of the agenda. If the committee has only one topic, the agenda is automatically adopted.

To set the agenda:

- a.** A motion should be raised in order to set the agenda to one of the committee’s topics as stated by the Secretariat in the study guide.
- b.** Two speakers’ lists will be established: one in favour of the motion, and one opposed to the motion and in favour of the other topic. No motions for moderated or unmoderated caucuses are allowed during the speeches of both in favour and against speakers.
- c.** A motion to close debate will be in order after the committee has heard at least two in favour of speakers for the motion and two against, or when one of the speakers’ lists is exhausted. The Committee Chairboard will recognize two speakers against the motion to close debate, and a two-thirds majority is obliged for the closure of debate on the agenda.

d. When the debate is closed, the committee will move to an immediate vote on the motion. A simple majority is required for the motion to pass. If the motion fails, the other topic will automatically be placed before the committee.

e. When the voting procedure is concluded on the first topic, the other topic is automatically placed before the committee.

4) SPEAKERS' LIST: After the Agenda is set, the debate on the topic begins with opening the Speakers' List. The Speakers' List is opened by the Committee Chairboard and will show the order of speakers on the topic and it will be followed, except when replaced by a procedural motion or debate on amendments. The Speakers' List will remain open during the duration of debate on that topic of the Agenda. Speakers may speak generally on the topic being debated and may address any resolution only if it is currently on the floor.

The committee will have an open Speakers' List for the Agenda Item being discussed. A Member State may add its name to the Speakers' List by submitting a written request via message paper to the Committee Chairboard, provided that the Member State is not already on the Speakers' List. The Speakers' List for the second Agenda Item will not be permitted until the committee has moved to that Agenda Item.

5) UNMODERATED CAUCUS: A motion for an Unmoderated Caucus can be entertained at any time when the floor is open with the exception of at the beginning of the sessions since a committee shall not start with an unmoderated caucus.

a. The time limit, not to exceed twenty minutes.

b. The motion will then be voted and a simple majority is required for the motion to pass.

c. In the case of multiple motions proposing unmoderated caucuses, the Committee Chairboard will rank the motions in decreasing order of length and the Member States will vote accordingly.

d. The Committee Chairboard may rule the motion out of order and his/her conclusion is not subject to appeal.

e. An unmoderated caucus may only be extended once.

6) SEMI-MODERATED CAUCUS: A motion for a semi-moderated caucus can be raised at any time when the floor is open except in the United Nations General Assembly. The total time limit cannot be longer than twenty minutes and the purpose should be distinctly specified as it has to be given according to the current agenda item. The only difference between a semi-moderated caucus and moderated caucus is that a speaker may address the committee at any time without the permission of the Committee Chairboard. The rules for the semi moderated caucus are alike as the moderated caucus'.

7) MODERATED CAUCUS: A motion for a moderated caucus can be raised at any time when the floor is open. The time limit of the caucus' total time (not exceeding twenty minutes), the time to be allotted (not exceeding the speakers' time of the formal debate) to each speaker.

The purpose should be distinctly specified and it has to have a connection to the current agenda item and not to be as general as the current agenda item, considering the purpose of this instrument.

The motion will be put to vote and a simple majority is required for the motion to pass. In the case of multiple motions proposing moderated caucuses, the Committee Chairboard will order the motions in decreasing order of total speakers' amount, then in decreasing order of the total time in case the total times are the same. Then the Member States will vote by the order of motions issued.

- a. The Committee Chairboard may rule a motion out of order and his or her conclusion is not subject to appeal.
- b. All motions are out of order between speeches during a moderated caucus except for motions to alter the speakers' time and to terminate the caucus.
- c. Delegates can and will be ruled out of order if their speech does not refer to the topic of the moderated caucus.
- d. If there is no delegate wishing to address the committee, the Committee Chairboard may terminate the moderated caucus at his/her discretion or a motion to terminate the debate shall be given and the committee goes back to the formal debate.
- e. A motion for an extension of the current moderated caucus can only be given after the caucus ends. A moderated caucus may only be extended once. The total time of the extension cannot be longer than the total time of the current Moderated Caucus.

8) CLOSURE OF THE DEBATE: A delegate may at any time propose the closure of debate on the item currently under discussion, whether it is the general topic, debate on agenda setting, or debate on an amendment; a delegate may propose a motion to close such debate when the floor is open.

- a. If the committee moves to the closure of debate, the general debate will be suspended and a Speakers' List will be established for and against closure.
- b. The Committee Chairboard may overrule this motion and his/her conclusion is not subject to appeal.
- c. Upon the motion for the closure of debate, Committee Chairboard shall recognize up to two opposing speakers. This motion requires a two-thirds majority of the house voting in favour. If the committee favours the closure of debate, the debate on the topic finishes.
- d. In order to move to the voting of all proposals introduced, a motion to move to the voting procedure shall be given. Before moving to the voting, motions to alter the type of voting (such as voting by acclamation), to reorder the draft resolutions and to divide the question may be given.
- e. Motions to close the debate and move to the voting procedure may be given in a single motion. If this combined motion passes, the type of voting cannot be altered, the question cannot be divided and the drafts cannot be reordered. The committee shall directly move to vote on all proposals introduced under debate.

f. If there are no objections after the Committee Chairboard proclaims movement to the voting procedure, the motion automatically passes.

9) SUSPENSION AND ADJOURNMENT OF THE MEETING

The suspension of the meeting means the postponement of all Committee functions until the next session and the adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. A delegate may raise a motion to suspend or adjourn the meeting when the floor is open. The Committee Chairboards can overrule these motions, and cannot be appealed. If any such motion is entertained, the house will vote on the motion immediately. A two-thirds majority is required to suspend or adjourn the meeting.

RULES FOR GOVERNING THE SPEECHES

1) SPEECHES: No delegate may address a session without the permission of the Committee Director. The Committee Chairboard may call a speaker to order if his or her remarks are not connected to the subject under discussion, or are offensive to the committee members or Secretariat. The Committee Chairboard may, at his or her discretion, call a delegate to order if his or her speech is considered personally offensive or infringes upon the sovereignty of a Member State. Delegates should stick to the time limit of speeches. The Committee Chairboard can interrupt the speaker if he/she exceeds the time limit.

2) YIELDS: Allotted time and floor can only be yielded during the General Speakers' List. Three types of yields are as follows:

a. Yield to another delegate: The remaining time of the delegate will be submitted to that delegate. If the delegate accepts the yield, the Committee Chairboard shall recognize the delegate for the remaining time. To turn the floor over to a co delegate of the same Member State is not considered a yield and is not allowed. The second delegate speaking may only yield the floor to the Committee Chairboard.

b. Opening yourself to any kind of questions: Questionnaires will be selected by the Committee Chairboard and limited to one question each. Follow-up questions will be allowed only at the discretion of the Committee Chairboard. The Committee Chairboard will have the right to call to order any delegate whose question is, in the opinion of him or her, rhetorical, leading and/or not designed to elicit information. The delegate who has yielded his/ her time to questions can refuse to answer any question at his/her discretion. The answers and the questions shall be given in the third person and be directed to the Committee Chairboard.

c. Yield to the chair: This type of yield should be made if the delegate does not wish his/her speech to be subject to questions. The Committee Chairboard will then move to the next speaker. Only one yield shall be done per speech.

3) RIGHT OF REPLY: A delegate whose national integrity has been contradicted by another delegate may request a Right of Reply. It should be submitted in writing. The Committee Chairboard shall determine an appropriate time limit for the reply. The Director's decision whether to grant the Right of Reply is not open to appeal. A Right of Reply to a Right of Reply is out of order. For purposes of this rule, a remark that contradicts a delegate's 'national integrity' is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty or a portion thereof.

RULES FOR GOVERNING THE POINTS

1) POINT OF PERSONAL PRIVILEGE: A delegate may raise a Point of Personal Privilege whenever there is something that prohibits the participation of the delegate to the committee and requests that discomfort to be fixed. A Point of Personal Privilege may interrupt a speech only for audibility.

2) POINT OF ORDER: A delegate may raise a Point of Order if there is inaccuracy in parliamentary procedure. A delegate may not, in rising to a Point of Order, speak on the substance of the matter under discussion. The Committee Chairboard in accordance with the rules of procedure will decide the Point of Order which is not appealable. A Point of Order may not interrupt a speech.

3) POINT OF PARLIAMENTARY INQUIRY: A delegate may raise a Point of Parliamentary Inquiry if the delegate has a question regarding the parliamentary procedure. The Committee Chairboard will answer it according to the rules of procedure. Questions regarding issues other than parliamentary procedure should not be asked by raising a Point of Parliamentary Inquiry, rather it can be asked via message paper to the Committee Chairboard. A Point of Parliamentary Inquiry may not interrupt a speech.

4) POINT OF INFORMATION: Points regarding issues other than parliamentary procedure and that are not covered in the rules governing other points shall be asked to the Committee Director as a "Point of Information". The points of information can only be raised if they are related to the debate and committee on goings, otherwise, it shall be submitted in written format. A Point of Information cannot interrupt a speaker.

RULES THAT GOVERNING COMMITTEE DOCUMENTS

1) WORKING PAPERS

Working papers are tools for guiding the committee in its discussion which helps to create a draft resolution. Working papers are not official documents and may be presented in any format after the approval of the Committee Chairboard. An approved working paper should be introduced in the committee, and motion to introduce the draft resolution shall not be voted upon.

2) DRAFT RESOLUTIONS: A draft resolution may be introduced when it receives the approval of the Committee Chairboard and is signed by one-fifth of the number of the Member States that are present and voting at the beginning of the session. Signing a resolution need not indicate support of the resolution, and the signer has no further obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in the Committee. There are no official sponsors of draft resolutions. Signatories should be listed in English alphabetical order on every draft resolution. A draft resolution requires two thirds majority of members present to pass. Only one draft resolution may be passed per topic. After a draft resolution is passed, voting procedure will end and the Committee will move to the next agenda item (according to the rules of setting of the agenda).

3) INTRODUCING DRAFT RESOLUTIONS: Once a draft resolution is approved by the Committee Chairboard, it has to be introduced by a motion in order to be addressed as a draft resolution. The Committee Chairboard, time permitting, may read the operative clauses of the draft resolution or invite a delegate to read.

A procedural vote is then taken to conclude whether the resolution shall be introduced. A simple majority is required for the draft resolution to be introduced.

More than one draft resolution may be on the floor at any one time. A draft resolution will remain on the floor until that specific draft resolution is tabled, withdrawn or a Resolution on that topic has been passed.

RULES FOR GOVERNING THE VOTING

1) PROCEDURAL VOTING: Formal voting on any matter other than passing draft resolutions and amendments are considered procedural. Each member of the Committee must vote on all procedural motions. A simple majority requires more positive votes than half of the members present or present and voting. A two-thirds majority requires more positive votes than the two-thirds of the members present or present and voting.

2) SUBSTANTIVE VOTING: Substantive voting refers to voting on any draft resolution or a portion of a draft resolution divided out by motion. When formal debate on a topic has been closed, the committee will move to consider passing any (part of) draft resolutions by substantive voting.

Voting rights shall only be accorded to the Member States; each member shall carry one vote unless otherwise stated. Each member can move to either vote in favour, against or abstain its vote.

A simple majority requires more positive votes than half of the members present or present and voting. A two thirds majority requires more positive votes than the two-thirds of the members present or present and voting.

Only Division of the question, Reordering draft resolution and roll call voting motions are in order. All formal votes shall happen by a show of placards unless a motion for a roll call vote is accepted.

3) ORDER OF VOTING: If two or more proposals relate to the same question, they shall, unless the Committee decides otherwise, to be voted on in order in which they were submitted. For purposes of this rule, 'proposal' means any draft resolution or a portion of a draft resolution divided out by motion.

4) VOTING BY UNANIMOUS CONSENT: Just prior to a vote on a particular proposal or motion, the Committee Chairboard may ask if there are any objections to passing the proposal or motion by acclamation, or a member may move to accept the proposal or motion by acclamation. If there are no objections to the proposal or motion, then the resolution is adopted without a vote. Any objection will be considered as a request for a vote.

5) DIVISION OF THE QUESTION: Before the substantive voting on a draft resolution, a delegate may raise a motion to divide the Question. Division of the Question means voting on each operative clause of a draft resolution separately.

Division of the question may not alter Preambulatory clauses and sub operative clauses. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the Committee Chairboard where the most radical division will be voted upon first.

If there is opposition to the motion to divide the question, the motion shall be voted upon with procedural voting procedure, requiring the support of the majority of those present or present and voting to pass.

Permission to address the motion for division shall be given only to two speakers in favour and two speakers against. If the motion receives the simple majority required to pass, the resolution will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is included in the final draft.

Clauses of the resolution that are subsequently passed will be recombined into a final document and will be put to a substantive vote in the case of a resolution. The final vote requires a simple majority to pass. If all of the operative parts of a resolution are rejected, the proposal will be rejected as a whole.

6) ROLL CALL VOTING: Before the substantive voting on a draft resolution, a delegate may raise a motion for a Roll Call vote. During a Roll Call vote, the Committee Chairboard shall call upon all Member States that have stated to be present or present and voting during the attendance roll call or in some other way communicate their attendance to the Committee Chairboard in English.

In the first sequence, delegates may vote yes, yes with rights, no, no with rights, abstain or pass. Delegates who voted with rights (either yes or no) reserve the right to explain the delegation's vote only when the delegate is voting against the policy of his or her sovereign authority.

Delegations shall only be allowed to explain votes yes or no, abstentions from voting shall not be granted rights to explain. A delegate voting 'pass' in the first sequence shall either vote yes or no in the second sequence. These delegations shall not be granted the right to explain the delegation's vote.

After the Roll Call vote, before the announcement of the voting results, the Committee Chairboard shall call upon the delegations that have requested the right to explain their votes and grant them a time to explain their votes. The Committee Chairboard will set the time.

TYPES OF POINTS

- 1) Point of Personal Privilege
- 2) Point of Order
- 3) Point of Parliamentary Inquiry
- 4) Point of Information

TYPES OF MOTIONS

- 1) Motion to Adjourn the Meeting
- 2) Motion to Suspend the Meeting
- 3) Motion to Close the Debate
- 4) Motion to Reorder the Resolutions
- 5) Motion to Divide the House
- 6) Motion to Divide the Question
- 7) Motion to Conduct a Roll Call Voting
- 8) Motion to Introduce a Draft Resolution
- 9) Motion to Extend Previous Caucus
- 10) Motion to Unmoderated Caucus
- 11) Motion to Moderated Caucus