



# RULES OF PROCEDURE

ENGLISH VERSION

*Please be advised that the CANIMUN rules of procedure closely simulate the process taken by the committees and bodies of the United Nations. As such, the UN's Department of Public Information encourages MUN conferences to facilitate dialogue with formal committee speeches and informal dialogues. Delegates are strongly advised to review the rules of procedure prior to the conference, as they may differ from those used at other MUN conferences.*

## GENERAL CONSIDERATIONS

1. The following rules apply to the Canadian International Model United Nations (CANIMUN). In case of conflict of interpretation, the Director-General, the Assistant Director-General, or their designation is the final authority for determining the applicability of the rules of procedure. Such interpretation will be in accordance to the philosophy and principle of CANIMUN and its educational mandate.
2. These rules shall be the only rules, which apply to the General Assembly (hereinafter referred to as “the Assembly”) and shall be considered adopted by the Assembly prior to its first meeting. These rules shall also apply to all other committees, except the International Court of Justice and International Press Forum, and where superseded by a rules addendum for that body.
3. For the purposes of these rules, the Committee Director, Chairperson(s), Rapporteur, the Director-General and the Assistant Director-General are designate and agents of the Secretary-General, and are collectively referred to as the “Secretariat”. For the purpose of these rules, “Dais” shall refer to the Director, Chair, or Rapporteur of the body.
4. During committee session, Delegates are expected to exercise diplomatic courtesy when addressing members of the committee and the dais. Electronic devices are allowed during formal sessions solely for the reading of speeches, all other uses of such devices are prohibited.
5. Each speech should begin with a formal recognition of the Chair. Delegates cannot summon directly other Member States during formal speeches.
6. Business attire is mandatory during committee sessions and Dais members can, at their discretion, ask delegates to leave if they do not adhere to this rule.
7. Delegates ought to be punctual with regards to their committee sessions. Each session will start with attendance taken according to the alphabetical order in English (or in French for UNESCO)

## 1. COMPOSITION

### **Rule 1 - Membership**

1. The General Assembly shall consist of all members of the United Nations.
2. The Security Council shall consist of fifteen members of the United Nations.
3. Each member shall have no more than one representative in each body.

## 2. Sessions

### **Rule 2 – Dates of Convening and Adjournment**

The Assembly shall commence, meet and close on the dates designated by the Secretary-General.

### **Rule 3 – Place of Sessions**

The Assembly shall meet in a location designated by the Secretary-General.

## 3. Agenda

### **Rule 4 – Provisional Agenda**

The provisional agenda shall be drawn up by the Secretary-General.

### **Rule 5 – Adoption of the Agenda**

The agenda provided by the Secretary-General shall be considered adopted as of the beginning of the session. The order of the agenda items shall be determined by a majority vote of those present and voting. If the agenda is not adopted by the end of the first committee session, then the agenda shall be adopted in the order presented in the background guide.

For the Security Council, should the body want to add a new topic to the agenda during debate, the delegates must motion to adjourn the debate; a single motion may be made to adjourn all remaining topics on the agenda. Once the body has adjourned debate on all topics on the agenda, they may adopt a new agenda using the same process above.

## 4. LANGUAGE

### **Rule 6 – Official Languages**

English and French will be the official languages of CANIMUN. A Delegate wishing to speak in a language other than French or English where simultaneous interpretation is not provided will be required to provide his or her own translation. Please note that time spent in translation will be counted towards total time allotted for a given speech.

## 5. CONDUCT OF BUSINESS

### **Rule 7 – Quorum**

The Director may declare a meeting open and permit debate to proceed when representatives of at least one third of the members of the Assembly are present. The presence of representatives of a majority of the members of the Assembly shall be required for any decision to be taken. For purposes of this rule, “members of the Assembly” means the total number of members (not including observers) in attendance at the first meeting of the conference.

In the Security Council, the Dais may declare a meeting open and permit debate to proceed when representatives of at least nine of the fifteen members of the Council are present. The presence of nine members shall be required for any decision to be taken.

### **Rule 8 – General Powers of the Director**

In addition to the powers conferred in these rules of procedure, the Director shall declare the opening and closing of each meeting of the Assembly, direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He or she shall have complete control of the proceedings over the committee, rule on points of order, propose the closure of the speakers' list, place limitations on the time to be allowed to speakers, the adjournment or closure of debate and the suspension or adjournment of a meeting. A Chair and a Rapporteur in certain committees assist the Director in his functions. The sharing of tasks is divided according to the Dais members.

### **Rule 9 – The Order of Motions**

The order of precedence of motions shall be the order that the motions are listed in the short form of the rules. If there are multiple motions of the same type, they will be considered in the order in which they were received by the Dais, except as otherwise indicated within these rules.

If a motion is adopted before the suspension of the session, the motions of the same nature that were not voted upon by the committee are void.

### **Rule 10 – Point of Order**

1. During the discussion of any matter, a representative may rise to a point of order, which shall be decided immediately by the Chair. Any appeal of the decision of the Chair shall be immediately put to a vote, and the decision of the Director shall stand unless overruled by a 2/3 majority of the members present and voting.

2. A representative may not, in rising to a point of order, speak on the substance of the matter under discussion. Point of order pertains only to procedural matters. Such points of order shall not interrupt the speech of a fellow representative.

### **Rule 11 – Point of Information**

A representative may rise to a point of information, which shall be addressed by the Dais. The point of information must pertain to a procedural matter, or substantive matters dealing with the question before the body, but may not pertain to a speech that a representative has made. Such points of order shall not interrupt the speech of a fellow representative.

### **Rule 12 – Speeches**

No one may address the committee without having been first recognized by the Chair. Debate shall be confined to questions being addressed by the committee and the Director may remark if the speech is not relevant to the subject.

### **Rule 13 – Closing the List of Speakers**

Members may only be on the list of speakers once, but may be added again after having spoken. When there are no more speakers, the Dais shall declare the debate closed. Such closure shall have the same effect as closure by decision of the Assembly. During the discussion of any matter, a representative may move to close the speakers' list. The motion shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

The primary speakers list can be re-opened by a motion that does not need to be voted upon by the committee.

### **Rule 14 – Right of Reply**

If a remark during a representative's speech impugns the integrity of another representative's State or is a gross misstatement of fact regarding another representative's State, the Director may permit that representative to exercise his or her right of reply following the conclusion of the speech, and shall determine an appropriate time limit for the reply. The right of reply must be submitted to the Director in writing and upon approval will be read by the representative. No ruling on this question shall be subject to appeal.

### **Rule 15 – Suspension of the Meeting**

During the discussion of any matter, a representative may move for a suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

Once the committee is suspended, the usage of electronic devices is accepted and the communication with other delegates encouraged. However, delegates are strongly encouraged to stay in their respective committee rooms unless Dais members instruct them otherwise.

### **Rule 16 - Adjournment of the Meeting**

During the discussion of any matter, a representative may move for the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote, requiring the support of a majority of the members present and voting to pass. After adjournment, the Assembly shall reconvene at its next regularly scheduled meeting time, which would mean the next edition of CANIMUN. The Dais will not accept this motion until the end of the last committee session.

### **Rule 17 – Adjournment of Debate**

A representative may at any time move for an adjournment of debate of the question. Permission to speak on the motion shall be accorded to two representatives favouring and two opposing adjournment of debate, after which the motion shall be immediately put to a vote, requiring the support of a majority of the members present and voting to pass. This vote must be taken by roll call. If a motion for adjournment of debate passes, the topic is considered dismissed and no action will be taken on it.

### **Rule 18 – Closure of Debate**

A representative may at any time move for the closure of debate on the question. Permission to speak on the motion shall be accorded to two representatives opposing the closure, after which the motion shall be put to vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the Assembly favors the closure of debate, the Assembly shall immediately move to vote on all proposals introduced under that agenda item.

### **Rule 19 – Reconsideration of a Topic**

When a topic has been adjourned, it may not be reconsidered at the same session unless the Assembly, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to vote.

### **Rule 20 – Proposals and Amendments**

Proposals and substantive amendments shall be submitted in writing to the Dais, with the names of twenty percent of the members of the Assembly that would like the Assembly to consider the proposal or amendment. The amendments can be submitted to the Dais only once the resolution has been approved as a Draft resolution ready to be voted upon in the committee. The Dais may, at its discretion, approve the proposal or amendment for circulation among the delegations. If the sponsors agree to the adoption of an amendment, the proposal shall be modified accordingly and no vote shall be taken on the amendment. If any sponsors should oppose the adoption of an amendment, a substantive vote on the amendment shall be taken prior to the consideration of the proposal during voting procedure. A document modified in this manner shall be considered as the proposal pending before the Assembly for all purposes, including subsequent amendments.

After approval of a working paper, the proposal becomes a draft resolution and will be copied by the Dais for distribution to the Assembly. These draft resolutions are the collective property of the Assembly and, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Dais, but the substance of all such amendments will be made available to all representatives in some form.

- a) The amendments cannot be made on the preambulatory clauses.
- b) When an amendment is proposed, it is subject to vote. When a proposition is subject to two or more amendments, the committee votes the motions from the most destructive to the least destructive. However, when the adoption of an amendment necessitates the rejection of another amendment, it will not be deemed admissible. If one or more amendments are adopted, the committee can then vote on the proposed modifications.

## **6. VOTING**

### **Rule 21 – Voting Rights**

Each member of the committee shall have one vote.

**Rule 22 – Request for a vote**

A proposal before the Assembly shall be voted upon if any representative so requests. Where no representative requests a vote, the Assembly may adopt proposals or motions without a vote.

**Rule 23 – Majority required**

Unless specified otherwise in these rules, decisions of the Assembly shall be made by a majority of the members present and voting.

Security Council:

1. Unless specified otherwise in these rules, procedural decisions of the Council shall be made by a majority consisting of nine or more members of the Council voting in favour.
2. All substantive decisions of the Council shall require for passage the approval of nine members of the Council, including the concurrent vote or abstention of the five Permanent Members of the Security Council.
3. For the purpose of tabulation, absent members of the Security Council are considered “abstentions,” including the Permanent Members.

**Rule 24 – Method of Voting**

1. The Assembly shall normally vote by a show of placards, except when a representative requests a roll call vote, which shall be taken in the English alphabetical order of the names of the members (and in French alphabetical order for the UNESCO).

The name of each present member shall be called in any roll call vote, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”

2. When the Assembly votes by mechanical means, a non-recorded vote shall replace a vote by show of placards and a recorded vote shall replace a roll call vote. Any representative may request a recorded vote. In the case of a recorded vote, the Assembly shall dispense with the procedure of calling out the names of the members.

3. The vote of each member participating in a roll call or a recorded vote shall be inserted in the record.

Security Council:

1. The Council shall conduct all substantive votes by roll call, except when a member shall request an approval by acclamation. Roll call votes shall be taken in the English alphabetical order of the names of the members. The name of each present member shall be called in any roll call vote, and one of its representatives shall reply “yes,” “no,” “no with rights,” “abstention,” or “pass.”
2. The vote of each member participating in a roll call vote shall be inserted in the record.

**Rule 25 – Conduct during voting**

After the Dais has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting. No communication of any variety shall take place between representatives during voting procedure.

### **Rule 26 – Division of the question**

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or of an amendment should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the Director where the most radical division will be voted upon first. If opposition is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment that are involved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole. The division of the question cannot be used to indicate the exceptional characteristic of an operative clause and the desire to make a separate resolution. The division of the questions should not be used to abolish a clause.

## **7. CREDENTIALS**

### **Rule 27 – Credentials**

Credentials – in the form of a badge **and** placard – must be worn by representatives at all times and be used to cast votes. Representatives without appropriate credentials may be asked to leave.