

# CIACA Model United Nations

## Rules of Procedure



---

### **Table of Contents:**

Introduction  
Committee Flow  
Committee Aspects  
Resolution Writing  
Best Delegate Criteria

---

### **Introduction**

Model United Nations (MUN) is a simulation of the real United Nations. In MUN, students role-play as diplomats within various UN committees, representing different countries or states to discuss and solve global issues, through fruitful debates and resolutions. The architecture of MUN is designed to provide a platform for young people to develop their public speaking,

critical thinking, collaboration, debating, problem solving, and negotiation skills, while also gaining a deeper understanding of international affairs and the complexities of global politics.

## **Committee Flow**

### **Roll Call**

Roll call is how all committees begin. Chairs knock on the gavel and call upon the delegate's country or state in alphabetical order one by one. When heard, delegates are required to raise their placards and say 'present' or 'present and voting', depending on their approach to the committee debate. Observer states must respond with 'present'. There will be no voting rights for observer states.

### **Opening Speeches**

Opening speeches are one-minute-long speeches max that all delegates are required to make. The opening speech begins in the first committee session, subsequent to roll call. The opening speech will contain the delegate's stance on the committee topics, or a specific topic within the committee that they wish to address. The goal of an opening speech is to express to other delegates their goals, priorities, and alignments, within the committee sessions, that makes it easier to form alliances with other delegates and collaborate during debate and resolution writing.

### **Lobbying**

Lobbying is the third stage of the first committee session, where delegates enter an unmoderated caucus and form blocs to address a specific topic within the committee. Delegates are allowed to only participate in one bloc, however are allowed to co-submit multiple resolutions. The individual blocs will work on a specific resolution, that is to be submitted before the next committee session, where debate will start. Lobbying time is an informal process, where all delegates are expected to participate and contribute to the resolution writing.

### **Debating**

Debating is the second stage of the following committee sessions, where delegates will debate upon a resolution of a specific committee topic. There are many aspects to a committee debate. Delegates are to make speeches, amendments, POI's, and lastly vote on the resolution on

whether it should pass, or should not. Debating is an integral part of the committee session, and plays the most crucial role in determining the best delegate.

## **Voting**

Voting is the final stage of the committee session. Delegates will vote on whether or not a resolution should pass, or should fail. The winner of the vote is by simple majority. Observer states are not allowed to vote. Delegates who have responded with 'present' during roll call are allowed to abstain from voting, however delegates who have responded with 'present and voting' are required to vote.

## **Committee Aspects**

### **Amendments**

Amendments are changes that delegates wish to be made within a resolution. Amendments are to be submitted during debate on the resolution in note form, and can be made 'friendly' or 'unfriendly'. The debate format for an amendment is largely analogous to that of resolution debating, with only the time for debating reduced. All amendments are procedural aspects and all delegates excluding observer states are required to vote on it, regardless of their 'present' or 'present and voting stance'. All amendments are required to have at least one for and one against speech to be voted on. Amendments can be made to:

- *Strike* a specific clause,
- *Modify* a specific clause,
- *Add* a specific clause

Amendments can be submitted in two forms by anyone within the committee:

- **Friendly Amendments:** These types of amendments are not to be debated on and will automatically pass, with changes automatically made to the resolution withouts dispute. All amendments made by the main submitter are considered to be friendly amendments. Co-submitters and delegates who did not contribute to the resolution are allowed to make friendly amendments, only if the main submitter deems it to be friendly. If the main submitter disputes it, the amendment will be considered 'unfriendly' and will be debated and voted upon.
- **Unfriendly Amendments:** These amendments are required to be debated and voted upon. The determination of an unfriendly amendment is whether or not the main

submitter considers it unfriendly, be it from a co-submitter, or a delegate that did not contribute to the resolution writing. Any unfriendly amendment that is submitted can be converted to a friendly amendment if the main submitter deems it as friendly before debate on the amendment has started.

### **For Speeches**

For speeches are speeches that are made in support of the resolution or amendment that is currently being debated on.

### **Against Speeches**

Against speeches are to be made in dispute of the resolution or amendment that is currently being debated on.

### **Open Debate Speeches**

During open debate, delegates may choose to make a speech either for or against the resolution as a whole. However delegates are not limited to just this one aspect. Within the open debate speech, the delegate may include a variety of topics and trajectories in their speech, such as addressing the statements of another delegate, pointing out improvements in the resolution, addressing another essential aspect of the resolution and so on. Delegates should be creative and original when making speeches.

### **Speech Time**

There will be no specific time limit for speeches during committee debates, however delegates are expected to keep their speech concise and straightforward without taking up unnecessary debating time. Should the speeches become in any form disruptive to the committee flow, under the chair's discretion, the chair will set a time limit on delegate speeches.

### **Yielding**

Only during committee debates. After a speech, delegates may choose to yield to another delegate after their speech. The chair will ask the chosen delegate if they accept this yield, and the delegate will approach the podium to make their speech, or resume the committee normally if they decline. Yielding to the secondary degree is prohibited.

## **Debating Time**

In the committee debate session on the resolution and amendments, the debate time will be divided into three categories in chronological order:

- Time For: Dedicated to speeches for the resolution or amendment as a whole. Delegates are allowed to make multiple speeches if there are no other delegates wishing to speak.
- Time Against: Dedicated to speeches to be made in dispute of the amendment or resolution as a whole. Delegates are allowed to make multiple speeches if there are no other delegates wishing to speak.
- Open Debate: Dedicated to speeches either for or against the resolution or amendment as a whole. Delegates are able to make multiple speeches in open debate, and may make speeches that refer to previous speeches or arguments that have been made during the committee session.

Research will not be allowed during committee debates.

## **Motions**

Motions are vocal requests that delegates are able to make during the committee session, or if the chair inquires whether there are any motions on the floor. The determination of whether a motion passes or fails is based on the chair's discretion, or by the delegate's verbal statements of 'seconds' or 'objections' that the chair will inquire to the committee. Should there be an objection, the chair will ask the delegate on what grounds they wish to object, and the delegate will state their reasoning. If the chair deems the reasoning to be logical or satisfactory the chair will entertain the objection, however if the chair sees it as unnecessary, the chair will overrule the objection and proceed with the motion.

There are multiple motions that delegates are able to make within the committee session: such as:

- Motions to move into unmoderated or moderated caucus
- Motions to move into a different time of debate; against, for, or open debate
- Motions to adjourn committee session
- Motions to move into voting procedure
- Motion to divide the house: A revote of the resolution with no abstentions

## **Points**

Points are another form of request or statement made within the committee session. Points come in several forms such as:

- Point of Inquiry (POI): A question a delegate asks another delegate after they have finished speaking on the podium/floor. The chair will ask the house if there are any POI's on the floor after the delegate has finished speaking. The number of POI's to be entertained are under the chair's discretion.  
Follow up: A follow up question to be made after the POI is finished. Follow ups to the second degree are not in order.
- Point of Parliamentary Inquiry: A question delegates may ask directly to the chair on a specific committee procedure or any inquiries they may have. These points should be used formally, and must not contain any frivolous sentiments.
- Point of Order: A statement that the delegate may make to point out a flaw or mistake made by the chair or another delegate within the committee session. The ethos and logos of the Point of Order are up to the chair's discretion. If the chair deems the point to be credible, the chair will stand corrected and make the necessary changes or adjustments to the committee. A point of order may be made at all times, however they should be used responsibly and cautiously with good intent.
- Point of Personal Privilege: A point made by a delegate to request a personal privilege, such as increasing the temperature, or the audibility of another speaker. Personal privileges may be sent in note form to the chair, however they may be vocal, under the delegate's discretion.
- 
- Right to Reply: A point that can only be used if a delegate has been directly attacked by another delegate, that can be made only at the end of the speaker's speech. If the chair deems the right to reply to be credible, the chair will entertain it by asking the delegate to state his reply quickly and curtly, and be seated immediately. No follow ups or further discussion of the right to reply will be entertained.

## **Caucuses**

Delegates may motion for caucuses. There are two types of caucuses:

- **Moderated Caucus:** Are mini open debates made of a subtopic to the main topic, requested by a delegate and voted upon by the committee. However, the chair can overrule the decision if he deems it to be unnecessary. The time and amount of speeches allocated for a moderated caucus is up to the chair's discretion, and will not interfere with the main debate. There will be no amendments or voting during a moderated caucus.
- **Unmoderated Caucus:** A mini version of lobbying time. Any delegate may request an unmoderated caucus, with a specification of on what grounds, and for how long the unmoderated caucus will last. Delegates will vote on whether or not the motion should pass by 'seconds or objections' under the described grounds that have been explained above in the 'motions' section. During unmoderated caucuses, delegates are free to roam around and converse with other delegates, however are not allowed to leave the room without the chair or admin's permission.

### **Press Corps**

A special committee, unique from GAs, the Press Corps are a group of international journalists from various organizations responsible for covering the events of the committees. They will write articles on the events and happenings of all the committees. At any time of the committee session, the journalists of the press corps will have autonomy to move in and out of committees, pull out chairs or delegates for interviews and press conferences (with permission), and take pictures of the committee and delegates for their articles.

- All chairs will have a direct line of communication to the journalists for inviting them to the committee.
- If a delegate believes that there is an interesting scenario or event happening within their committee session, the delegate may raise a POI or send a note to the chair, to invite a journalist to the committee to report on it's happenings, under the chair's discretion
- For more details on the functionings of the Press Corps committee, delegates may refer to the Press Corps procedure document.

### **Crisis**

A crisis is a surprise, unexpected event within the committee session that the delegates will not be aware of prior to its occurrence. Crisis is generally limited to only crisis committees, however

in this conference, GA conferences will also contain crisis scenarios related to the topics that the delegates must discuss and make speeches, or vote upon to find a solution to the unfortunate event. Delegates should expect one crisis per topic.

### **Resolution Writing**

Resolutions are the final products of the effort put into lobbying time by the individual blocs within the committee. Resolutions are papers written and submitted by the countries within the blocs to solve the topic at hand. After lobbying time, when the resolution has been written and drafted they will be brought into the director's lounge for vetoing and ensuring correct formatting. Resolutions are composed of two sections:

- **Preambulatory Clauses:** They provide the background, context, and justification for the resolution. Preambulatory clauses begin with phrases such as "*Recognizing*," "*Emphasizing*," "*Taking into consideration*," or "*Noting with concern*." These clauses outline the reasons, historical context, and principles underlying the resolution. Preambulatory clauses do not contain actionable items; instead, they set the stage for the operative clauses. Preambulatory clauses must begin with its initial word or phrase underlined, and its sentence must end with a comma (,).
- **Operative Clauses:** Operative clauses contain the specific actions, directives, and recommendations that the resolution proposes. These clauses begin with action verbs such as "Calls for," "Urges," "Requests," "Recommends," or "Decides." Operative clauses outline the concrete steps, measures, or policies that the resolution seeks to implement or endorse. They form the core of the resolution and provide the actionable content that addresses the issue at hand. Operative clauses must all begin with its relevant chronological number, its initial word or phrase underlined, and must end with a semicolon (;) to signify its separation from one another.
  - **Sub Clauses:** Sub clauses are further elaboration on the operative clauses. There must be at least two sub clauses within each operative clause, or it will become a 'hanging' (invalid) clause, and will automatically be eradicated. Sub clauses must either end with a comma, a colon, or a semicolon depending on: If there are more sub clauses within the operative clause (,), if there are

further sub sub clauses of explanation (:), if it is the ending to the initial operative clause (;).

- **Sub Sub Clauses:** Sub sub clauses are further elaboration upon the sub clauses, and must end with a comma or a full stop depending on: If there are additional sub sub clauses (,), if it is the final line of operative clause (;).
- Only one period may be used, at the end of the resolution.

#### Resolution Requirements:

- Minimum of six preambulatory and seven operative clauses.
- Delegates are REQUIRED to use the CIACAMUN resolution template

#### Resolution Template:

[Resolution Template](#)

#### Best Delegate Criteria

##### Best Delegate:

- Participation: Delegates should be actively involved during lobbying time, resolution writing, and committee debates; making speeches, POI's, and amendments.
  - Content: Delegates should be valuably contributing towards committee sessions and the overall flow of the debate, with high quality and constructive speeches, POI's and amendments.
  - Representation: Delegates should represent their country or state correctly, and not deviate from their set stance.
  - Diplomacy and parliamentary procedure: Delegates should maintain diplomacy and fully grasp the correct parliamentary procedures of the conference.
-

