



RULES OF PROCEDURE

Rule 1 – Date of Meeting

The bodies of the Canadian High Schools Model United Nations shall meet every year in regular session.

Rule 2 – Delegations

The delegation of each Member State shall consist of no more than two representatives in any committee.

Rule 3 – Duties of the Secretary-General

The Secretary-General of the Canadian High Schools Model United Nations shall act as the highest presiding officer and shall direct the staff of all bodies. The Secretary-General may designate an officer of the Secretariat to act on his or her behalf.

Rule 4 – Duties of the Chairman

The Chairman, as a presiding officer acting under the authority of the Secretary-General, shall declare the opening and closing of each meeting of the committee, enforce the rules of procedure, accord the right to speak, and announce decisions. The Chairman shall rule on points of order and may propose motions to the committee. Motions shall be addressed by the Chairman upon his or her discretion. The Chairman shall accept, approve, and introduce draft resolutions to the committee.

Comment: Working papers will be submitted to the Director of each committee, who will provide stylistic and substantive edits. Working papers will be introduced to the floor at the discretion of the Director; delegates no longer move to introduce a draft resolution.

Rule 5 – Invitation to a Moment of Silence

Immediately upon the opening of the meeting, a Member State may move to observe a moment of silence.

Comment: The purpose of the moment of silence may not be directed towards a single event. For example, a delegate may dedicate a moment of silence to those affected by famine, but may not dedicate it to those affected by the 2011 famine in the Horn of Africa.

Rule 6 – Provisional Agenda

Each committee shall order the provisional agenda provided by the Secretary-General. A proposed agenda shall include all topics provided in the provisional agenda. A simple majority is required to approve an



agenda order. A speakers list shall be established for the purposes of discussing the order of the agenda. Motions to set the agenda will be voted upon in the order in which they were received.

Rule 7 – Amendment to the Agenda

A committee may change the order in which it considers topics. The Chairman may entertain one speaker for and one against a motion to amend the agenda. A simple majority is required to approve this motion.

Comment: A motion to amend the agenda will only be entertained after a topic has been closed and all related substantive matters have been put to a vote. A Member State may not move to amend the agenda during substantive debate.

Rule 8 – Quorum

The Chairman may declare a meeting open and permit debate to proceed or a procedural vote to be taken when at least one-quarter of the Member States are present.

Rule 9 – Speeches

No Member State may address a committee without the explicit consent of the Chairman. Member States shall address the committee in the order of the speakers list. The Chairman shall call a speaker to order if his or her remarks are not relevant to the subject under discussion. The Chairman shall establish a time limit on speeches upon the opening of the meeting and may entertain motions to amend the time limit. The Chairman may entertain one speaker for and one against a motion to amend the time limit. A simple majority is required to approve this motion.

Comment: Delegates may speak as often as they wish, but each country may only appear once in the active speakers list. For Member States with two delegates, courtesy dictates that only one delegate shall address the floor during substantive and procedural speeches.

Rule 10 – Questions to the Speaker

When the committee is discussing a substantive matter, a time limit has been placed on speeches, and the speaker has not exhausted the allotted time, the speaker may inform the Chairman that he or she will accept questions from the floor. At such time, the Chairman will recognize two Member States to pose substantive questions to the speaker in regards to the preceding speech. The speaker shall have the remaining allotted time to answer both questions.

Rule 11 – Yields



When the committee is discussing a substantive matter, a time limit has been placed on speeches, and the speaker has not exhausted the allotted time, the speaker may yield his or her remaining time to another Member State. The subsequent speaker may not yield any additional time. Representatives may not yield to another representative of the same Member State.

Rule 12 – Closing of the Speakers List

The speakers list may be closed at any time upon the majority vote of the Member States present and voting.

Comment: When a speakers list is exhausted, debate automatically ends and the committee automatically enters into voting procedure.

Rule 13 – Reopening of the Speakers List

The speakers list may be reopened upon a motion from an Member State as long as there are active speakers on the speakers list at the time of the motion. The Chairman shall entertain one speaker in favour and one opposed to this motion. A simple majority is required to approve this motion.

Rule 14 – Right of Reply

If a speaker has impugned the national integrity of another Member State or Observer, or the personal integrity of another representative, the Chairman may allow that Member State or representative appropriate speaking time to exercise the right of reply.

Comment: The delegate must submit a written statement to the Director at the conclusion of the remarks in question, explaining why a right of reply is warranted. The Director will approve or reject the right of reply; if approved, the Director will ask the delegate to read the same written statement to the committee.

Rule 15 – Point of Order

A Member State may rise to a point of order to bring attention to the Chairman an error in the execution of the rules. The representative may not speak on the substance of the matter under discussion.

Comment: Delegates should allow the courtesy of letting the speaker finish before rising to a point of order; nonetheless, we recognize the need to interrupt the speaker. The point of order will be the only point recognized at CAHSMUN in order to reflect the actual United Nations procedures as much as possible and to reduce the frequency of filibustering. If a delegate wishes to rise to a point of parliamentary inquiry or a point of personal privilege, he or she should communicate privately with the Director.



Rule 16 – Appeal of the Chair

A Member State may appeal a discretionary ruling of the Chairman. The representative may explain the nature of the appeal and the Chairman may explain the basis of his or her ruling. A simple majority is required to overturn the discretionary ruling of the Chairman.

Comment: A “Yes” vote means that the delegate wants to overrule the decision of the Chairman, whereas a “No” vote means the delegate agrees with the discretion of the Chairman.

Rule 17 – Suspension of the Meeting

A Member State may move to suspend the meeting for a specific amount of time. A simple majority is required to suspend.

Comment: Suspensions are used for caucusing and breaks between sessions. Based on his or her judgement of the committee’s progress, the Director may suggest an alternative amount of time for the suspension. In order to reflect actual United Nations procedures and to reduce the frequency of filibustering, all suspensions will be “unmoderated.” Provisions for moderated debate is set out in Rule 18.

Rule 18 – Moderated Debate

At any point after a draft resolution has been introduced, a Member State may move to enter moderated debate on a draft resolution. The motion to enter moderated debate must specify the draft resolution. A simple majority is required to pass this motion.

Comment: During a moderated debate, the speakers list is temporarily suspended and the Director will identify each speaker from those wishing to speak. During a moderated debate, the discussion may only pertain to the draft resolution in question and should be used for clarification and discussions of amendments in a more structured setting.

Rule 19 – Closure of Debate

A Member State may move the closure of debate on the topic under consideration. The Chairman shall recognize only two Member States opposing the closure to speak. A two-thirds majority is required to pass this motion, and if passed, the Chairman shall declare the topic closed.

Comment: When debate is closed on a topic, the committee immediately goes into voting procedure and consider all draft resolutions and amendments on the floor. Motions to close debate are generally ruled dilatory until there has been substantial discussion on the topic.



Rule 20 – Adjournment of Debate and Reconsideration

A Member State may move to adjourn debate on the topic under consideration. The Chairman shall recognize two Member States in favour of and two against to speak. A simple majority is required to pass this motion. If this motion passes, the body will begin discussion on the following topic on the agenda without deciding on the adjourned topic.

A Member State may move to reconsider a topic that has been adjourned. The Chairman shall recognize one Member State in favour of and one against to speak. A two-thirds majority is required to pass this motion.

Comment: Adjournment of debate is used to end discussion on a topic without voting and move on to the next item of the agenda. If an adjourned topic is approved for reconsideration, it shall be placed as the following topic on the agenda after the discussion on the current topic expires.

Rule 21 – Adjournment of Meeting

A Member State may move to adjourn the meeting and reconvene the body at the next scheduled date. A simple majority is required to adjourn the meeting.

Comment: This motion can only be used during the last committee session and during the closing ceremonies.

Rule 22 – Resolutions and Amendments

Resolutions and amendments shall be submitted in writing to the Chairman, who shall circulate copies to Member States upon approval. No resolutions or amendments shall be voted upon unless copies have been distributed to the body.

Comment: All working papers must be submitted to the Director, who may provide substantive and grammatical edits on the paper and return it to the authors before approving it to be a draft resolution. The number of sponsors and signatories must add up to 20% of the quorum of the committee or five Member States, whichever number is greater. Sponsorship indicates support for and agreement with the working paper or amendment. A signatory does not necessarily support or agree with the document; this Member State simply wishes the document to be discussed. Working papers, as they are unofficial documents of the committee, will not be distributed by the Director and cannot be referred to in speeches.

Rule 23 – Voting Rights

Each Member State of the United Nations shall have one vote.



Comment: Observer delegations may note on procedural motions but not on substantive matters. Member States with two representatives still have one vote.

Rule 24 – Presence

A Member State who is “present and voting” shall only cast an affirmative or negative vote in substantive matters. A Member State who is “present” may choose to abstain in substantive matters. All Member States may only vote in the affirmative or the negative in procedural matters.

Rule 24 – Method of Voting

All motions, draft resolutions and amendments, unless specified in the Rules of Procedure, require a simple majority to pass. If a vote is equally divided, that motion, draft resolution, or amendment fails. A two-thirds majority is required for certain motions. Abstentions do not count as votes for the purposes of determining a simple or two-thirds majority. All votes shall take place by a show of placards.

A Member State may request a roll-call vote on a draft resolution or amendment. The roll-call vote shall take place in the English alphabetical order of the names of the Member States, beginning with the Member State who requested the roll-call vote. Unless a Member State is “present and voting”, each Member State may choose to vote “yes”, vote “no”, or abstain. All Member States may also choose to “pass” and when the Member State is called upon a second time to cast a vote, the representative may only vote in the affirmative or the negative. A roll-call vote is granted upon request and does not require a decision from the body or the Chairman. At the discretion of the Chairman, Member States may explain their vote (yes, no, or abstain) after a roll-call vote. Sponsors to the draft resolution or amendment may not explain their vote after a roll-call vote.

Rule 25 – Conduct during Voting Procedure

Once the Chairman announces the beginning of voting procedure, the meeting room shall be closed and remain closed for the duration of voting procedure. Proper decorum shall be observed by Member States. Member States may only speak upon the Chairman’s request for points or motions.

Rule 26 – Amendments and Divisions of the Question

Amendments shall be submitted in writing to the Chairman before the commencement of voting procedure and shall be entertained first for each draft resolution. If there are several amendments under consideration, those that are “friendly” shall be automatically incorporated into the draft resolution without a vote. The Chairman shall order the “unfriendly” amendments in the order of most destructive to least destructive. A simple majority is required to approve “unfriendly” amendments.



After the incorporation of amendments, A Member State may move to divide certain operative clauses of the draft resolution. The intent of such a division is to highlight the operative clause(s) in question.

1. The Chairman shall recognize two speakers in favour of and two speakers against such a division. A procedural will take place to determine if the body wishes to proceed with such a division.
2. If the procedural vote passes, the body shall then consider the placement of the clause(s) in question in a substantive vote. If this vote passes, the clause(s) will be placed in the Annex of the draft resolution. If this vote fails, the clause(s) will be discarded.
3. If the procedural vote fails, the clause(s) in question will remain in the main text of the draft resolution and no further vote will take place on the motion.

Only operative clauses can be subjected to amendments and divisions of the question. Member States may only divide entire operative clauses.

Rule 27 – Voting on Draft Resolutions

Draft resolutions for a topic shall be considered in the order in which the Chairman had recognized them as official documents of the body.



ORDER OF PRECEDENCE

Motion	Purpose	Debate	Vote	Explanation
Point of Order	Correct an error in procedure	None	None	
Appeal the Decision of the Chair	Challenge a decision of the Chair	None	Majority	Applicable to the Chair's discretionary decisions
Suspension of the Meeting	Recess for a defined period of time	None	Majority	Go into unmoderated caucus
Moderated Debate	To discuss the clauses of a draft resolution	None	Majority	Moderated debate is only applicable once DRs are on the floor
Closure of Debate	To conclude topic by entering into voting procedure	2 con	2/3 rd	End discussion on current topic
Adjournment of Debate	To conclude topic without voting	2 pro/2 con	Majority	Should only be used on the final day
Reconsideration	To reopen debate on a adjourned topic	1 pro/1 con	2/3 rd	The reopened topic will be placed next on the agenda
Adjournment of Meeting	To conclude the conference for the year	None	Majority	Can only be used during the last committee session
Division of the Question	To consider clauses in question separately from the rest of draft resolution	Part 1: 2 pro/2 con Part 2: None	Part 1: Majority Part 2: Majority	Motions will be voted upon in the order of most destructive to least destructive
Roll Call Vote	Vote by roll call instead of a show of placards	None	None	Automatically granted
Set Speakers Time	To set the time allowed for speeches	2 pro/2 con	Majority	Default is 60 seconds – should only be moved upon the suggestion of the Director
Close/Reopen the Speakers List	To alter the status of the speakers list	None	Majority	When closed, no additional Member States will be added and if the list exhausts, committee enters voting procedure
Adoption of the Agenda	To approve the agenda for the committee	None	Majority	Motion should include the order for all topics under consideration



DIVISION OF THE QUESTION: A VISUAL EXPLANATION

