



Vanderbilt University Model United Nations

Rules of Parliamentary Procedure

Part I: General

1. Scope of the Rules

The Vanderbilt University Model United Nations shall be run in accordance with the Rules of Procedure contained herein. All staff, participants, and observers shall observe these rules. In all instances, the Rules of Procedure, along with the rulings of the Secretary-General, the authorized appointees thereof, and the Chairs or Presiding Officers of the committees shall be final. The Secretary-General may alter and/or override any of the rules at any time as he or she sees fit.

2. General Powers and Duties of the Secretariat

Secretariat shall consist of the Secretary-General and those people the Secretary-General has appointed to the Secretariat. Any member of the Secretariat may address any committee at any time. The ruling of a Secretariat member on any rule or regulation herein is final and overrides any other ruling or appeal. Any rule may be altered, suspended or added by a member of the Secretariat at any time. The Secretary-General shall ensure observance of these rules and interpret them.

3. Language

English shall be the official and working language of the conference.

4. Courtesy

All Members shall show courtesy and respect to the Chair and to all other Representatives, especially those speaking.

5. Attire

During all committee sessions delegates are expected to wear appropriate attire, which is defined as business attire or appropriate national dress. VUMUN staff members may ask inappropriately dressed delegates to leave committee sessions.

Part II: Committee Directors

4. Composition

Each committee shall have a Directorate, composed of several directors, as designated by the Secretariat. Individually or collectively, the Directorate shall have the capacity to hold the office of the Chair. This status shall be transferable to other committee officers.

5. Duties

The Directorate shall be responsible for maintaining the Speakers' List, recording the Roll Call at the beginning of each committee session, and recording the results of all votes in the committee. The Chair shall declare the opening and closing of each meeting, direct discussion, accord the right to speak, equitably and objectively recognize points and motions, put questions to a vote, announce decisions, ensure the observation of these rules, rule on disputed points, and take upon Directorate responsibilities.

6. Powers

After the Secretariat, the Chair shall be the final authority in each committee. The Chair has the right to act at his own discretion to ensure the smooth operation of the committee. To this end, the Chair has ultimate authority over the committee's proceedings and the maintenance of order therein. The chair may refuse to entertain any procedural motion.

7. Competence

The competence of the Directorate may not be questioned by the members of the committee. However, the Undersecretary-General of Committees, with the advice and consent of the Secretary-General, may remove any member of the Directorate if necessary. The committee members may approach the Secretariat if they so desire.

Part III: The Committee

8. Roll Call

At the beginning of each session the Directorate shall initiate roll call. Each delegate must respond either "present" or "present and voting". Delegates who are "present" may vote in favor, opposed or abstain, subject to the rules on abstention. Delegates who are "present and voting" may only vote in favor or opposed; abstentions are never permitted. If a delegation is not present at the time the Roll Call is taken, it is expected to pass a note to the Directorate once it arrives.

9. Quorum

The presence of one-half of the Representatives of a body shall constitute a quorum and shall be required for a question to be put to a vote in any committee other than the Security Council. Quorum shall be assumed unless challenged. The Security Council shall have a quorum of two-thirds.

10. Majorities

A simple majority is defined as more votes in favor than opposed (a motion fails on a tie vote). A two-thirds majority is defined as at least two votes in favor for each vote opposed (eg. a vote of 6 in favor, 3 opposed, would pass regardless of the number of abstentions).

A unanimous vote is defined as every delegate present that votes in favor. Any delegate abstaining or voting against a motion requiring unanimity shall cause that motion to fail. The absence of any number of delegates shall not affect the success or failure of a motion requiring unanimity unless quorum is thereby not attained.

11. Veto Power

In the Security Council the delegations from the People's Republic of China, France, the Russian Federation, the United Kingdom, and the United States of America have veto power. A substantive motion will only pass with a majority of the members voting in favor and no veto members voting against with the understanding that all parties to a dispute shall abstain from voting on questions pertaining to that dispute.

12. Procedural Voting

For procedural matters, each delegation has the obligation to vote. Only votes of "yes" or "no" shall be in order. A motion for a Roll Call Vote on procedural matters is never in order.

13. Substance

A substantive matter is herein defined as a resolution or amendment. A substantive vote is a vote on a substantive matter.

14. Topic Areas

Each body of the Vanderbilt University Model United Nations shall have Topic Areas on which debate shall be based. Topic Areas shall be determined by the Secretary-General, the authorized appointees thereof, and the Chairs of the committees. The Secretary-General may add to or change the Topic Areas. All resolutions shall be directly relevant to one of the Topic Areas.

15. Agenda

The agenda is set at the start of the first committee session. The Chair will open an Initial Speakers' List (Motion 2.3) and entertain speeches on how the agenda should be set before proceeding to a vote regarding the Agenda. A proposed agenda must order all topics. A simple majority shall be required to approve an agenda order, and proposed agendas shall be voted upon in the order in which they were proposed.

a. Crisis Committees

In a committee designated by the Secretariat as a crisis committee, the Directorate may call upon the committee to table debate on the current topic area so that a more urgent matter may be attended to immediately. After the crisis has been resolved, the committee will return automatically to debate on the tabled topic.

16. Speakers' List

The Chair shall establish a Speakers' List for each topic area under consideration by the body. Any delegate who wishes to be placed upon the Speakers' List must indicate intention in written form to the Chair or by a show of placard. Separate speakers lists may be opened by the Chair for motions that require discussion different from direct debate on the topic. For amendments, the Speakers' List shall alternate between those in favor and those against unless one side is exhausted. No delegate may be on the Speakers' List more than once at any given time. If the Speakers' List expires, debate is automatically closed and the committee moves into voting procedure.

17. Speeches

a. Recognition

Speeches may only be delivered by Representatives upon recognition by the Chair. Speeches should be relevant to the topic under consideration or else the Chair may call the speaker to order.

b. Time Limits

Time limits for speeches shall be three minutes subject to modification by the Chair or by simple majority vote of the body. This modification must be introduced as a motion, and the motion must be seconded. The chair shall give speakers a warning 15 seconds before the expiration of their time.

c. Yields

- Speakers recognized by the Chair may yield any remaining time to another Representative of the body by declaring their intention to yield their time. This declaration may occur at any time during the delegate's speech. A Speaker who has had time yielded to him or her may not yield to another Representative.
- Speakers may also yield to points of information at the end of their remarks. A speaker may accept as many points of information from the floor as their remaining time permits. Speakers' responses to points of information, not the points themselves, count as time used by the Speakers. Separate time limits or question limits for points of information shall not be permitted. The Speaker may at any time determine that he or she will cease accepting points of information and thus conclude his or her remarks. A Speaker who has had time yielded to him or her may not yield to points of information.

- Speakers may also yield their remaining time to the Chair upon completion of their remarks. A Speaker who has had time yielded to him or her may not yield to the Chair.

18. Censorship

At any time, if the Chair determines that a single Representative is not abiding by the guidelines set forth in the Vanderbilt University Model United Nations Parliamentary Procedure, the Chair may impose a censorship upon them for the duration of a single committee session for the first censorship. During this time, the Representative shall not be allowed to vote, speak, or take place in any substantive matters for the remainder of the session. This is only to be used in extreme cases. For the second offense, the Representative shall not be allowed to participate for the remainder of the day's sessions. For the third offense, the Representative shall be removed from the chamber. For all three, the Representative's faculty advisor shall be notified.

19. Freedom of Chambers

It is assumed at the beginning of each committee session that all delegates have freedom of chambers, except as noted in voting procedure. This allows delegates to freely come and go from the chamber, and should hopefully reduce the amount of time spent in caucus. However, should the Chair determine that the privilege of freedom of chambers is being abused, the Chair reserves the right to revoke the privilege.

Part IV: Points and Motions

1. Parliamentary Points

A point should be a short, clear, and relevant statement or question, not a speech. It must not address any substantive matters. Only the Point of Personal Privilege and Point of Order can interrupt a speaker.

[1.1] Point of Personal Privilege

A delegate may rise to a point of personal privilege if there is something preventing his or her participation in the proceedings (e.g. lack of decorum, sound problems, etc.). The point of personal privilege may interrupt a speaker only if the conditions prevent the delegate from following the immediate proceedings (e.g. cannot hear the speaker).

[1.2] Point of Order

During the discussion of any matter other than a pending point of order, even when another delegate is speaking, a Representative may rise to a point of order to complain of improper parliamentary procedure by the Chair. The Chair shall make an immediate decision in accordance with the rules of procedure. It is expected that delegates will not interrupt another delegate's speech with a point of order unless absolutely necessary. The Chair shall rule out of order any points which are dilatory or improper; such a decision is not subject to appeal.

[1.3] Right of Reply

The Chair may accord the right of reply to a Representative whose personal or national integrity has been explicitly impugned by another Representative. The Chair will only honor such requests for the right of reply at the conclusion of the speaker's remarks; under no circumstances may such a request interrupt a speaker. Requests for a right of reply need not be submitted in writing. A Representative accorded such a right must confine his or her reply only to the speaker's remarks, and may not engage in general debate. The Representative shall be accorded time at the Chair's discretion. A right of reply to a right of reply is out of order.

[1.4] Point of Parliamentary Inquiry

During the consideration of any matter, except when another is speaking, a Representative may rise to a point of parliamentary inquiry concerning procedure. The Chair shall answer the inquiry in accordance with the rules of procedure. Points of Parliamentary Inquiry can neither interrupt a speaker nor be in regard to substantive matters.

[1.5] Point of Information

After the speaker has yielded to points of information, Representatives wishing to question the speaker concerning substantive matters may rise to points of information. Delegates may not use points of information simply to comment on the substantive debate. The number of points of information that may be addressed to a speaker depends upon the speakers' remaining time, and is not subject to separate time limits or question limits. If, however, a speaker concludes his remarks without having yielded to points of information, another Representative may rise to a point of information in the hope that he or she will so yield.

2. Procedural Motions, Non-Debatable

During any session a delegate may move to suspend proceedings for a particular purpose in one of the following four ways. The following motions are not debatable, must be approved by the Chair, and require a simple majority to pass.

[2.1] Adjourn

This motion is only in order at the end of the last session since it closes the committee proceedings at the end of the conference.

[2.2] Recess

A motion for a recess is a motion to suspend proceedings until the next session as outlined in the conference schedule. A Motion for Recess is not in order until 15 minutes before the scheduled session is planned to end, or at the Chair's discretion.

[2.3] Open Initial Speaker's List

See Rule 15 – Agenda.

[2.4] Set Speaking Time

The committee shall allocate a limited amount of time for each speech and comment. The Representative making the motion must specify the amount of time desired.

[2.5] Set Agenda

See Rule 15 – Agenda.

[2.6] Introduce a Working Paper

A Representative may at any point in debate submit a working paper to the Chair. The purpose of a working paper shall be to communicate in writing certain key ideas and points to the committee. A working paper shall have no set format and requires no sponsors other than the submitter. The Chair shall have full discretion over which working papers to accept for distribution to the whole committee. In general, working papers shall form the basis of resolutions. This motion does not require a vote.

[2.7] Caucus

A motion to Caucus is a motion to have a short time period to informally discuss the issues at hand and arrive at compromises. During a caucus delegates should not leave the committee room, unless permission has so been granted by the Chair.

2.7.1. Moderated Caucus

A Representative may move for a moderated caucus of no more than 15 minutes total. The motion must state the length of the caucus, Speakers' time, and purpose. During a moderated caucus all Representatives wishing to speak shall raise their placards and speak in turn upon recognition by the chair.

2.7.2. Unmoderated Caucus

A Representative may move for an unmoderated caucus of no more than 15 minutes. The motion must state the length and purpose of the caucus and purpose. During an unmoderated caucus, debate is suspended and Representatives are free to move about the room. Unmoderated caucuses are most often called to facilitate working paper and resolution writing.

2.7.3 Round Table Caucus (Security Council Only)

A Representative may move for a 'Round Table Caucus' of an unspecified length in which every present nation shall present its current view on the issue at hand. The speaker's time for such a caucus is the same as the general time, unless specifically amended for the caucus.

[2.8] Withdrawal of Documents

2.8.1 Draft Resolutions and Friendly Amendments

A draft resolution or a friendly amendment may be withdrawn from the consideration of the committee if all the sponsors so desire. A vote is not needed.

2.8.2 Unfriendly Amendments

An unfriendly amendment may be withdrawn from the consideration of the committee if all the signatories so desire. A vote is not needed.

3. Procedural Motions, Debatable

[3.1] Lay on the Table

During the discussion of any substantive matter, a Representative may move to lay the topic under discussion on the table. Only Topic Areas may be laid on the table; individual resolutions and amendments may not be laid on the table. The motion is debatable to the extent of one speaker in favor and one opposed and requires a simple majority vote to pass. Debate on a topic that has been tabled can only be resumed through a motion to take from the table. Once a Topic Area has been laid on the table, debate on all related resolutions and amendments is postponed until the Topic Area is taken from the table.

[3.2] Close Debate

During the discussion of any substantive matter, a Representative may move for the closure of debate on an item under discussion. The motion is debatable to the extent of one speaker in favor and two opposed. The motion requires a two-thirds (2/3) majority to pass. If the motion passes, the committee will immediately move into voting procedure. The motion can be applied to a topic area or an amendment but not a resolution. When applied to a topic area, it closes debate on all resolutions on the floor.

[3.3] Suspension of the Rules

When the floor is open during the discussion of any substantive matter, a delegate may rise and move for a suspension of the rules. The mover must explain the purpose of and limitations on the suspension. Suspension of the rules has the effect of moving the body out of formal debate and into informal debate. This motion should be used infrequently. In general it is intended to facilitate the introduction of new amendments to the body and to allow for rapid discussion of crisis situations in crisis committees. A two-thirds (2/3) majority is required for a suspension of the rules, as well as one speaker for and one speaker against.

[3.4] Appeal the Decision of the Chair

A Representative may appeal any ruling that involved the use of discretion by the Chair. The Chair's rulings to entertain or reject non-debatable procedural motions are not open to appeal. Decisions related to points, except the Point of Order, are also not open to appeal. The appealing member speaks first in favor of overturning the Chair's decision. The Chair then speaks in defense of his ruling. The appeal shall then be put to a vote, and the Chair's ruling shall stand unless overruled by a two-thirds (2/3) majority of the Representatives present. A vote in favor of the motion supports the appeal; a vote against the motion supports the Chair's decision. If such a motion is proposed, a designated member of the Secretariat shall temporarily serve as Chair.

[3.5] Withdraw a Motion

A Representative that proposed a motion may withdraw it at any time before the motion is voted upon. If the motion has not yet reached the floor then withdrawal is automatic. Once a motion has been seconded and ruled in order then it has reached the floor and becomes the property of the committee. In this case the Chair shall ask for objections to withdrawal and if there are none withdrawal is again automatic. If there is any objection then the motion to withdraw becomes debatable to the extent of one speaker in favor and one opposed and requires a simple majority to pass. A withdrawn motion may be immediately reintroduced by another Representative.

[3.6] Reconsideration

Only substantive matters may be reconsidered. The motion for reconsideration is in order only immediately after a vote on a substantive matter and may only be made by a delegate on the prevailing side of the vote. The motion to reconsider is debatable to the extent of two speakers in favor and one opposed and requires the affirmation of a simple majority of the Representatives present to pass. Regarding an amendment, if the motion is passed, the body automatically enters into debate on the original amendment; the previous vote on that item is nullified. This motion is only valid if the resolution is still on the floor. Reconsideration of a resolution reopens debate in the related Topic Area but does not allow new resolutions to be proposed.

[3.7] Reopen the Speakers' List

The Speakers' List may be reopened provided that at least one speaker remains on the list at the time of the motion. The motion is debatable to the extent of one speaker in favor and one opposed and requires a simple majority to pass.

[3.8] Close the Speakers' List

The Speakers' List may be limited at any time through a motion to close the Speakers' List. Such a motion is debatable to the extent of one speaker in favor and one opposed and requires a two thirds (2/3) majority of those present and voting to pass. If such a motion passes, no Representatives may be added to the Speakers' List until a motion to Reopen the Speakers' List has passed.

4. Procedural Motions, valid only in Voting Procedure

Once debate has been closed on a specific topic area, the body moves into voting procedure. No one is permitted to enter or exit the committee room until voting procedure has been completed. All Delegations are allowed one vote. For a substantive motion (amendment or resolution) to pass, a majority of those present is required. Abstentions do not count against the majority. The majority for individual committees will be set by conference officials and announced accordingly.

[4.1] Division of the Question

4.1.1 After debate on any resolution or amendment has been closed, but the proposal has not yet been voted on, a Representative may move that the operative parts of the proposal be voted on separately. The pre-ambulatory section of a resolution cannot be divided. The Representative should not specify a method of division upon making the motion to divide the question. If an objection is made to the request for division, the motion shall be voted on. The motion for division is debatable to the extent of one speaker in favor and one opposed, and requires the affirmation of a simple majority of the Representatives present and voting to pass. This vote is a procedural vote.

4.1.1.1. If the motion to divide the question is proposed, the Representative proposing the motion shall be required to immediately state how the operative clauses shall be divided. A representative may only propose to divide between operative clauses, not divide out operative clauses. If such a motion is accepted, other methods of dividing the question will then be accepted from other Representatives. The Chair shall prioritize the proposed methods in reverse order of complication, that is, by selecting the method that divides the resolution or amendment into the most parts first, etc. Methods of similar complication shall be prioritized in the order they were proposed. After all methods for division are on the floor, simple majority votes shall be taken on the proposed methods in the aforementioned order. These votes are procedural votes. The resolution shall be divided by the first method that is approved. If no methods are approved, then the motion for division ends and the original proposal as a whole shall be voted on according to the standard voting procedure.

4.1.2. If, and only if, a method of division has been approved by the body, simple majority votes shall be taken on each divided section of the proposal. The final proposal shall comprise those sections of the proposal that are approved by the body. If all sections of the divided proposal are rejected, then the proposal as a whole fails; an additional vote on the final proposal as a whole is not necessary.

4.1.3. If, and only if, at least one section of the divided proposal has been approved, then the final proposal as a whole shall be voted on according to the standard voting procedure.

[4.2] Roll Call Vote

Votes on substantive matters may be taken by roll call if a motion to that effect has the support of a simple majority of the committee. Roll call votes are taken in English alphabetical order. Representatives present and voting shall answer 'yes' to vote for the motion, 'no' to vote against the motion, or shall answer 'abstain' if they wish not to record a vote. A Representative may 'pass in the order of voting' in which case that Representative's vote shall be taken at the end of the roll call; however, a Representative who has 'passed in the order of voting' may not abstain. Representatives may vote 'yes with rights' or 'no with rights' if their vote is inconsistent with their country's policy. Rights will be granted in the form of a 30 second statement after the completion of voting but before the results have been announced.

[4.3] Important Question

Immediately preceding the vote on a resolution, after voting on amendments and division is completed, a Representative may move to consider the resolution as an Important Question. These questions shall be limited to: recommendations with respect to the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the trusteeship system, and budgetary questions. The motion shall be subject to approval by the Chair. The motion is debatable to the extent of one speaker in favor and one opposed, and shall require a simple majority to pass. If a resolution is considered an important question, it shall require a two-thirds majority of the body in order to be approved.

5. Substantive Motions

A substantive motion initiates a deliberative process on a substantive matter.

[5.1] Amend a Resolution

A Representative may move to amend any proposed resolution. The proposed amendment must be submitted in writing and must be approved by the Chair. Amendments shall require as signatories 15 percent of the body or all sponsors of the resolution to which the proposed amendment applies. Amendments shall not require a sponsor to move them onto the floor; they shall be considered on the floor once approved by the Chair. Contradictory amendments may not be passed. Any amendment in contradiction to an approved amendment shall be ruled out of order. Amendments may not contradict the preamble of the resolution nor can it alter the original intent of the resolution.

5.1.1. Friendly amendments

Amendments shall be considered friendly if all of the sponsors of the resolution being amended consent to the amendment. In the case of a friendly amendment, after reading the amendment aloud to the body, the Chair shall ask each of the sponsors of the resolution being amended for verbal consent to the amendment. If each sponsor consents, the amendment shall be considered friendly, and it shall automatically be incorporated into its respective resolution; if any of the sponsors do not consent, the amendment shall be subject to rule 5.1.2. Further, the friendly amendment is subject to the approval of the Chair.

5.1.1.1 Non-substantive amendments

Amendments to draft resolutions to correct errors in spelling or format are considered non-substantive and shall be incorporated as part of the original draft resolution without a vote. Final decisions on non-substantive amendments will be made by the Directorate.

5.1.2. Unfriendly amendments

Unfriendly amendments, like friendly amendments, are also subject to the approval of the Chair. Amendments shall be considered unfriendly if at least one of the sponsors of the resolution being amended does not consent to the amendment. The motion becomes debatable and debate on the resolution itself is suspended. A Speakers' List shall be established for the amendment. Debate shall alternate between pro and con speakers. Debate shall end when the motion to Close Debate passes or when the Speakers' List is exhausted. The amendment shall require a simple majority to pass.

[5.2] Introduce a Resolution

All resolutions must be submitted, in writing, to the Chair for approval before being placed on the floor for debate. Resolutions shall require 20 percent of the body to be signatories in order to be approved, except in the Security Council where 9 signatories shall be required. All resolutions should be germane to the topic being discussed. Once a resolution has been approved and distributed in an acceptable manner to the entire body, it shall be considered on the floor for debate only after one of the sponsors moves the resolution onto the floor during a speech given in formal debate. The Chair shall suspend the sponsors' speaking time in order for the sponsor to read aloud the resolution and entertain non-substantive questions regarding the resolution. Any number of resolutions pertaining to the topic area that is on the floor may be introduced. Resolutions are voted upon when a Motion to Close Debate on the Topic Area in the order that they were introduced occurs.

6. Procedural Motions, valid only after a Substantive Topic has been closed or tabled

A procedural motion that affects the order in which debate takes place on items listed on the agenda shall only be in order when no such items are under consideration; that is, they are only valid between Topics.

[6.1] Change the Agenda

The motion to Change the Agenda must be accompanied with the specific changes proposed, including the reordering of current items or additions. The Chair must approve any additions to the agenda. Items already on the agenda may not be deleted nor may finished items be reintroduced. The motion may only be moved after a substantive topic has been successfully closed or tabled. The motion is debatable to the extent of one speaker in favor and one opposed and requires a simple majority vote to pass.

[6.2] Take from the Table

A Representative may move to take a topic from the table only after a substantive topic has been successfully closed or tabled. The motion is debatable to the extent of one speaker in favor and one opposed and requires the affirmation of a simple majority of the Representatives present and voting to pass. If the motion passes, debate on the topic that was tabled, including any resolutions or amendments on the floor at the time it was tabled, shall be moved to the front of the agenda. Debate shall resume on that matter immediately, in accordance with the Speakers' List on the topic at the time it was tabled.

[6.3] Rights of Explanation

Members may request a Right of Explanation after voting. Upon completion of voting, each member will be given the opportunity to state an explanation directly related to its response, if such a response was unexpected from that member. The Chair may limit the time allowed for such an explanation.

Appendix 1. Explanatory Notes

Vanderbilt University Model United Nations allows multiple resolutions to be discussed at the same time during debate. This is a departure from parliamentary procedure, which states that only one motion or resolution may be discussed at any given moment. Because Vanderbilt University Model United Nations allows multiple resolutions to be passed on the same Topic Area, permitting discussion on multiple resolutions at the same time facilitates smoother debate. However, this exception has not been extended to the amendment process. There may never be more than one amendment on the floor at any given time. Once an amendment is introduced, debate on all other substantive matters is suspended until the amendment has been incorporated or rejected. Once the amendment is voted upon, debate resumes on the other substantive matters. The procedure of debating and voting on unfriendly amendments as they are introduced forces the committee to focus on the individual amendment and avoids the confusion often associated with the amendment process. The principle of allowing concurrent resolutions, while disallowing concurrent amendments, is reflected throughout the Rules of Procedure.

Close Debate – Debate can only be closed on an amendment or a Topic Area but not a resolution. This is because concurrent resolutions are treated as if they were a single motion, and thus debate must be closed on all of them simultaneously, if at all. Since closing debate on all resolutions is equivalent to closing debate on the Topic Area, the rules provide only for the latter.

Speakers' List – There is only one Speakers' List for a Topic Area, not for each resolution, again because concurrent resolutions are treated as a single motion. Each individual amendment is a separate motion and thus has its own Speakers' List.

Amendments – Each amendment is a distinct motion in and of itself, and thus must be resolved before any other motions of lower precedence may be entertained. Since the motion to Amend a Resolution is of higher precedence than the motion to Introduce a Resolution, discussion on the amendment preempts discussion of any resolutions.

Appendix 2. Precedence of Points and Motions

Procedure shall be conducted in all sessions with the following regard to the precedence to various points and motions if such operations are in order when proposed by a Representative:

Parliamentary Points

- [1.1] Point of Personal Privilege
- [1.2] Point of Order
- [1.3] Right of Reply
- [1.4] Point of Parliamentary Inquiry
- [1.5] Point of Information

Procedural Motions, Non-Debatable

- [2.1] Adjourn
- [2.2] Recess
- [2.3] Open Initial Speaker's List
- [2.4] Set Speaking Time
- [2.5] Set Agenda
- [2.6] Introduce a Working Paper
- [2.7] Caucus
- [2.8] Withdrawal of Documents

Procedural Motions, Debatable

- [3.1] Lay on the Table
- [3.2] Close Debate
- [3.3] Suspension of the Rules
- [3.4] Appeal the Decision of the Chair
- [3.5] Withdraw a Motion
- [3.6] Reconsideration
- [3.7] Reopen the Speakers' List
- [3.8] Close the Speakers' List

Procedural Motions valid only during Voting Procedure

- [4.1] Division of the Question
- [4.2] Roll Call Vote
- [4.3] Important Question

Substantive Motions

- [5.1] Amend a Resolution
- [5.2] Introduce a Resolution

Procedural Motions valid only after Substantive Topic has been closed or tabled

- [6.1] Change the Agenda
- [6.2] Take from the Table
- [6.3] Rights of Explanation

Resolution Guide

Each resolution is a **single sentence**, with the different sections separated by semicolons and commas. The language of the document will greatly influence its appeal. Wording should be clear, concise, and specific; every clause should have a purpose. Three parts comprise the resolution: the heading, the preamble, and the operative clauses.

HEADING: The heading identifies the committee, the resolution topic, the sponsoring nation(s), and the organ the delegation is addressing.

PREAMBLE: The preamble explains the purposes of the resolution. The preambulatory clauses begin with present participles and often refer to past resolution precedents and authorizations in the UN Charter for actions.

OPERATIVE CLAUSES: These form the policy portion of the resolution. Each of these clauses starts with a verb (in the third person singular) and taken as a whole, deals thoroughly with one idea arranged in a logical progression. Each clause should not be a collection of unrelated thoughts or statements on a broad topic, but should focus on one aspect of the problem.

Preambulatory Clauses

Acknowledging
Deeply conscious
Further ...
Observing
Affirming
Deeply convinced
Guided by
Reaffirming
Alarmed
Deeply disturbed
Having adopted
Realizing
Anxious
Deeply regretting
Having approved
Recalling
Appreciating
Deploring
Having considered
Recognizing
Approving
Desiring
Having decided
Referring
Aware
Determined
Having examined
Regretting
Bearing in mind
Emphasizing
Having received
Seeking
Believing
Expecting
Having reviewed
Stressing
Concerned
Expressing appreciation
Keeping in mind
Taking into account
Confident
Expressing satisfaction
Noting further
Taking into consideration
Contemplating
Fulfilling
Noting with approval
Taking note
Convinced

Fully aware
Noting with deep concern
Viewing with appreciation
Declaring
Fully alarmed
Noting with regret
Viewing with apprehension
Deeply concerned
Fully believing
Noting with satisfaction
Welcoming

Operative Clauses

Accepts
Concurs
Emphasizes
Notes with interest
Adopts
Condemns
Encourages
Notes with satisfaction
Affirms
Confirms
Endorses
Proclaims
Appeals
Congratulates
Expresses its appreciation
Reaffirms
Appreciates
Considers
Expresses its concern
Recognizes
Approves
Declares accordingly
Expresses the hope
Recommends
Authorizes
Deplores
Has
Resolved
Regrets
Calls
Designates
Invites
Reiterates
Calls upon
Directs
Notes with appreciation
Reminds
Commends
Draws attention
Notes with approval
Requests

Frequently Asked Questions

Q: How do I format a working paper?

A: There is no set format for a working paper other than that the header must state the committee, the topic area, and the sponsors of the paper.

Q: What is the difference between a sponsor and a signatory of a resolution?

A: The sponsors, listed in the resolution header, fully support the content of the resolution and expect to vote for it. The signatories simply want to debate the resolution and may not necessarily support its content.

Q: Does that mean that I can sign a resolution and still not support it?

A: Absolutely.

Q: Who needs to support an amendment in order for it to be friendly?

All the sponsors of a resolution must sign an amendment in order for it to be friendly. If there is only one sponsor then only its support is required for an amendment to be friendly.

Q: I strongly disagree with something a delegate just said. Can I have a Right of Reply?

A: No. A Right of Reply is only in order if your country's national integrity or your own integrity has been explicitly insulted.

Q: How do I rise to a Right of Reply?

A: Stand up immediately after the delegate's speech and raise your placard. If the Chair feels a Right of Reply is in order he or she will then recognize your request. Otherwise you will be asked to take your seat.

Q: Which points can interrupt a speaker?

A: Only a Point of Personal Privilege and a Point of Order can interrupt a speaker. No other points or motions can. Interrupting a speaker is rarely necessary.

Q: How many resolutions can a committee pass on each topic?

A: There is no limit. A committee may pass no resolutions or it may pass several on any given topic. You should not just vote for any resolution however. This is the reason why all resolutions are voted on at the end rather than as they come up is so that delegates can see which one(s) are the best and vote for those only.

As a note, Vanderbilt University is not trying to be overly restrictive in any of the Rules of Parliamentary Procedure. Vanderbilt University Model United Nations is trying to promote an atmosphere of friendly debate in which ideas can be expressed freely and without problems.