

Comprehensive Rules of Procedure

**Cleveland Council on
WORLD AFFAIRS**



Rules of Procedure

The following are the Rules and Procedures for the Cleveland Council on World Affairs (CCWA) Model UN Program.

Article 1 – Scope of the Rules

These rules shall be applicable to all committees, except where special Security Council rules or Crisis Committees apply. Committee Chairs may establish amended Rules of Procedure with the permission from the CCWA Program Manager. All rules are considered adopted prior to the opening ceremony of the conference. Matters not delineated in these rules shall be governed according to the United Nations Charter or other governing document.

Article 2 – Interpretation of the Rules

If a dispute over the interpretation of these Rules arises, final interpretation of these rules shall be made in consideration of the United Nations Charter, international treaties, and all portions of international law. The CCWA Program Manager will serve as the interpreter for such cases. The final interpretation is not subject to appeal.

Article 3 – Language

The official working language of the conference is English. No other languages may be used during the conference. The use of foul or offensive language is strictly forbidden and may result in the loss of a delegate's voting rights and speaking privileges under the discretion of the Chair.

Article 4 – The Secretary-General

The Secretary-General is the organizer and head of the Model UN conference and has the power to amend any of the rules listed in the Rules of Procedure at his/her sole discretion.

Article 5 – Responsibilities, Powers, and Functions of the Chair

1. The Chair shall declare the opening and closing of each session.
2. The Chair shall be responsible for the orderly conduct and function of the body, ensuring observance of these Rules, and ruling on Points and Motions.
3. The Chair shall have the responsibility of facilitating the operations of the body.
4. The Chair shall accord the right to speak, call the roll, maintain attendance records, put questions, rule on the relevancy and appropriateness of a speech, and announce decisions.
5. The Chair shall not be accorded a vote.
6. The rulings of the Chair are subject to appeal, except as specifically delineated in Article seven.
7. The Chair holds discretionary power over the proposal of points and motions and may



choose to entertain or dismiss any point or motion that the Chair deems inappropriate or dilatory.

8. The Chair may suggest to the body that a certain motion is in order and would be beneficial or suggest that a motion be withdrawn or amended, even if the motion would be in order.

Article 6 – Appealing the Decision of the Chair

Debate: 1 for, Chair against

Requires majority vote

A delegate may appeal the ruling of the Chair, except as provided for in these rules listed below. The motion to appeal must be made immediately following the ruling in question, and must be seconded. The appeal process will require one speaker explaining why the decision of the Chair must be appealed. The chair will speak in defense of the ruling. The Chair shall then put the question as follows: "Shall the decision of the chair be sustained?" A "YES" vote signifies support for the ruling of the Chair. A "NO" vote signifies opposition to the ruling of the Chair. The decision of the Chair is sustained, unless a majority of the members of the body cast their votes in opposition. If uncertainty persists, the CCWA Program Manager maintains full authority to rule on the appeal as outlined in Article 2. The following decisions by the chair are not subject to appeal:

1. The decision not to accept a resolution or amendment;
2. The ruling on points or motions that are inappropriate or dilatory;
3. The decision to grant Right of Reply;
4. The decision on whether to copy and distribute working papers;
5. The decision to refuse a motion to recess or adjourn; and
6. The decision not to remove observers during voting procedures.

Article 7 – Quorum

1. A quorum shall always consist of a majority of the assigned member nations in each committee. A quorum is required before the body may begin the conduct of business. After determining the presence of quorum, it is assumed that quorum is present, unless specifically challenged by a Quorum Check.
2. If at any time a delegate feels that a quorum is not present, the delegate may make a Point of Order to call for a Quorum Check. The Chair shall immediately ensure that a quorum is present by asking for a show of placards. If a quorum is present, business shall continue at the point where the Quorum Check was called. If a quorum is not present, the Chair shall declare the body to be recessed until a quorum is present.
3. The Point of Order to call for a Quorum Check may interrupt the speaker. If a quorum is present, the speaker shall proceed as normal. If a quorum is not present, the Chair shall recognize the interrupted speaker, with a full allotment of speaking time, as the first order of business when returning from the recess.



Article 8 – Roll Call Procedure

1. The Chair will call the roll for the purposes of establishing quorum at the beginning of each session. Members who desire to be considered present shall reply "present" when the name of their delegation is called. No members may be announced by proxy. A reply of "present and voting" requires the member to vote in the affirmative or negative on any substantive matter.
2. The Chair will have the time of the last roll call posted. Delegations who were not considered present at the time of the last roll call and wish to be accorded full voting rights, must submit a note, in writing, to the Chair requesting that they be considered present.

Article 9 – Procedural Voting

1. Each delegation shall have one vote. A procedural vote is one that applies to the actions of the committee rather than to policy or resolutions pertaining to policy.
2. Every delegation present must vote.
3. No member may cast a vote by proxy or on behalf of another member country.
4. Procedural motions shall pass with the affirmative votes of a majority of the members of the committee.

Article 10 – Setting the Agenda

Debate: 2 for, 2 against

Requires majority vote

All delegates are provided a provisional agenda as detailed in the background guide. With the approval of the Chair, any committee may choose to revise the order of the Agenda by rearranging the order or by adding new items to the agenda at the opening of the first session.

New items may not be discussed until all topics detailed in the background guide have been addressed in the committee. The first order of business for the committee is to order the agenda items to be considered.

The only motion in order at this time will be “to set the agenda in the order of topic __ followed by topic __”. Motions regarding the order of the agenda will be voted upon in the order in which they were proposed. Once a motion to set a specific agenda order passes, all other motions regarding the order of the agenda will be dismissed and debate will begin immediately with the first topic. If all proposals fail to gain a majority vote, the Chair will have authority to set the agenda.

Article 11 – Speakers List



1. A Speakers List shall be opened automatically, by the Chair, following the setting of an Agenda Topic for the purpose of debate in all substantive manners pertaining to the Agenda Topic. The Speakers List will be established by a show of placards.
2. After the initial list is established, any member wishing to be added to the Speakers List, providing they are not currently on the Speakers List, shall notify the Chair in writing. At the beginning of each committee session, the Chair shall ask for new speakers to be added.
3. A Speakers List is established for each individual topic and the Speakers List expires when a topic is tabled or adjourned or whenever a resolution has passed.
4. When the Speakers List is exhausted, debate is automatically closed on the Topic Area. The body immediately moves into Voting Procedures on the proposals on the floor.

Article 12 – Speakers List and Debate

1. No delegate may address the body without the permission of the Chair.
2. The Chair shall call upon speakers in accordance with the Speakers List.
3. Delegations comprised of more than one delegate may share allotted speaking time among members of the same delegation provided they do so in accordance with Conference Policies.
4. Speeches must be given while standing at the front of the committee chamber. No delegate may address the committee while seated unless out of physical need.
5. The Chair shall call a speaker to order if: the delegate's remarks are frivolous, dilatory, or not germane to the set Agenda Topic under discussion; the delegation's allotted time has expired; or the speaker's remarks are directed to a personality or nation rather than the issue at hand.
6. If the Speaker has any remaining time, it is automatically yielded to the Chair. A delegate may not yield it otherwise during the Speakers List.
7. An initial Speaker's Time is set at 30 seconds.
8. Cross-talk from delegates who are not granted the floor is prohibited.

Article 13 – Speakers List with Bias

When motions are made that require speakers in favor or against, the current Speakers List is paused and a new one is created listing delegations that wish to speak in favor (pro) or against (con). In a Biased Speakers List, the Chair recognizes the first "pro" speaker, followed by the first "con" speaker. The speaker will continue to recognize speakers in that order. When this list is exhausted, the committee will automatically move into voting procedure on the motion, resolution, or amendment under consideration.

Article 14 – Moderated Caucus

Requires Majority Vote

At any time during formal debate, a delegate may motion to move into a moderated caucus. This motion should include a speaking time, a set time length for the moderated caucus, and



the reason for altering the debate format. If this motion is passed with majority vote, the rules of formal debate are suspended and the committee will be facilitated by the Chair through an open debate. No delegate may ask a question to another delegate during a moderated caucus. Delegates wishing to speak during a moderated caucus will raise their placards and wait to be recognized by the Chair. The delegate who moves for the moderated caucus will choose to be the first or last speaker, but may speak additionally if recognized. Delegates who do not use the entirety of their allotted time must yield the remainder to the Chair, another delegation, or for questions. The caucus may not be extended more than once and may only be extended for a length of time shorter than the original length proposed.

Article 15 – Unmoderated Caucus

Requires majority vote

At any time, a delegate may motion to suspend the meeting for a specified length of time for the purpose of caucusing. If this motion passes with a majority vote, the rules of procedure are temporarily suspended and the delegates may enter into debate and discussion without any moderation from the chair for the specified length of time. No motions are necessary during an unmoderated caucus except to extend it or to return to formal debate early. The caucus may not be extended more than once and may only be extended for a length of time shorter than the original length proposed. An unmoderated caucus cannot last longer than 20 minutes, including extensions. The Dais will maintain decorum during the unmoderated caucus.

Article 16 – Limit or Extend Speeches

Requires majority vote

Whenever the floor is open, a delegate may move to further limit or extend the amount of time each delegation may speak while on the Speakers List. This time limit remains in effect for the remainder of the Conference unless it is changed in accordance with this Rule. This motion requires a second. If there is opposition, it will be brought to a vote by placard before the body, and passes with the affirmative votes of a majority of the members of the body.

Article 17 – Yields

A delegation that is on the Speakers List and has been granted the right to speak may not yield the remainder of their allotted time. However, during a moderated caucus, delegates may yield their remaining time in the following ways:

1. To The Chair: A delegate may at any time conclude the delegation's speech by yielding to the Chair. Upon doing so, the entire delegation shall retake their seats.
2. To Another Delegate: A delegation may yield unused time to another delegation. The intention to yield to another delegation may be made at any time during the delegation's speech. Time may not be yielded to more than one delegation, and yielded time may not be yielded again, except to the Chair.
3. To Questions: A delegation may yield to questions at the conclusion of the delegation's speech. The Chair shall recognize delegates to ask questions of the speaker. A delegate recognized to ask a question shall be limited to asking only one question. Only one



member of the speaking delegation may answer a question, but that member may change from question to question. A delegation shall only be assessed for time that is spent answering a question. A delegation that has yielded time to questions yields to questions from all delegates recognized by the Chair. A delegation may still yield to the Chair at any time.

Article 18 – Points

A delegate may interrupt with a Point whenever the floor is open. A delegate may only interrupt a speaker with a Point of Order or Personal Privilege and only when the Point directly concerns the speech being interrupted. A delegate raising a Point may not speak on the substance of the matter at hand, but may be granted time to make a short statement concerning the Point. If the Chair feels that Points are being used to disrupt or delay the orderly conduct of business, the Chair may rule that they must be submitted in writing for a specific period of time. This decision is not subject to appeal.

The following are the only Points acceptable at this conference:

1. Point of Personal Privilege: A delegate may raise a Point of Personal Privilege whenever the delegate experiences personal discomfort, or an event that otherwise impairs the delegate's ability to participate in the proceedings, except as specifically delineated elsewhere in these Rules. The Chair shall make every reasonable effort to rectify the situation.
2. Point of Order: A delegate may raise a Point of Order whenever the delegate believes that these Rules are being violated. The Chair will then immediately rule on the Point of Order.
3. Point of Information/Inquiry: A delegate may raise a Point of Information/Inquiry whenever the delegate desires to make an inquiry to the Chair concerning these Rules, the state of business (past, present, and future); or any other relevant question pertaining to "Conference matters."

Article 19 – Rights of Reply

A delegate whose personal or national integrity has been impugned upon by an extraordinary Comment, such as a personal attack or an attack on one's character, of another delegate may request a Right of Reply. The Right of Reply is requested by making a Point of Personal Privilege immediately following the offending speech. A delegate may not interrupt a speaker with a Point of Personal Privilege to request a Right of Reply. The Chair's decision whether to grant the Right of Reply is discretionary and not subject to appeal. Once granted, the Right of Reply will be given 30 seconds. The only yield in order will be a yield to the chair. A Right of Reply may not be made to a Right of Reply.

Article 20 – Precedence

The Chair may accord itself precedence for the purpose of clarifying rules or explaining any business before the body. Parliamentary points that may interrupt the speaker are always

considered immediately by the Chair once they are recognized.

Motions shall have the following precedence:

1. Privileged Motions
 - a. Motion to Adjourn
 - b. Motion to Recess
 - c. Motion to Close Debate
2. Subsidiary Motions
 - a. Motion to Set the Agenda
 - b. Motion to Enter Voting Procedure
 - c. Motion to Introduce (a Resolution or Amendment)
 - d. Motion to Limit or Extend Speaking Time (of the Speakers List)
 - e. Motion for an Extension (for caucuses)
 - f. Motion for an Unmoderated Caucus
 - i. Unmoderated caucuses are given consideration from longest to shortest length
 - g. Moderated Caucuses
 - i. Moderated Caucuses are given consideration from longest to shortest length, if there are more than one moderated caucus on the floor with the same total length, they are then considered by number of speakers in the caucus (i.e. shortest to longest speaking time). If there are multiple caucuses with both the total time and number of speakers the same amount, they are then considered in the order they were presented before committee.
 - h. Round-Robin
3. Incidental Motions (incidental to a specific situation and take precedence at that time)
 - a. Appealing the Ruling of the Chair
 - b. Divide the Question
 - c. Roll Call Vote

Article 21 – Presenting Motions

Delegates may only present motions when the floor is opened and the Chair has recognized them. The originator may withdraw a motion at any time before a vote has been taken on the motion. Consideration of the motion is immediately ended unless another member immediately assumes sponsorship of the motion.

Article 22 – Dilatory Motions

The Chair may rule as dilatory (and therefore out of order) any motion that is frivolous or nongermane, and which is clearly intended to disrupt or delay the normal function of the body. The Chair's rulings in these cases are not subject to appeal.

Article 23 – Working Papers



Delegates may propose working papers for the body's consideration on the current Agenda Topic. Working papers are a means of sharing ideas on the Agenda Topic in an organized manner. Working papers are required to be in resolution format. Debate may not be narrowed to working papers. This means that a Moderated Caucus cannot be on the topic of a specific working paper. Working papers shall not be presented to the body until they have undergone the following procedure:

1. Chair Review – Once working papers have been finalized and put in correct resolution formatting, they may be submitted to the Chair for review.
 - a. For specifics on formatting and requirements for submission, please see the Resolution Writing document on the CCWA website.
 - b. Delegates should transfer ownership of the document to the Chair.
 - c. Delegates may no longer edit the document in any way will the Chair is reviewing it.

Article 24 – Draft Resolutions

If the Chair approves the paper, it may be introduced to the committee by motion. Only 2-3 draft resolutions, the exact number will be determined by the Chair, may be introduced to committee per Topic. The Sponsors will come to the front of committee and read the resolution. Following this, delegates may motion for a Q&A, at which point the Sponsors will stand before committee and take questions from the committee on the resolution while the Chair times the answers of the Sponsors.

Article 25 – Amendment Process

Once a Draft Resolution has been introduced to committee no delegation may edit the document, for any reason, other than through the amendment process:

1. Any delegation may write an amendment for the draft resolution. These are submitted to the Chair for review.
2. Once reviewed, delegations may move to present all amendments before the Chair to the committee.
 - a. Friendly amendments: all the Sponsors and Co-Sponsors have agreed to the amendment and the amendment is automatically adopted into the resolution (by way of the Chair editing the document).
 - b. Unfriendly amendments: one or more of the Sponsors or Co-Sponsors have not agreed to the amendment. The entire committee votes on adding the amendment to the draft resolution. This vote will not be presented to the committee until the committee has entered Voting Procedure.

Article 26 – Sponsorship of Resolutions

1. There will be only two sponsors permitted on each resolution. The number of co-sponsors and signatories is unlimited.



2. A delegation may become a co-sponsor or signatory of a resolution at any time before any substantive votes have been taken with consent of the sponsors.
3. A co-sponsor or signatory may drop their status at any time before any substantive votes have been taken.
4. When sponsorship or co-sponsorship of a resolution is withdrawn, another delegation may immediately assume sponsorship or co-sponsorship, with approval of remaining sponsor as applicable, such that the proposal continues to have the minimum number of supporters; otherwise, the proposal is considered withdrawn.
5. When a resolution is withdrawn, all proposed amendments to it are withdrawn as well.
6. A withdrawn resolution may be resubmitted to the Chair for approval, at a later time, as provided for in these Rules.

Article 27 – Voting Procedure

1. A delegate may move to voting procedure, whether or not the Speakers List has been exhausted, provided that there is a resolution on the floor, whenever the floor is open. The motion requires a second, is debatable to the extent of one speaker for and against, and passes with the affirmative vote of a majority of the members. If the motion fails, debate continues at the point where the motion was made.
2. If the motion passes, the Chair shall then immediately declare the beginning of Voting Procedure. During Voting Procedures, only conference staff may leave or enter the room. All observers and faculty advisors must vacate the room before voting procedure may commence. Delegates should close and put away all devices and are not permitted to enter or leave the room, except in the case of emergency.
3. No cross-talk or note passing is permitted while in Voting Procedure.
4. There shall be no interruptions, except for Points of Order, Personal Privilege, and Point of Information, or motions pertaining to the method of voting.
5. The body shall first consider each of the unfriendly amendments on the floor in the order they were introduced. The question to adopt an amendment shall be considered substantive.
6. Once all unfriendly amendments have been dealt with in turn, the body shall then consider the underlying resolution. Resolutions require a simple majority to pass.
7. Voting procedures shall be considered concluded once the Chair has announced the final vote on the underlying resolution.
 - a. If a resolution fails, it is considered dead and delegates may no longer edit, utilize, or otherwise continue to work on it for the remainder of the conference.

Article 28 – Resolutions in Conjunction

Resolutions are considered before the body separately and may not be voted on in conjunction.

Article 29 – Division of the Question



1. A motion for division of the question shall be in order during Voting Procedures before any votes have been taken on the resolution to be divided. A resolution may be divided into any number of groups of clauses, but no single clause may be split, even along sub-clauses. The Preamble may not be subdivided.
2. A motion to divide the question must specifically state the division that is intended. This motion requires a second. If there is objection, it is debatable to the extent of one speaker for and against, and passes with the affirmative votes of a majority of the members.
3. If there is more than one motion to divide a resolution, the motion that most severely divides the proposal will have precedence over the other motions for division. If two or more motions are equally severe the motion recognized first by the Chair shall have precedence.
4. Once a motion for division passes, all others will be ruled dilatory, and voting shall commence immediately in the following manner:
 - a. The Chair shall take a substantive vote on each division. Each division receiving affirmative votes of the majority of the members shall be included in the final proposal.
 - b. Following the vote on each division, the Chair shall immediately announce the results. If the division of the resolution containing the Preamble is defeated, then the resolution as a whole is defeated, and votes are not taken on the remaining divisions.
 - c. This process is repeated until each part of the divided resolution has been voted upon.
5. If all the operative clauses are defeated, then the resolution as a whole is defeated.
6. After all divisions have been voted upon, and if the resolution has not been defeated, the Chair shall read the resolution as revised and put the revised resolution as a whole to the body for a final substantive vote.

Article 30 – Substantive Voting

1. Voting shall normally be conducted by a show of placards. A delegate who wishes to may move for a roll call vote.
2. In the Security Council, all substantive votes shall pass with the affirmative votes of a majority of the members and the absence of a negative vote by one of the permanent members. In all other bodies, all substantive votes shall pass with the affirmative vote of a majority of the members.
3. A motion for a roll call vote is in order only for substantive votes, and may be made before a substantive vote is to be taken, or as described above. The motion does not require a second, is not debatable, and is not voted upon. The motion for a roll call vote only affects a single substantive vote, and must be requested separately for different votes taken during a single voting procedure.
 - a. The Chair reading the roll in English alphabetical order shall conduct a roll call vote. As the name of each delegation is called, the delegation shall reply, "Yes;" "No;" "No, With Rights (of Explanation)" "Abstain;" or "Pass".



- b. Once the roll has been read through once, the Chair will read the names of those delegations that replied, "Pass" in the first round of voting. A delegation, which responds, "Pass" a second time, will be considered as Abstaining.
- c. Once each delegation has voted, the Chair will ask if any members wish to change their vote. A delegation that has not previously requested Rights of Explanation may not do so at this point. A delegation that had chosen to abstain or had chosen to pass twice may not choose to vote "Yes" or "No" at this point.
- d. The Chair will then recognize those delegations that requested Rights of Explanation in English alphabetical order. These speeches are limited to 30 seconds, and may relate only to a specific explanation of the current vote.
4. The Chair shall conclude the vote by announcing the final tally of the votes, and whether the resolution has been passed or defeated.
5. Once a resolution has passed or failed, debate returns to the Speakers List, unless it has been exhausted, the debate closes on the Topic.
6. A committee is permitted only to pass 2-3 resolutions on a Topic.

Article 31 – Closing Debate

The body may close debate on the current topic area, closing that topic for the remainder of the Conference. Upon closing debate, all resolutions on the floor are withdrawn from consideration. The purpose of closing debate is to signify that debate on the current topic area is concluded. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.

Article 32 – Recess and Adjournment of Session

1. A recess is a set period of time during which no official business is conducted, and the presence of neither the officials nor the delegates may be required. Once a period of recess has been set, it may not be shortened, except by Conference officials to bring the recess into conformity with the Conference Schedule. When the meeting has reconvened, the business of the meeting shall continue at the point where the recess occurred. This motion is normally made at the end of a session.
2. Adjournment signifies that all business of the body contained in the Agenda has been completed. This motion is normally made only at the last regular meeting of the Conference.
3. The motions to Adjourn and to Recess each require a second, are not debatable, and pass with the affirmative votes of the majority of the members. The Chair may rule either of these motions dilatory, and this decision may not be appealed.