



RULES OF PROCEDURE

HFSMUN 2023



GENERAL RULES

Scope:

These rules apply to all committees, apart from the Indian Crisis Committee which has rules set according to the Directors.

Official and working languages:

English shall be the official and working language of all committees during formal and informal debate.

PARTICIPATION OF NON MEMBERS:

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Director.

STATEMENTS BY THE SECRETARIAT

The Secretary General or a member of the Secretariat whom he or she designates may make either written or oral statements to the committee at any time. They have full power over committee and delegates are expected to follow instructions set by the secretariat and Organising committee

GENERAL POWERS OF THE COMMITTEE STAFF

The Director/Directors will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Director will have complete control of the proceedings at any meeting. The Assistant Director will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Assistant Director may temporarily transfer his duties to another member of the committee staff or other designees of the Director. Committee staff members may also advise delegations on the course of debate. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary General.

APPEALS:

Any decision of the The Assistant Director with the exception of those matters for which the HFS MUN Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Assistant Director may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Assistant Director will stand unless overruled by two-thirds majority. The Director has ultimate discretion on any ruling, whether it is appealed successfully or not.

**QUORUM:**

The director may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee are present. A member of the committee is considered present if at least one delegate representing that member is in the committee chamber. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

COURTESY:

Delegates will show courtesy and respect to the committee staff and to other delegates. The Executive Board will immediately call to order any delegate who fails to comply with this rule and they may be subject to consequence.



RULES GOVERNING DEBATE

AGENDA-

The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. If the committee has only one topic area, the agenda is automatically adopted. To set the agenda:

1. A motion should be made to set the agenda to one of the committee's topic areas as stated by the Director in the committee background guide.
2. Two speakers' lists will be established: one in favour of the motion, and one opposed to the motion and in favour of the other topic. The committee will hear alternating speakers from these lists. No motions for moderated or unmoderated caucuses are permitted during this time.
3. A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Closure of Debate, the Executive Board will recognise two speakers against the motion to close the debate, and a two-thirds majority is required for the closure of the debate on the agenda.
4. When the debate is closed, the committee will proceed to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other topic area will automatically be placed before the committee.
5. When voting procedure is completed on the first topic area, the second topic area is automatically placed before the committee. In the event of an international crisis or emergency, the Secretary General or his or her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately.
6. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation.
7. After a resolution has been passed on the crisis, the committee may return to debate on the tabled topic area only at the discretion of the Secretary General or their representative.

DEBATE:

After the agenda has been determined, a continuously open speakers' list will be established for the duration of the topic area, except if interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such only after it has been introduced to the committee.



(Yields are in order only on substantive speeches and not during moderated caucus)

RIGHT OF REPLY:

A delegate whose personal or national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty seconds speech. The Executive Board's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Executive Board.



POINTS

POINT OF PERSONAL PRIVILEGE:

Whenever a delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion. This can be used to point out a factual inaccuracy in the statements.

POINT OF ORDER:

This point can be used to point out a factual inaccuracy in the statements of a delegate. The point will be only considered valid on the presentation of proof from UN authorised sources. This point shall not interrupt a delegate's speech.

POINT OF PARLIAMENTARY INQUIRY:

When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Executive Board a question regarding the Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the committee staff at an appropriate time.

POINT OF INFORMATION:

This can be used by delegates to ask questions to delegates on the matter of their speech immediately after the end of the speech. The question must be pertaining only to the immediate speech given by the delegate and not about anything said prior to this. This point does not interrupt a speaker.



RULES GOVERNING SUBSTANTIVE MATTER

WORKING PAPER:

Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Director to be copied and distributed. Working papers do not have signatories.

RESOLUTIONS:

A resolution may be introduced when it receives the approval of the Director and has received a certain number of signatories, which will be decided as per committee strength by the Dais. Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. The Director's decision not to sign a resolution or amendment may not be appealed. Resolutions require a simple majority to pass unless otherwise stated in specific committee rules. More than one resolution may be on the floor at any time, but at most one resolution may be passed per topic area.

INTRODUCING RESOLUTIONS:

Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may make a motion to introduce the resolution. This motion requires only authorisation by the Executive Board and does not require a substantive vote. The dais staff, time permitting, may choose to read the operative clauses of the resolution. Immediately after a draft resolution has been introduced and distributed, the Executive Board may entertain non-substantive points of clarification, typically used to address typographical, spelling, or punctuation errors. A resolution will remain on the floor until debate is postponed or a resolution on that topic area has been passed.

AMENDMENTS:

Delegates may amend any resolution that has been introduced. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. All amendments on the floor must be debated and voted upon:

1. An approved amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one for and one against the amendment. Debate will alternate between each list.
2. A motion to close debate will be in order after the committee has heard two speakers for the notion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure described in Rule 16, the Executive Board will recognise two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
3. When debate is closed on the amendment, the Committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers' list.



The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Executive Board will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded and resolutions will be voted on in that order.

VOTING:

Once the committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” All matters will be voted upon by placards, except in the case of a roll call vote. After the Executive Board has announced the beginning of voting, no delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either “Yes” or “No” on the question. This does not apply to the voting procedure for resolutions

ROLL CALL VOTING:

After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Executive Board’s decision on whether to accept the motion for a roll call vote may not be appealed. In a roll call vote, the Executive Board will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.

- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights”.
- Delegates who chose “Present and Voting” during roll call at the start of the session cannot abstain from the vote. A delegate may only request the right of explanation if his or her vote appears to constitute a divergence from his or her country’s policy and if he or she votes “Yes with rights” or “No with rights” in the first round of voting.
- After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes
- . A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.
- The Executive Board will then announce the outcome of the vote.



PRECEDENCE OF MOTIONS

PRECEDENCE:

Motions will be considered in the following order of preference. If a point or motion is on the floor, points or motions lower on this list are out of order

PARLIAMENTARY POINTS:

- a. Points that may interrupt a speaker:
Points of Personal Privilege
- b. Points in order only when the floor is open:
Points of Parliamentary Inquiry and Points of Order

PROCEDURAL MOMENTS THAT ARE NOT DEBATABLE:

1. Adjournment of the Meeting
2. Suspension of the Meeting
3. Unmoderated Caucus
4. Moderated Caucus
5. Motion to change the speaking time
6. Introduction of a draft resolution
7. Introduction of an amendment

PROCEDURAL MOTIONS THAT ARE APPLICABLE TO A RESOLUTION OR AMENDMENT UNDER CONSIDERATION:

1. Closure of debate
2. Postponement of debate
3. Reordering resolutions
4. Division of the Question

SUBSTANTIVE MOTIONS

1. Amendments
2. Resolution