

# Model UN Preparation Guide

## Rules of Procedure | Chart of Rules and Motions

### Basic Model UN Rules of Procedure

### Required to Pass

A **motion to set the speakers time** sets or changes the amount of time each delegate has to speak.

Simple majority vote

A **motion to open the speakers list** allows delegates to sign up to speak. At some conferences a **motion to close the speakers list** closes the list for the remainder of the session or topic. However, at most Model UN conferences the speakers list can be opened and closed multiple times. This motion requires an immediate vote.

Simple majority vote

Delegates propose a **motion to suspend debate** for the purpose of holding a caucus. If you move to suspend the meeting, be sure to specify the purpose and the amount of time.

Simple majority vote

A **motion to adjourn meeting** ends the committee session until the next session, which might be the next year's conference, or after lunch or dinner.

Simple majority vote

A **motion to adjourn debate (also known as motion to table debate)** is not the same as a motion to adjourn the meeting. Rather, it is used to table, or put on hold, all of the work that the committee has completed on a particular topic. At some Model UN conferences you can return to this topic later, while at others the topic cannot be discussed again.

Two-thirds majority vote

A delegate makes a motion to **close debate** in order to move the committee to a vote, usually when the delegate has made his or her country's position clear and there are enough draft resolutions on the floor.

Two-thirds majority vote

A **point of order** is used when a delegate believes the chair has made an error in the running of the committee. The Delegate should only specify the errors they believe were made in the formal committee procedure, and may not address the topic being discussed.

Decision of Chairperson

A **point of inquiry** (also known as a **point of parliamentary procedure**) can be made when the floor is open (i.e. when no other delegate is speaking) in order to ask the chairperson a question regarding the rules of procedure.

No vote

A delegate may raise a **point of personal privilege** in order to inform the chairperson of a physical discomfort he or she is experiencing, such as not being able to hear another delegate's speech.

No vote

A delegate raises a **point of information** in order to pose a question to a speaker during formal debate. The speaker chooses whether or not to yield his or her time to points of information.

Decision of speaker

A delegate makes an **appeal to the chair's decision** when he or she feels the chairperson has incorrectly decided a point or motion. At some conferences, this formal challenge must be made in writing. The appealing delegate speaks and the chairperson defends himself or herself before the vote.

Two-thirds majority vote