

GECMUN XII

Rules of Procedure

UNA-USA

Last updated on January 17th, 2026

General Rules of Debate

- The decisions of the Chair are final, unless overridden by the Secretariat.
- Only the Secretariat, the Chair, a member of the house recognized by the Chair for a point or motion, or the speaker holding the floor has the right to speak.
- The Chair may extend or reduce debate times, limit the number of presenting submitters, sponsors or signatories, and rule any motions dilatory should they upset the flow of debate.
- Except by a decision of the Chair or Secretariat, there will be no suspension of the rules or changes in the order of debate.
- Direct conversation between delegates is prohibited, and must take place through the Chair or through note-passing.
- All delegates must adhere to the GECMUN Code of Conduct as identified on the onboarding form for the conference. Should an individual go against any of the terms outlined in the code, disciplinary measures will be taken to ensure the safety and well-being of the rest of the participants of the conference.

Agenda

1. The agenda is the main topic that will be debated inside the Committee.
2. The agenda is set by the Chairs and the Secretariat.
3. As GECMUN XII only consists of single-agenda Committees, motions to set the agenda will be out of order.

Roll Call

1. The Chair shall start each session by conducting a roll call where delegates may respond either present, or present and voting. Delegates will be called in alphabetical order.
 - a. **Present:** the delegate is present in the Committee and has the right to abstain during substantive voting procedures
 - b. **Present and Voting:** the delegate is present in the Committee and does not have the right to abstain during substantive voting procedures
2. The quorum is set to two-thirds of the Committee.
 - a. If a Committee has not met the quorum, the Chair should report back to the Secretariat for further instructions.

Opening Speech

1. All delegates are required to present a maximum 90-second speech at the start of the conference.

2. Delegates are encouraged to present their country or character's stance and potential resolutions.
3. Once a delegate has spoken, any time remaining will be yielded back to the Chair.

Speakers' List

1. The Speakers' list serves as the default for the Committee if no points or motions are voiced by delegates. There is no limit on the number of delegates who can be added to the list, but a delegate may not be added if they are already on the list; they may only appear once on the list at any given time.
2. Delegates can be added to the list at any time during a Committee session by notifying the Chair to be added.
3. The default speaking time for a delegate is 90 seconds, but this can be left to the discretion of the delegate who proposes to open the list. Should the entire speaking time not be elapsed by a delegate, they must explicitly yield their time back to the Chair.
4. A committee enters into a General Speaker's List by default upon a motion or when there is no motion raised, but will enter into a Limited Speaker's List only if the committee is in the middle of a debate on a substantive document. During a Limited Speaker's List, delegates may only give speeches regarding the substantive document, whereas there is no limit to the topic of debate during a General Speaker's List.

Yielding

1. Delegates may yield the remaining time of their speech (from a speakers' list and an authorship speech) in the following ways under the discretion of the Chair:
 - a. Yield the time back to the Chair,
 - i. Opening Speeches and Speakers' List are mandatorily yielded back to the Chair,
 - b. Yield to Points of Information (if 30 or more seconds left)
 - i. Delegates shall specify the number of Points of Information, or to any and all delegates,
 - ii. Follow-ups are allowed, but not to the second degree,
 - c. Yield to another delegate (if 30 or more seconds left)
 - i. Pre-yielding agreements are not required,
 - ii. Yielding to a second degree shall be out of order,
 - iii. When the yielded delegate ends his or her speech to Points of Information, they are expected to answer them (not the delegate who started the speech)

Resolution

1. When sufficient debate has occurred, delegates must move to begin compiling ideas into a first draft of an eventual resolution.
 - a. In GECMUN XII, a Draft Resolution requires a minimum of 3 preambulatory clauses and 3 operative clauses.
 - b. An operative clause may include sub clauses and sub-sub clauses. No further subdivision is permitted (i.e., sub-sub-sub clauses, ...)
 - c. Hanging subclauses / sub-sub clauses are not allowed.
2. Draft resolutions require signatories, sponsors, and one main submitter.
 - a. A Draft Resolution must secure at least one-third of the quorum as signatories in order to be approved by the Secretariats and introduced into the Committee.
 - b. The main submitter will give a 5-minute authorship speech.
 - c. Signing as a signatory implies the delegate's openness to debate about the Draft Resolution as a committee. It does *not* signal their agreement to any content of the Draft Resolution itself.
3. When the Draft Resolution is complete, sponsors must submit them to the Chair for feedback and preliminary edits. After feedback, the Draft Resolution must be sent to the secretariat for approval. Once receiving secretariat approval, the resolution may be put upon the floor for further discussion.
4. Delegates are able to motion to present Draft Resolutions to the rest of the Committee. At this point in time, the Committee is now able to read through each proposed clause.

Amendment

After all Draft Resolutions have been presented and any motions for question period have been entertained, delegates who wish to modify any resolutions may put forward amendments. There are three types of amendments that delegates can submit:

- a) **Add:** These are the most constructive types of amendments that can be made to a resolution and are thus highly encouraged. These add new content to a resolution by adding a new clause, sub-clause, or sub-sub-clause.
- b) **Modify:** These amendments replace a certain section of a clause, sub-clause, or sub-sub-clause with something else.
- c) **Strike:** These amendments remove specific clauses (main operative, sub clause, or sub-sub-clause). As strike amendments are destructive by nature, the delegate must only write one if they believe it is more beneficial than amending the Draft Resolution with Add or Modify amendments. When a delegate submits a strike amendment, they must include a brief 1-2 sentence justification for the Strike amendment. Points of Clarification are not entertained for Strike amendments.

When the floor is open, a delegate may raise a motion to introduce their Draft Amendment if it has been approved by the chairs and the committee is still debating on the Draft Resolution that the Draft Amendment wishes to address. There are two types of amendments: friendly and unfriendly.

- a) A friendly amendment indicates that all sponsors of the addressing Draft Resolution agree to the amendment itself, as well as direct implementation of it to the Draft Resolution without further debate. When a friendly amendment is introduced by its main submitter, the committee directly implements the amendment into the Draft Resolution without further debate or voting procedures.
- b) An unfriendly amendment indicates that at least one sponsor disagrees with the grounds of the amendment. This means the entire committee must vote upon the passage of the Draft Amendment. For unfriendly amendments, the main submitter must formally introduce them with a 3-minute authorship speech.

Note that delegates may choose to submit amendments as unfriendly, even with the full agreement from the Draft Resolution's sponsors, if they deem an open debate on it by the committee to be necessary and beneficial.

Voting

1. Two types of voting procedures shall be recognized by the Chairs:
 - a. Procedural vote,
 - b. Substantive vote,
2. Two types of Majority votes shall be recognized by the Chairs:
 - a. The Simple Majority, with one-half or more of the votes in favor of a motion,
 - b. The Supermajority, with two-thirds or more of the votes in favor of a motion,
3. A procedural vote pertains to all procedural matters, including (in the order of precedence):
 - a. Motion to Suspend the Rules (Supermajority)
 - b. Motion to Adjourn the Session/Meeting (Supermajority),
 - c. Motion to Extend the Speaking Time (Supermajority),
 - d. Motion to Introduce a Draft Resolution (Simple Majority),
 - e. Motion to Introduce a Draft Amendment (Simple Majority),
 - f. Motion for an Unmoderated Caucus (Simple Majority),
 - g. Motion for a Moderated Caucus (Simple Majority),
 - h. Motion to Table Debate on Resolution Amendment (Supermajority),
 - i. Motion to Resume Debate on Resolution/Amendment (Supermajority),
 - j. Motion to Close Debate on the Resolution/Amendment (Simple Majority),
4. A substantive vote pertains to all substantial documents, including:
 - a. Draft Resolutions (Simple Majority),
 - b. Draft Amendments (Simple Majority),

5. Abstentions on procedural votes are out of order
6. If a delegate responded with “present and voting” during the roll call, they may not abstain during *all* voting procedures (procedural and substantive)

Right of Reply

1. When the delegate feels that his/her national/personal integrity has been violated or threatened by another delegate, he/she may send a note to the Chair to request a right of reply. Once granted, the delegate may speak for 60 seconds:
 - a. Under the Chair’s discretion, the accused delegate may respond to the right of reply. If the accused delegate accepts to respond, they may speak for 60 seconds.

Points

Point of Personal Privilege

1. Delegate may rise this point when a delegate experiences personal discomforts (ex: voice of the delegate or Chair, temperature of the room)
2. It may interrupt a speech only when the delegate cannot hear the voice of the delegate on the podium.

Point of Order (Point of Parliamentary Procedure)

1. Delegates may raise this point when a delegate feels that the debate is not following the correct procedure.
2. It may interrupt a speaker only when the speech itself is not following proper procedure.

Point of Inquiry

1. Delegates may raise this point and ask the Chairs when he/she is confused or not aware of the proper Rules of Procedure.
2. This point cannot interrupt a speaker.

Point of Clarification

1. This point is used when a delegate wants clarification regarding the content of the speech to the speaker, usually after operative clauses of a resolution and amendment are read out.
2. Delegates may use this point when they are not able to understand the resolution due to the terminology, acronyms, abbreviations of words or audibility of the speaker.

Point of Information

1. This point is used when a delegate has a question in regards to the content after a speech.
2. The point must be in a question form, and may occur during a Speakers' List or when a delegate opens the floor to Points of Information.

Motions

Motion to Extend the Speaking Time

1. The default speaking time without a Motion to Extend the Speaking Time is 90 seconds.
2. The motion shall be immediately put to a procedural vote, and requires a Supermajority to pass.
3. If the motion passes, the General Debate of the Committee must be carried out by abiding by the speaking time.
4. If the motion fails, the Committee continues to debate with the previous speaking time.

Motion to move into a Moderated Caucus

1. A delegate must specify the purpose, total duration time, and individual speaking time.
2. Procedural voting must be taken and requires a Simple Majority to pass.
3. The Chairs may change the time limit or rule the motion out of order.
4. Since the General Speakers' List will be suspended, delegates will deliver their speeches in their own seats with designated speaking time.
5. There is no yielding in a Moderated Caucus.
6. A Moderated Caucus cannot be finished until the designated time has elapsed.
7. The maximum duration for a Moderated Caucus in GECMUN/JejuMUN is 20 minutes.

Motion to move into an Unmoderated Caucus

1. A delegate must specify the purpose and total duration.
2. Procedural voting must be taken and requires a Simple Majority to pass.
3. The Chairs may change the time limit or rule the motion out of order.
4. Unmoderated Caucus is a time for delegates to freely move around, have informal debate with fellow delegates, or write Draft Resolutions.
5. The maximum duration for the Unmoderated Caucus in GECMUN/JejuMUN is 30 minutes. However, this can be changed under the Chair's discretion.
6. The maximum duration of an unmoderated caucus for the purpose of drafting resolutions is 40 minutes.

Motion to Introduce a Draft Resolution

1. In order to be approved, a Draft Resolution must have one-thirds of the quorum as signatories.

2. Chairs and the Secretariat Approval Panel will approve the Draft Resolution.
3. After the approval, the Draft Resolution will be printed and distributed to the delegates.
4. The main submitter of a Draft Resolution may raise a Motion to Introduce a Draft Resolution. With a procedural vote, this motion requires a Simple Majority to pass.
5. If the motion passes, the main submitter must read out only the operative clauses of the Draft Resolution
 - a. Delegates may ask for a Point of Clarification after the operative clauses are read out.
6. Main submitter must deliver an authorship speech for 5 minutes.
 - a. Remaining time may be yielded to Points of Information, to the Chair, or to another delegate after an authorship speech.
 - b. If not yielding to POIs, the Chair will recognize 2 mandatory Points of Information,
 - c. If time is yielded to another delegate, the mandatory Points of Information will be answered by the delegate who has delivered the authorship speech most recently. The first delegate may not rejoin the podium to answer.
7. After this process is completed, the Draft Resolution is formally introduced and may be discussed.
8. More than one resolution may be introduced.
9. Draft Resolution remains on the floor until a Motion to Close Debate on the Resolution passes.
10. Only one resolution can be debated at a time.

Motion to Introduce a Friendly Amendment

1. A delegate may introduce an amendment to any resolution whenever the floor is open.
2. An amendment must either 'Strike,' 'Change/Modify,' or 'Add.'
3. For an amendment to be friendly, it must receive approval from all sponsors of the resolution
4. Amendments must be approved by the Chair. Amendments that have been disapproved may not be resubmitted. With a procedural vote, this motion requires a Simple Majority to pass.
5. If the motion passes, the delegate who raised the motion must read out the amendment
 - a. Delegates may ask for a Point of Clarification after the amendment is read out, unless an amendment is a 'Strike' amendment.
6. The amendment is immediately taken into effect.

Motion to Introduce an Unfriendly Amendment

1. A delegate may introduce an amendment to any resolution whenever the floor is open.

2. An amendment must either 'Strike,' 'Change/Modify,' or 'Add.'
3. Amendments must be approved by the Chair. Amendments that have been disapproved may not be resubmitted. With a procedural vote, this motion requires a Simple Majority to pass.
4. If the motion passes, the delegate who raised the motion must read out the amendment
 - a. Delegates may ask for a Point of Clarification after the amendment is read out, unless an amendment is a 'Strike' amendment.
5. The main submitter of the amendment must deliver an authorship speech for 3 minutes.
 - a. Remaining time may be yielded to Points of Information, to the Chair, or to another delegate after an authorship speech.
 - b. If not yielding to POIs, the Chair will recognize 2 mandatory Points of Information,
 - c. If time is yielded to another delegate, the mandatory Points of Information will be answered by the delegate who has delivered the authorship speech most recently. The first delegate may not rejoin the podium to answer.
6. Amendments to the second degree are not in order.
7. Only one amendment can be debated at a time.

Motion to Table Debate on an Amendment, a Resolution, or an Agenda

1. Delegates may raise a motion to Table Debate on a resolution or an amendment if they deem the document in need of revision or not appropriate for the committee's current flow and topic of debate.
2. After this motion is entertained, the Chair will entertain two speakers for, and two speakers against the motion. When the speeches are done, the Committee will proceed into a procedural vote on the motion. This motion requires a Supermajority to pass.
3. When the motion passes, the Committee will suspend debate on the current resolution/amendment, and move on to debate on a new substantive document.

Motion to Resume Debate on an Amendment, a Resolution, or an Agenda

1. Delegates may move back to debate on the previous substantive document through the Motion to Resume Debate.
2. After this motion is entertained, the Chair will entertain two speakers for, and two speakers against the motion. When the speeches are done, the Committee will proceed into a procedural vote on the motion. This motion requires a Super Majority to pass.
3. When the motion passes, the Committee will resume its debate on the previous resolution/amendment that was being discussed.

Motion to Close Debate on Amendment or Resolution

1. When a delegate believes that there has been enough debate on a substantive document, a delegate may raise a Motion to Close Debate to end the debate and move into the voting procedure.
2. After this motion is entertained, the Chair will entertain two speakers against the motion. When the speeches are done, the Committee will proceed into a procedural vote on the motion itself. This motion requires a Simple Majority to pass.
3. If the motion passes, the Committee will directly move into a substantive vote on the resolution/amendment at hand.
 - a. Draft Resolution needs a simple majority to pass
 - b. Amendments need a simple majority to pass
 - i. Upon passage, amendments must be directly taken into effect by the Chairs

Motion to Adjourn the Meeting

1. When there are less than 30 minutes remaining in the session, a delegate may move to adjourn the meeting.
 - a. A Motion to Adjourn the Meeting must specify at which point in time the meeting will be resumed, except for the last session on the last day of the conference.
2. The student officers may rule on this motion.
3. This motion shall be put to an immediate procedural vote, and requires a Super Majority to pass.

Motion to Suspend the Rules

1. This motion can be raised when a delegate feels impracticality, health problems, or other problems regarding the Rules of Procedure.
2. A delegate may make a Motion to Suspend the Rules, specifying the rule he wants to suspend, the purpose, and the total duration.
3. This motion shall be put to an immediate procedural vote, and requires a Supermajority to pass.
4. This motion must be approved by the Secretariat before it is implemented.

Order of Precedence

1. Point of Personal Privilege
2. Point of Order
3. Point of Inquiry
4. Motion to Set the Agenda
5. Motion to Suspend the Rules
6. Motion to Adjourn the Session/Meeting
7. Motion to Modify the Speaking Time
8. Motion for an Unmoderated Caucus
9. Motion for a Moderated Caucus
10. Motion to Introduce a Draft Resolution
11. Motion to Introduce a Draft Amendment
12. Motion to Table Debate on Resolution/Amendment
13. Motion to Resume Debate on Resolution/Amendment
14. Motion to Close Debate on the Resolution/Amendment