GECMUN XIII

Rules of Procedure (ROP)

UNA-USA

Last updated on Sep 29th, 2025

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. A motion to set the agenda will be out of order for single-agenda Committees.

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 automatically yielded back to the Chair.
4. There is no yielding for opening speeches.

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 country may not be added if they are already currently on the list; it 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 chairs. Should the entire speaking time not be elapsed by a delegate, they must explicitly yield their time in accordance with the ways mentioned in the Yielding section of this ROP.
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 the authorship speech) in the following ways under the discretion of the chair:
    a. Yield the time back to the chair,
    b. If there are 30 or more seconds left, yield to Points of Information:
        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. If there are 30 or more seconds left, yield to another delegate:
        i. Pre-yielding agreements are not required,
        ii. Yielding to a second degree shall be out of order

Resolution

1. When sufficient debate has occurred, delegates must move to begin compiling ideas into a first draft of an eventual resolution.
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 the authorship speech.
    c. Unlike sponsors (or the main submitter), signatories need not *agree* on a Draft Resolution; they may become signatories of the Draft Resolution because they are willing to *debate* it in a public setting.
3. When the Draft Resolution is complete, sponsors must submit it to the Chair for feedback and preliminary edits. Once the delegates apply the feedback, the resolution will be forwarded to the secretariat for approval.
4. After the resolution receives secretariat approval, delegates can motion to present the Draft Resolution 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 types of amendments are discouraged due to their unconstructive nature, but can sometimes be necessary when the flaws of a clause, subclause, or sub-sub-clause are too overwhelming to be fixed. Points of Clarification are not entertained for Strike amendments.

When the floor is open, a delegate wishing to entertain their amendment may raise their placard and, if called upon, state that they believe they have submitted an amendment. Amendments are categorized into two categories: friendly and unfriendly.

a) A friendly amendment indicates that all sponsors of a particular Draft Resolution accept and agree with the amendment that is being proposed. In this case, the Committee does not need to vote on the amendment; it is automatically approved and added to the resolution.
b) An unfriendly amendment indicates that at least one sponsor disagrees with the grounds of the amendment, and that it must be voted on by the entire Committee on whether or not it is added to the Draft Resolution. For this type of amendment, the Chair may entertain speakers for and against.

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 more than one-half of the votes in favor of a motion,
    b. The Supermajority, with more than two-thirds 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 Set the Agenda (Simple Majority)
    b. Motion to Suspend the Rules (Supermajority)
    c. Motion to Adjourn the Session/Meeting (Supermajority),
    d. Motion to Extend the Speaking Time (Supermajority),
    e. Motion for an Unmoderated Caucus (Simple Majority),
    f. Motion for a Moderated Caucus (Simple Majority),
    g. Motion to Introduce a Draft Resolution (Simple Majority),
    h. Motion to Introduce a Draft Amendment (Simple Majority),
    i. Motion to Table Debate on Resolution/Amendment (Supermajority),
    j. Motion to Resume Debate on Resolution/Amendment (Simple Majority),
    k. Motion to Close Debate on the Resolution/Amendment (Super 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:
    a. Delegates who have responded “present and voting” during the roll call may not abstain from voting.

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 30 seconds:
    a. Under the Chair’s discretion, the accused delegate may respond to the right of reply.

Points

Point of Personal Privilege

1. Delegates may raise this point when a delegate experiences personal discomfort (ex: voice of the delegate or Chair, temperature of the room)
2. It may interrupt a speech only when the delegate cannot hear the other 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 the proper procedure.

Point of Inquiry

1. Delegates may raise this point and ask the student officer 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 regarding 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.
3. If Delegate A yields their remaining time to Delegate B, Delegate B answers the Point of Information.
4. Follow-up to the second degree is not allowed.

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 student officer 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 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 student officer 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 debates with fellow delegates, or write Draft Resolutions.
5. The maximum duration for the Unmoderated Caucus in GECMUN 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-third 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 and deliver an authorship speech for 5 minutes.
6. Delegates may ask for a Point of Clarification after the operative clauses are read out.
7. After giving the authorship speech, the main submitter may respond to Points of Information or yield to another delegate for the remainder of the time.
8. After this process is completed, the Draft Resolution is formally introduced and may be discussed.
9. More than one resolution may be introduced.
10. Draft Resolution remains on the floor until a Motion to Close Debate on the Resolution passes.
11. Only one resolution can be debated at a time.

Motion to Introduce an 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 student officer. 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 and deliver an authorship speech for 3 minutes.
5. Delegates may ask for a Point of Clarification after the amendment is read out, unless an amendment is a 'Strike' amendment.
6. Delegates may ask for Points of Information or yield to another delegate after an authorship speech.
7. Amendments to the second degree are not in order.
8. 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 to 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 to a procedural vote on the motion. This motion requires a Simple 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 to a procedural vote on the motion itself. This motion requires a Super Majority to pass.
3. If the motion passes, the Committee will directly move into a substantive vote on the resolution/amendment at hand.

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 chairs 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