



RULES

of

PROCEDURE

**EKMUN 2025**



# **EKMUN Rules of Procedure**

## **I. Introduction**

The EKMUN Rules of Procedure (RoP) outline how debate, discussion, and decision-making take place during the conference. They ensure fairness, professionalism, and productive debate in all committees.

Model United Nations (MUN) is an educational simulation that brings the United Nations to life. Delegates represent countries, debate international issues, and draft resolutions to address global challenges. Throughout the conference, delegates will develop public speaking, research, negotiation, critical thinking, and teamwork skills.

### **Important MUN Terms**

- **Delegate** – A participant representing a country in a committee.
- **Chair** – The facilitator who manages the debate.
- **Motion** – A proposal for an action or change in debate format.
- **Caucus** – A type of discussion format, either moderated or unmoderated.
- **Clause** – A section within a working paper or draft resolution.
- **Working Paper** – A collection of informal policy ideas shared among delegates.
- **Draft Resolution** – A formal UN-style document outlining proposed solutions.

## **II. General Rules**

### **Rule 1: Scope**

These Rules apply to all EKMUN committees — General Assembly Committees, Specialized, and Crisis Committees.

If a situation arises not covered by these Rules, the Chair's decision is final. The Secretariat may modify rules to ensure fair and effective debate.

### **Rule 2: Language**

English is the official language of EKMUN. All speeches, notes, and documents must be in English.

### **Rule 3: Representation**

Each country is represented by one or two delegates.

Each member has one vote on substantive matters. Only one delegate may speak at a time.

#### **Rule 4: Quorum**

At least one-third ( $\frac{1}{3}$ ) of members must be present to open debate.

A simple majority ( $\frac{1}{2} + 1$ ) is required to pass resolutions.

A quorum must also be present during all voting procedures.

#### **Rule 5: Courtesy**

Delegates must show respect toward the Chair, Secretariat, and other delegates at all times.

Disrespect or inappropriate behaviour may result in disciplinary action.

#### **Rule 6: Electronic Devices**

Electronic devices may be used only with the permission of the Chair, usually during unmoderated caucuses or drafting sessions.

### **III. Flow of Debate**

1. Roll Call
2. Setting the Agenda
3. Opening Speeches
4. General Speakers' List (Formal Debate)
5. Moderated / Unmoderated Caucuses (Informal Debate)
6. Draft Resolutions & Amendments
7. Closure of Debate
8. Voting Procedure

Before committee sessions begin, delegates complete registration and attend the Opening Ceremony, where the Secretariat officially opens the conference.

### **IV. Committee Procedure**

#### **Rule 7: Roll Call**

The Chair calls each country in alphabetical order. Delegates must respond:

- **“Present”** → May vote Yes, No, or Abstain.
- **“Present and Voting”** → Must vote Yes or No (no abstentions).

If a delegate misses Roll Call, they may send a note to the Chair upon arrival.

## Rule 8: Setting the Agenda

When multiple topics exist, delegates decide which to discuss first.

- A delegate may say: “Motion to set the agenda to Topic A.”
- Requires a second and a two-thirds ( $\frac{2}{3}$ ) majority.
- If not achieved, the committee enters short debate until a majority is reached.

Once the agenda is set, each delegate delivers an opening speech (30–60 seconds) summarizing their country’s position in alphabetical order.

## V. Debate Rules

### Rule 9: General Speakers’ List (GSL)

The GSL is the foundation of formal debate.

- The Chair asks for delegates wishing to be added.
- Speaking time is typically 60 seconds; delegates may motion to change it.
- After caucuses, the committee automatically returns to the GSL.

### Rule 10: Yields

During the GSL, a delegate may yield remaining time:

- **To the Chair:** Remaining time forfeited.
- **To another Delegate:** Only one yield allowed; no double yields.
- **To Questions:** Other delegates may ask questions (15 seconds each). The speaker answers within remaining time.

### Rule 11: Points of Information (POI)

- Raised after a speech if recognized by the Chair.
- Each POI = 15 seconds for question, 30 seconds for answer.
- The speaker may accept or refuse POIs.

### Rule 12: Seconds and Objections

- **Second:** Supports a motion; **Objection:** Opposes a motion.
- Motions without seconds fail automatically.
- If both seconds and objections occur, a formal vote is held:
  - **In Favor:** Equivalent to “Second.”
  - **Against:** Equivalent to “Objection.”
- Motions are voted based on disruptiveness: Extension → Unmoderated Caucus → Moderated Caucus.

### **Rule 13: Moderated Caucus**

- Used for focused discussion on a subtopic.
- Motion must include total duration (max 20 min), speaking time (max 60 sec), and topic.
- Requires simple majority.
- No yields or POIs allowed.
- May be extended twice (not exceeding original duration).

### **Rule 14: Unmoderated Caucus**

- Used for informal discussion, lobbying, and drafting.
- Delegates move freely and form blocs.
- Requires simple majority.
- May be extended once (not exceeding original duration).

### **Rule 15: Semi-Moderated Caucus**

- Similar to a Moderated Caucus, but duration and speaking times are controlled by the Chair.
- All delegates remain seated during the session.

### **Rule 16: Suspension and Adjournment**

- **Suspension:** Temporary break (e.g., lunch).
- **Adjournment:** End of the final session.
- Both require simple majority.

### **Rule 17: Closure of Debate**

- A delegate may motion to close debate when discussion is sufficient.
- Two speakers against are heard.
- Requires two-thirds ( $\frac{2}{3}$ ) majority to pass.

## **VI. Documents**

### **Rule 18: Working Papers**

- Informal drafts of ideas or policies.
- Must be approved by the Chair before distribution.
- Do not require signatories or votes.
- Serve as the foundation for draft resolutions.



### Rule 19: Draft Resolutions

- Formal, UN-formatted documents.
- Must be approved by the Chair.
- Require 20 signatories in GA or 10 in smaller committees.
- Sponsors: Main authors (2–4 delegates).
- Signatories: Delegates supporting discussion.

### Rule 20: Amendments

- Used to add, delete, or revise clauses; only one may be discussed at a time.
- Must be approved by the Chair.
- Require at least 5 signatories.
- **Friendly amendments:** All sponsors agree; pass automatically.
- **Unfriendly amendments:** Debated (one for/one against) and voted by simple majority.

## VII. Voting Procedure

### Rule 21: Voting on Motions

Before a motion passes, a verbal vote is conducted:

- **Second:** Indicate support.
- **Objection:** Indicate opposition; triggers formal committee vote.
- If no objection, motion passes immediately.

### Rule 22: Working Papers, Draft Resolutions, Resolution Papers

- Not all delegates are required to draft; first-timers may serve as sponsors or co-submitters.
- **Working Paper:** First step; informal, no formal format.
- **Draft Resolution:** Second step; working paper formatted into resolution draft.
- **Resolution Paper:** Becomes final when draft resolution is voted on; name remains the same whether passed or failed.

### Rule 23: Resolution Voting Options

- **Yes:** Approve the paper.
- **Yes with Rights:** Approve and explain alignment with country policies.
- **No:** Reject the paper.
- **No with Rights:** Reject and explain reasons.
- **Abstain:** Neither approve nor reject.

## **VIII. Precedence of Motions**

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Adjourn the Meeting
5. Motion to Suspend the Meeting
6. Motion for Unmoderated Caucus
7. Motion for Moderated Caucus
8. Motion to Introduce Draft Resolution
9. Motion to Introduce Amendment
10. Motion to Postpone Debate
11. Motion to Resume Debate
12. Motion to Close Debate

*During voting procedure:*

1. Motion to Reorder Draft Resolutions
2. Motion to Divide the Question
3. Motion for a Roll Call Vote

### **Types of Motions:**

- Suspend, Adjourn, Postpone, Resume, Close Debate, Extend Debate, Moderated Caucus, Unmoderated Caucus.
- Example: “Motion to have a moderated caucus in order to discuss \_\_\_\_, with total time \_\_\_\_ minutes (max 20) and individual speaking time \_\_\_\_ seconds.”

## **IX. Authority of the Chair**

- Maintains order and decorum.
- Interprets and enforces rules.
- May rule motions dilatory or out of order.
- Has final authority in all procedural matters; appeals require two-thirds ( $\frac{2}{3}$ ) majority.

## **X. Delegate Conduct**

- Delegates must refer to themselves as “we,” not “I.”
- All remarks must be addressed through the Chair.
- Clauses must be written during committee time.
- Disrespect toward the Chair or delegates may result in disciplinary action.

## **XI. Final Note**

These Rules of Procedure have been adapted from the Harvard MUN format and revised for clarity and accessibility by the EKMUN Academic Team for the Erciyes College Model United Nations 2025.

### **References:**

- WorldMUN Montreal, Delegate Resources: Rules of Procedure, 2017
- Leiden Model United Nations, Rules of Procedure Presentation, Prezi.com 2015
- History of MUN, modelunitednation.org, 14 January 2019
- <https://www.munturkey.com>

