



# **FLORIDA HIGH SCHOOLS MODEL UNITED NATIONS**

## **RULES OF PROCEDURE**

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## Rules of Procedure

The Rules of Procedure contained in this packet are the official Rules of Procedure for the FHSMUN conference.

### Officers

All officers are appointed by the Secretary General for the duration of the conference.

### Language

English shall be the official and working language of the conference. The use of other languages is permitted if both of the following conditions are met:

1. The Secretariat is given prior notice.
2. An approved translation into English is made readily available.

### Credentials

The Secretariat will approve the credentials of accredited representatives. The Secretary General has the right to revoke the credentials at any time during the conference. This includes groups with Official Observer status. Delegates from groups with Observer status will be allowed access to all committees except the Security Council.

### Diplomatic Courtesy

The primary principle of diplomatic protocol is courtesy or decorum. Any delegate or visitor who persists in an attempt to divert the conference from its educational purposes shall be subject to action from the Secretariat or FHSMUN Board of Directors and may have their credentials revoked.

### Attire

Western Business Attire is the required dress code for all delegates and FHSMUN Staff in attendance of any (virtual) conference. Western business attire includes formal dress shirts, jackets/blazers, skirts, dress pants, dress shoes, and ties. Suits are highly encouraged but not required. Absolutely no t-shirts, shorts, jeans, flip-flops, sandals, or sneakers are allowed for committee sessions.

### Position Papers

Position papers are a required element of preparation for many Model UN conference and FHSMUN is no exception. An articulate position paper demonstrates the research, analysis, and overall level of preparation for a particular delegate; positions papers are considered when deciding committee awards.

### Guidelines

FHSMUN requests that all delegates adhere to the following guidelines when composing and submitting their respective position paper/s. Failure to do so will result in the delegate's position paper(s) not being considered for awards purposes.

1. The position paper should be typed, using 10 or 12 point standard font (Times New Roman, Garamond), and should be single-spaced with standard 1" margins.
2. In the upper right corner, delegates should include **only** the following information:
  - a. Country Represented
  - b. Committee
  - c. Topic

Delegates should **not** include the name of their school on the position paper. It is *optional* for delegates to include their personal name on the position paper.

3. If a committee has two topics, each delegate should write one position paper, not exceeding one page in length, for each topic. If a committee has one topic, each delegate should write one position paper not exceeding two pages in length.
4. Position papers are due when the delegates arrive at the conference site for registration. Delegates are encouraged to have a copy of their position paper while in committee.

### Organization

One suggested (but not required) format is for delegates to organize a position paper as follows:

1. Relevance: How does the topic affect your country, neighbors, or region? Why is the topic of concern to your country?
2. History: What steps has your country taken to address this problem? What laws have been passed? Has your government signed and/or ratified any relevant treaties or agreements?
3. Proposed Action: What would your government like to see done at the United Nations with this topic?

### **Powers of the Committee Director**

In addition to exercising the powers which are conferred elsewhere in these Rules, the Director shall:

1. Declare sessions opened and closed.
2. Direct all discussions in the body.
3. Ensure observance of the Rules of Procedure and provide interpretations of the Rules.
4. Pose questions and announce decisions to the committee.
5. Rule on Points of Order and have control over all proceedings to ensure the smooth functioning of the body unless specified in the Rules.
6. Limit the number of speakers and the time allotted to each speaker.
7. Limit the number of times each representative may speak on a question.
8. Declare necessary recesses.

### **Quorum**

A majority of voting members answering to the roll at each day's first meeting shall constitute a quorum for that day. A quorum will be assumed unless questioned through a Point of Order.

### **Order of Consideration**

The order of consideration of the topic agenda shall be established by each committee. Amendments to the order of the agenda topics are permissible and require a two-thirds vote of the committee. The motion shall be made in writing to the Director; debate is limited to one speaker for and one speaker against.

### **Speaker's List**

The Committee Director staff shall keep a Speaker's List for each topic (not each resolution or amendment). Resolutions will be debated simultaneously using a singular Speaker's List. The Speaker's List may be closed upon a motion from the floor. Permission to speak shall be accorded to one speaker for and one against. A simple majority is required for passage. The vote will be by placard. The Committee Director may refuse to entertain a motion of closing the Speaker's List at the Director's discretion. If delegates are absent when they are called upon to speak, they will lose their position on the Speaker's List and must be recognized by the Director to be placed on it again. A delegate may only be present on the list once, but may re-enter after they have spoken.

### **Yields**

In formal debate (speaker's list), a delegate who completes a speech within a pre-designated time limit may yield the remaining time to the Director, another delegation, or questions. In informal debate (moderated caucus), a delegate who completes a speech within a pre-designated time limit may yield the remaining time to the Director or another delegation. There will be no yields when a time limit has not been set (unmoderated caucuses). A delegate who yields speech time also yields questions/questioning time. Yields apply only to substantive matters and remaining time may only be yielded once.

### **Points of Order**

Points of Order will only be recognized for the following items:

1. To question errors in voting, tabulation, or procedure.
2. To question incorrect placement on the Speaker's List.
3. To question a quorum.

A Point of Order may interrupt a speaker and **it is to be used sparingly.**

## Points of Information

When there is no discussion on the floor, a delegate may direct a question to the Committee Director or to another delegate; in all instances the delegate must state their point directly to the Committee Director. Any question directed to another delegate may only be asked immediately after the delegate has finished speaking on a substantive matter, and the question must not be rhetorical. The question must conform to the following format:

- Delegate from Country A: *Raises placard to be recognized by the Committee Director*
- Committee Director: *"To what point do you rise?"*
- Delegate, Country A: *"Point of Information."*
- Director: *"State your Point."*
- Delegate, Country A: *"Will the delegate from Country B (who must have just concluded a substance speech) yield to a question?"*
- Director: *"Will the delegate yield?"*
- Delegate, Country B: *"I will." (if not, return to the next business item)*
- Delegate, Country A: *Asks question. (It must not be a rhetorical question.)*
- Delegate, Country B: *Chooses to respond or decline.*

## Point of Personal Privilege

Points of Personal Privilege are used to move an amendment, request information or clarification, and all other business of the body except those specifically designated as Points of Order or Points of Inquiry.

Note: The Director may refuse to recognize Points of Order, Points of Inquiry, or Points of Personal Privilege if the Director believe the decorum and restraint inherent in the exercise has been violated, or if the Point is deemed dilatory (unnecessary) in nature.

## Right of Reply

At the Committee Director's discretion, any member state or observer may be granted a Right of Reply to answer serious insults directed at the dignity of a country represented. The Director has the **absolute authority** to accept or reject Rights of Reply, and the decision **is not subject to appeal**. The procedural motion must be submitted to the Director in writing and the delegate must adhere to only the response written to, and approved by, the Director. Delegates who feel they are being treated unfairly may take their complaint to any member of the Secretariat. If an insult is directed to a delegate and not their represented country, refer the matter to the Secretary General or a member of the Board immediately.

## Appealing the Decision of the Committee Director

A delegate may appeal any ruling of the Committee Director except those in regard to the granting of roll-call votes, explanation of votes, Rights of Reply, and all other decisions specifically exempted elsewhere in the Rules. The appeal must be put to an immediate vote. The Director's ruling shall stand unless overruled by a two-thirds majority vote of the members present and voting.

## Caucusing

A caucus may be called for by the delegates of the Director. **A caucus' time limit is determined solely by the Director**. The Committee Director reserves the right to end a caucus at any time.

### Moderated Caucus

A moderated caucus helps facilitate discussion on a specific topic. Delegates will have an opportunity to speak for a limited amount of time if called upon by the Committee Director.

### Unmoderated Caucus

An unmoderated caucus is an opportunity for delegates to freely and informally meet with each other and the Dais staff to discuss ideas, negotiate, and draft working papers.

### Order of consideration

The order of consideration (i.e. disruptiveness) is as follows: extensions (to any caucus), unmoderated caucus, moderated caucus. Within each type, the longer proposed motion is more disruptive.

## How to Suspend Formal Debate for a Caucus

Formal debate, which constitutes the speaker's list, must be suspended in order to enter into a caucus. To suspend formal debate for a caucus, delegates should raise their placard and wait to be called upon by the Director.

For a moderated caucus, follow these guidelines:

- Director: *Calls on Country A*
- Country A: *"Country A moves for a moderated caucus to discuss (specific topic) for (amount of time), with a speaking time of (amount of time allotted to each speaker).*

For an unmoderated caucus:

- Director: *Calls on Country A*
- Country A: *"Country A moves for an unmoderated caucus for (amount of time).*

## Resolutions

Resolutions must be co-sponsored by one-sixth of the quorum or a minimum of five member states, whichever is greater. There is no required minimum number of signatories.

## Amendments

Any member state may propose an amendment to a resolution during debate. Amendments must be submitted in writing to the Director. Any amendment may be proposed from the Speaker's List or on a Point of Personal Privilege. The Director may request that members submitting similar amendments attempt to achieve a common one. Amendments themselves are not amendable.

## Friendly Amendment

Friendly amendments are changes to the resolution that all sponsors feel are appropriate. Signatories of the draft resolution do not need to be involved. Changes are immediately incorporated into the document.

## Unfriendly Amendment

An unfriendly amendment is one that one or more sponsors do not support, though a sponsor of the original draft resolution can participate as a sponsor of an unfriendly amendment. This type of amendment must be sponsored by one-sixth of the quorum, or a minimum of five member states, whichever is greater. Unfriendly amendments will be debated requiring two speakers for and two speakers against. A vote must be taken on an amendment before any other amendment may be proposed.

## Withdrawal of Sponsorship

Sponsorship of a working paper or draft resolution may be withdrawn at any time. If and when this occurs, any other member state present may assume sponsorship. If the number of sponsors falls under the required amount, the working paper/draft resolution in question will be withdrawn and debate will continue.

## Closure of Debate

A motion for closure of debate precedes a motion to enter voting procedure and calls whichever topic being discussed to a vote; is in order only after there have been at least three speakers on a substantive motion. Permission to speak shall be accorded to two speakers for and two speakers against closing debate. Closure of debate can also occur if the Speaker's List is exhausted.

## Adjournment of Debate

A motion for adjournment of debate, if successful, allows the delegates to end debate on one topic without having to vote on the draft resolution(s) for that topic (i.e. does not necessitate entering voting procedures). This motion is in order only after there have been at least eight speakers on a substantive motion, and it requires a simple majority vote to pass. The delegates may return to the topic if there is a successful motion to adjourn off a different topic and return to the original one. This motion is also used once all topics have been voted upon and it is time to end committee.

## Suspending Debate (Recess)

Motions to recess shall be permitted at the discretion of the Director. The Director may declare necessary recesses when applicable; such decisions are not subject to appeal. To request a suspension of debate, a delegate should move to suspend debate for a specific purpose, such as lunch or dinner.

## Voting Procedures

Once closure of debate is passed, a motion for voting procedure can be invoked thus entering the committee immediately into voting procedures. Voting can be conducted by placard or roll call. The type of voting will be at the discretion of the Director, but any member state may request a roll call vote on any substantive question.

## Required Votes

Resolutions, amendments to resolutions, and procedural motions shall require a simple majority to pass. However, in the Security Council, procedural motions will require at least nine member states voting in favor and resolutions will require at least nine votes in favor to pass with no Permanent Member of the Security Council voting against the resolution. The Permanent Members of the Security Council retain the right to veto, by voting no, a resolution.

## Definition of Majority Vote

A simple majority vote requires the concurrence of 50% + 1 of all member states voting yes and no.<sup>1</sup> A two-thirds majority vote requires the concurrence of 67 % or more of those members voting yes and no. **Abstentions are not included in the calculation of the vote.**

## Conduct during Voting

After the Director announces the beginning of a vote, there will be no moving, speaking, caucusing, verbal and/or non-verbal communication, or leaving the reaving the committee room until the vote is over and results have been announced by the Director. The one exception is on a Point of Order in connection with the actual conduct of the vote. Repeated violations of this rule shall constitute grounds for expulsion.

## Explanation of Vote

A member state, at the discretion of the Director, may explain its vote after a roll call vote has been taken. This must be requested at the time the nation announces its vote by voting "with rights". Length of time allowed for an explanation will be set by the Director, and is not appealable.

## Change in a Vote

A member state may change its vote only when the Director asks if there are any such changes, which will occur at the conclusion of ever non-procedural vote. A change in vote may only be called for roll call votes on resolutions and amendments.

## Motions in Writing

All motions that must be in writing must be delivered to the Director prior to being moved.

## Reconsideration

Reconsideration is the only way that delegates may vote a second time on a substantive resolution and it requires that a delegation that had previously voted with the prevailing side indicates to the Director in writing that they wish to change their vote and to reconsider the particular resolution. This motion must be then moved from the floor and requires a second and a two-thirds majority to pass. There will be two speakers for and two against and if successful, the delegates will return to original resolution and vote again. If any amendments have been written for the resolution, they must be moved immediately after a successful vote for reconsideration is conducted.

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<sup>1</sup> Example: There are 57 Member States represented in committee. A simple majority vote would require 30 votes in the affirmative (50% of 57 is 28.5 + 1 = 29.5, rounded up to 30) if no other Member State abstains. If there is 1 abstention, then the required votes in the affirmative would be 29 (50% of 56 is 28 + 1 = 29); 3 abstentions would require 28 votes in the affirmative.

## FHSMUN Committee Speaker Policy

FHSMUN has a well-established tradition of sending different "Speakers" into the committees to assist the delegates and the committee Dais staff in maintaining a consistent high level of well focused discussions and debates on the topics in the respective committees. To ensure that all delegates, advisors, and chaperones are fully cognizant of FHSMUN's policy on Speakers in the committee sessions, we would ask that everyone refer to the following guidelines:

1. Every Speaker to the committee has been invited and/or requested by the committee Dais staff, and possibly through delegate Speaker requests.
2. The Speaker is present to assist the committee in its deliberations but the presentation style and content will be determined by the particular role that the Speaker has been requested to portray or simulate.
3. Speakers must be treated with a level of decorum equal to that of the delegations present during the regular committee sessions.
4. Speakers are brought in to the committees to assist delegates in ensuring that the level of authenticity of the debates, working papers, draft resolutions, and reports is of the highest quality.
5. At times, Speakers may represent diplomats and world leaders to provide important perspectives on the respective topics in the committees; this process permits the Dais staff to maintain its vital impartiality throughout the conference.
6. Questions regarding Speakers' roles should be directed to the Chairman of the Board of Directors, the Secretary-General, or the Director of Home Government

## **Resolution Writing**

When drafting and sponsoring a draft resolution, delegates should keep in mind that wording will influence its appeal (or lack thereof). The draft resolution should be clear, concise and specific. The substance should be well researched and reflect the character and interests of the sponsoring nations.

It is one long sentence with commas and semicolons throughout the resolution and with a period at the very end. The first word in each perambulatory clause should be *italicized* and each operative clause underlined, and each clause in the preamble should end with a comma. All operative clauses end with a semicolon except the final clause, which ends with a period.

## **Sponsors and Signatories**

Sponsors must be 1/6 of quorum or 5, whichever is greater. Delegates may add or withdrawal their sponsorship at any time until voting procedures; there is no authorship requirement for sponsorship. There is no set number of signatories required.

## **Heading**

FHSMUN # (No Roman Numerals)

Full Committee Name

Full Topic Name

Paper Number (e.g., 1.1, 1.2 if on the first topic, or 2.1, 2.2 if on the second topic)

Sponsors: List of sponsoring member states

Signatories: List of signatories

## **Preamble**

The purpose of the preamble is to show that there is a problem that needs to be solved. The preamble of a resolution does not propose action or make any substantive statement in the topic at hand. The preamble begins with the name of one of the three major organs (e.g. The Security Council).

The perambulatory clauses can include:

- References to the U.N. Charter
- Citations of past U.N. resolutions or treaties that been ratified under the topic of discussion
- Statements made by the Secretary-General or a relevant U.N. body or agency
- Recognition of the work or efforts of regional organizations in dealing with the issue
- General statements on the topic, its significance, and its effects.

## **Operative Clauses**

Operative clauses are set out to achieve the main policy goals on the topic. Each operative clause begins with a number, ends with a semicolon, and the final clause ends with a period. Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal. Keep in mind that all resolutions except those from the Security Council, are nonbinding and only the Security Council should ever "Condemn" anything.

## **Amendments**

All amendments are final and cannot be amended. All draft resolutions must be changed by the amendment process once they're accepted as draft resolutions (following an authors' panel). Sponsored amendments must be approved by all sponsors and verified by the Director; these are not voted upon. Unsponsored amendments can only be made to the operated clauses and must be sponsored by 1/6 or 5 Member States, whichever is greater. Once proposed, there must be 2 speakers for and 2 against. Unsponsored amendments can be proposed or include some, but not all, of the sponsors.

## Virtual Conference Addendum

The FHSMUN Rules of Procedure will be used in all virtual conferences hosted by FHSMUN, Inc. with the following considerations, and applications of the preceding rules, applying to virtual conferences and virtual conferences alone.

### **Credentials**

At any time during the conference, the Board of Directors, the Secretariat, or the committee director reserves the right to request a participant to show either a valid form of ID (i.e. government issued ID, student ID) or show a signed registration form in order to guarantee the safety of our students. Delegates, upon entering committee, should have their given name visible on Zoom. If a guest cannot be verified, the Committee Director will send the guest to Conference Services.

### **Visitors & Guest Speakers**

Advisors, members of the Board of Directors, the Secretariat, and FHSMUN staff who visit must remain muted during the duration of their time spent in committee.

### **Electronics**

Delegates are allowed to use a personal laptop, tablet, or phone in order to connect to FHSMUN's approved video conferencing platform. During a virtual conference, delegates are asked to restrict internet/browser searches to topic-related research during unmoderated caucuses only. The use of social media is **prohibited** during the conference. Taking pictures and making audio and/or visual recordings of the virtual conference and/or of its participants, including sharing recordings and/or photos of the conference or of other participants, is **strictly prohibited**.

Google Docs and Google Sheets are the only word processing platforms approved for use during the conference by all participants. Delegates are highly encouraged to make a Google account prior to the start of committee to secure access to these free platforms.

All participants are required to have the Zoom app installed before the start of the conference. (Many of the features discussed in this Addendum are accessible only through the Zoom app and not the browser site.)

All delegates are required to send their email to the committee dais at the start of committee session. The committee dais will create blank documents (at least two) and share them with all delegates in the committee; these documents will become the committee's draft resolutions.

### **Position Papers**

All position papers must be electronically submitted to the committee director prior to the start of committee.

### **Attire**

Western Business Attire is the required dress code for all delegates and FHSMUN Staff in attendance of any virtual conference. Western business attire includes formal dress shirts, jackets/blazers, skirts, dress pants, dress shoes, and ties. Suits are highly encouraged but not required.

### **Name**

All delegates are required to have their country name visible at all times, instead of their given name, on Zoom.

## Late Attendance

Delegates who arrive after the start of committee are requested to send a note via the Zoom chat to the committee director and/or assistant director(s) indicating if they are Present or Present and Voting.

## Speaker's List

Delegates may re-enter the Speaker's List after they have spoken by sending a note through the Zoom chat to the committee director and/or assistant director(s). The assistant director(s) will manage a Google Doc of the speaker's list. This document will be shared to all delegates and viewable to all delegates on their personal device(s) for the duration of the conference.

## Audio/Visual Presence

All delegates are required to have their video enabled for the duration of the conference. All delegates will be muted by default during the duration of the conference; the committee director will unmute each delegate when it is their time to speak, and at the beginning of unmoderated caucuses. The committee director reserves the right to mute a participant or disable a participant's video at any time during the conference. Delegates without either of these electronic components are asked to contact their school advisor or the Director of Conference Management prior to the start of the conference.

Delegates are asked to be in a stationary setting throughout the conference and may use an appropriate electronic background (i.e. their delegation country flag, the United Nations flag, a picture of a United Nations committee room, plain background) if necessary.

## Motions

In order to propose a motion, delegates are required to use the "Raise Hand" feature (found through the Participants window on Zoom) **after and only after** the committee director has asked, "Are there any points or motion on the floor at this time?" The committee director will then unmute the participant after they have been called upon to speak; they will be muted when they conclude their motion.

## Voting

For procedural votes, after a motion has been added to the committee director's docket and there are no further motions proposed, the delegates will vote using the "Yes" "No" features on the Participants window. The committee director will ask, "All those in favor please vote 'Yes.' All those opposed please vote 'No.'" The Director may also choose to conduct a "Poll" for motions that would otherwise be placard votes (if we were in person).

For voting procedures, there will be neither verbal nor non-verbal communication (i.e. through the Zoom chat) once voting has begun. The standard voting procedures will remain. Placard votes will be conducted through the "Yes" "No" features on the Participants window. The committee director will ask, "All those in favor please vote 'Yes.' All those opposed please vote 'No.' All those abstaining please 'Raise [their] Hand.'" For Roll Call votes, the committee director or an assistant director will call on and unmute each country one-by-one; once called upon they will indicate their vote.

## Caucuses

Moderated caucuses will take place in the main Zoom room. All motions must be proposed using the aforementioned format (see Motions section). Delegates wishing to speak are required to use the "Raise Hand" feature (found through the Participants window on Zoom) **after and only after** the committee director has said, "All those wishing to speak please raise your hand at this time." The committee director

will then unmute the participant after they have been called upon to speak; they will be muted at the conclusion of their time.

Unmoderated caucuses will take place in breakout rooms. At the beginning of an unmoderated caucus, all delegates will be unmuted; after the caucus has concluded, all delegates will be muted. In order to be placed in a breakout room, delegates are asked to send a message to the committee director and/or assistant director(s) requesting to be placed in a room either with a specific country or with a specific theme/topic. An assistant director will keep a Google Sheet, which will be viewable by all delegates, keeping track of the participants in each breakout room and what each sub-topic or theme the breakout room focuses on. At any time during the unmoderated caucus, delegates may request to be removed from a breakout room and either placed in another breakout room or return to the main room. The committee director reserves the right to add and remove any delegate from a breakout room.

### **Resolutions**

All resolutions must be written in Google Docs and shared with the committee director and/or assistant director(s) via Google Docs.

### **Virtual Conduct**

All delegates are required to abide by the Virtual Code of Conduct and the Delegate Code of Conduct provided to them before the conference date. The Board of Directors reserves the right to remove a delegate from committee if a breach in either code of conduct occurs.

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## Sample Resolution

FHSMUN 42  
General Assembly Second Committee  
Addressing the Needs of Developing Countries

### Resolution 1.2

Sponsors: South Africa, Gabon, Uganda, Japan, Greece  
Signatories: Saudi Arabia, Italy

The General Assembly Second,

*Deeply regretting* the instability of Least Developed Countries' governments and the resulting inability to meet the Millennium Development Goals,

*Declaring* that the LDC governments do not have the necessary infrastructure to address the issues on their own,

*Desiring* to advise the best means on how to stabilize their governments and economies,

*Reaffirming* that our goal is for the LDC states to meet their MDGs and eventually become self-sufficient,

1. Encourages the formation of regional partnerships among national and local governments, Non-Governmental Organizations, civil society representatives, and the private and public sector communities for the purpose of making recommendations to LDC governments on the best means to achieve the Millennium Development Goals;
2. Further encourages the regional partnerships to utilize bi-annual conferences, workshops, and forums to bring together relevant stakeholders to discuss mechanisms for implementing novel solutions to problems facing Least Developed Countries;
3. Requests that the goals of these regional partnerships include, but not be limited to:
  - a. Eradicating extreme poverty and hunger by working in tandem with local and international institutions to help provide microfinancing opportunities for developing countries,
  - b. Providing for universal primary education by working with LDC governments in order to set up a public school system or enhance the already established system and focusing on increasing women's literacy rate and knowledge about contraceptives,
  - c. Promoting gender equality and empowerment of women via increasing outreach of existing female empowerment programs,
4. Endorses working with LDC governments for the creation of long-term solutions and effective programs by conducting comprehensive five-year audits as specified by resolution 1.1 of programs officially sanctioned by the respective regional partnership;
5. Calls on the regional partnerships to work in tandem with existing international financial institutions and United Nations bodies to obtain funding for the partnership-approved programs.

## **Explanation & Proper Use of Motions**

### **POINT OF PERSONAL PRIVILEGE**

Delegates use Point of Personal Privilege to address the Dais when they need clarification on procedural matters, questions regarding the happenings in the chamber related to the business of the body, amendment suggestions, or if a delegate needs to take care of any personal business. Dais reserves the right to abstain from recognizing at any point.

### **POINT OF ORDER**

Point of order is to be used by the delegates to interrupt proceedings for the purpose of questioning potential errors in voting, quorum, and contesting of the order of the speakers list.

### **POINT OF INQUIRY**

Used to ask questions of the Dais.

### **POINT OF INFORMATION**

A Point of Information is used to ask a question of a speaker during formal debate. It cannot be rhetorical in nature and must conform to the proper order.

### **YIELDS**

Yields are used when a delegate has remaining time left in their speech and wishes to grant the use of remaining speaking time to another delegate, to questions, or to the Dais. Time may only be yielded once and must be relevant.

### **RIGHTS OF REPLY**

Exclusively at the discretion of the Dais and submitted in writing and approved. Right of Reply is reserved for delegates to respond to a direct insult at the dignity of member state represented in the chamber. Right of Reply is not subject to appeal by delegates.

### **WITHDRAWAL OF DRAFT RESOLUTION**

Withdrawal of a draft resolution is reserved for Dais use only. An incorrect number of Sponsors, or technical error that stalls the paper from entering into voting procedures. The Dais has the responsibility of immediately addressing the chamber with the motion, and an explanation as to why they are motioning for a withdrawal and allow the chamber (bearing in mind time of session) to correct the error and prepare it for resubmission.

### **APPEAL TO THE CHAIR'S DECISION**

A delegate may appeal any ruling of the Committee Director except those in regard to the granting of roll-call votes, explanation of votes, Rights of Reply, and all other decisions specifically exempted elsewhere in the Rules. The appeal must be put to an immediate vote. The Director's ruling shall stand unless overruled by a two-thirds majority vote of the members present and voting.

### **SUSPEND DEBATE**

For the purpose of pausing debate to end committee for a break (i.e., lunch, dinner). Simple majority vote.

### **CLOSURE OF DEBATE**

A motion for closure of debate precedes a motion to enter voting procedure and calls whichever topic being discussed to a vote; is in order only after there have been at least three speakers on a substantive motion.

### **ADJOURN MEETING**

A motion for adjournment of debate, if successful, allows the delegates to end debate on one topic without having to vote on the draft resolution(s) for that topic (i.e. does not necessitate entering voting procedures). This motion is in order only after there have been at least eight speakers on a substantive motion, and it requires a simple majority vote to pass. The delegates may return to the topic if there is a successful motion to adjourn off a different topic and return to the original one.

**SPEAKERS' LIST TIME**

A motion of two for and two against to set the time restrictions for the speakers list at the start of opening the speakers list.

**(Re)OPEN DEBATE**

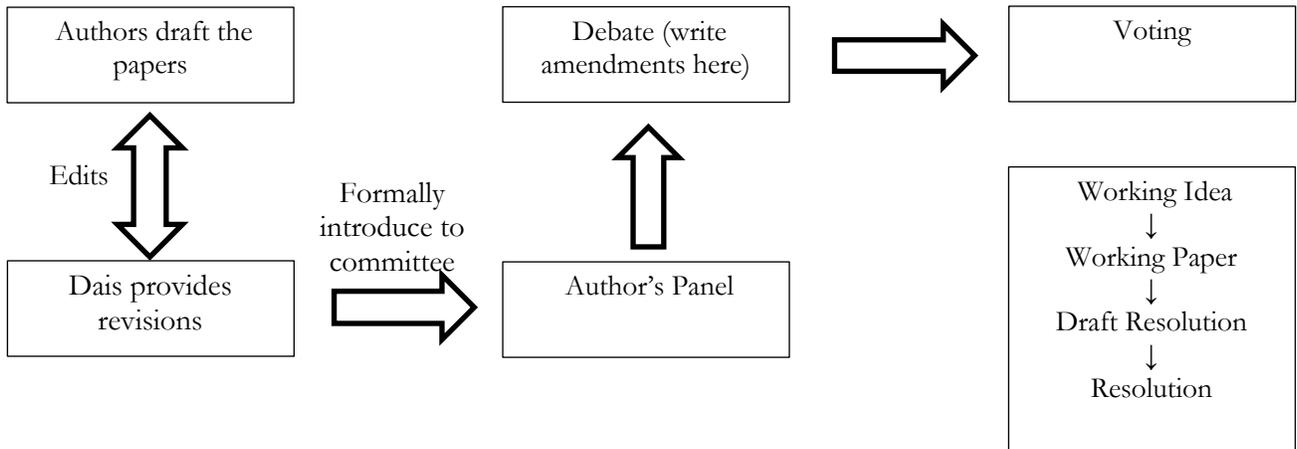
A motion to open debate opens debate. A motion for reopening debate allows the committee to reopen a topic on a previously closed topic.

**SET AGENDA**

A motion that is used to establish the topic of debate once debate has been moved open.

# VISUAL REPRESENTATION OF PAPER PROCEDURES AND ORDER OF DEBATE

## The Life of a Paper



## Order of Debate

