

HASALMUN'25



# Rules of Procedure Study Guide

*'Youth will shape the world'*

# ***RULES OF PROCEDURE***

## **Duties of the Secretariat**

The Secretary-General and their subordinates are defined as the Secretariat whose purpose is to make the conference proceedings fluent and interact with delegates when necessary. Secretariat is the regulatory authority upon the Rules of Procedure, modifying the structure. Members of the Secretariat may attend the sessions and make necessary verbal or written explanations. Final documents written by committees must be approved by the Secretariat.

## **Representation**

Each delegate is designated as a representative at the conference to represent a particular country or an individual in a particular committee.

## **General Powers of the Committee Board**

The Committee Board consists of Committee Directors (Chairs), Academic Assistants and Crisis Team Members, who must be well adapted to implementing the rules of procedure. The Committee Board declares the opening and closing of each meeting of the Committee, directs the debate and vote, and declares decisions. Additionally, they moderate the committee with the powers granted to them to ensure a smooth flow.

## **Quorum**

The quorum is defined as ***one-quarter of the registered delegates***. The quorum must be reached in order to start an official debate session. However, in emergency situations, the session may commence before the quorum is reached, with the approval of the Secretariat.

## **Language**

English is the official written, spoken and working language of the conference. Any other language will not be accepted during official sessions. The official language must be used when

writing the official documents and during moderated and unmoderated caucuses. When a violation of the aforementioned rule is observed, delegates may be given warnings by the Chairboard or the Secretariat.

### **Courtesy**

Every delegate in the committee must show courtesy and respect towards other delegates and the Secretariat. Any kind of abuse or disrespect will not be tolerated and Committee Staff and Secretariat will not refrain from imposing necessary counter sanctions.

### **Dress Code**

Western business attire will be the valid dress code, including jacket, shirt, blouse, trousers, skirt, and a neck bow tie. Delegates who do not follow the official dress code of the conference may be given a warning by the Chairboard or the Secretariat.

### **Electronic Devices**

Delegates may not use electronic devices during official sessions, with the exception of the unmoderated caucuses for the writing of the official documents. It is forbidden to the participants to text or communicate with other delegates via their electronic devices. Delegates who get caught using electronic devices without permission may be given a warning by their Chairboard or the Secretariat.

### **Message Paper**

Delegates could communicate with other delegates or the Chairboard by notes handwritten in a formal manner and in relation with the agenda item of the committee. Delegates are not allowed to write notes in languages other than English or about topics that are unrelated with the agenda.

### **Roll Call**

At the beginning of each session, “roll call” procedure will be held. Member States will be called in English alphabetical order and will be expected to state their status of presence as “*present*” or

**“present and voting”**. Delegates who are present and voting, are not allowed to abstain from voting on substantive matters.

### **Agenda Setting**

Each committee must first have an agenda set to ensure its progress. As the first step of the committee, the committee board expects the delegates to raise a motion in order to set the agenda. A procedural voting process is applied and where no opposition has been seen by the delegates, it is deemed to have been accepted. In the absence of clear choice or consensus, a brief discussion between two representatives of the two different topics will be held. However, *as each committee designed for HASALMUN’25 has only one agenda, it is not necessary to hold “agenda setting” procedure.*

### **Opening Speech**

After the agenda has been set, the opening speech procedure is held. Every Member State is called in English alphabetical order to approach the floor. Opening Speeches are the only kind of speech in the entirety of the procedure that are compulsory for every delegate who is present in the committee. Opening Speeches have a maximum speaking time of 60 seconds. No yields are accepted in opening speeches.

### **Debate**

The discussion will proceed in three modes: Moderated Caucuses (and Semi-Moderated Caucuses), Unmoderated Caucuses, and GSL speeches. After opening speeches are concluded, the process continues with the General Speakers List (GSL). In the case where no Member State is found to be on the General Speakers List, the committee fails. Hence, Committee Directors must continuously add further speakers to the GSL. Editing the General Speakers List, or adding delegates is at the discretion of the Committee Directors. Moderated Caucuses and Unmoderated Caucuses, the other forms of debate, are applied with delegates raising a motion when the floor is open. *Delegates must always stand up while proposing motions.*

## Unmoderated Caucus

An unmoderated caucus is a form of debate that allows delegates to negotiate and work on documents.

Whilst a motion is proposed for an unmoderated caucus, a total time limit for the caucus must be specified. However there is no individual speaking time in unmoderated caucuses. The ***maximum total time*** of an unmoderated caucus is ***20 minutes***. It is not necessary to specify a purpose for the group meeting (unmoderated caucus) when the motion is made.

During an unmoderated caucus, delegates must adhere to the official language and their discussions must be centered around the agenda item. Delegates do not need to request permission from the Chairboard to stand up or go around the committee, they can freely participate in lobbying activities.

A motion for an Unmoderated Caucus can be proposed when the floor is open. However, before having an unmoderated caucus, delegates must first have a moderated caucus. Proposing an unmoderated caucus as the first caucus of a session is not in order. Passage of Motions for Unmoderated Caucuses need a majority of members to vote in favour. Unmoderated caucuses have a priority above semi-moderated and moderated caucuses in procedural voting hierarchy.

Example: “We would like to give/raise a motion to have an unmoderated caucus for 15 minutes.”

## Moderated Caucus

Moderated Caucus is a form of debate that takes place under the moderation of the chairboard and is given to discuss a specific topic included in the agenda item.

While a delegate makes a motion for a moderated caucus, a total time and individual speaking time limit for the caucus must be specified. The ***total time*** of a Moderated Caucus cannot be longer than ***20 minutes*** and ***individual speaking time*** cannot be longer than ***1.5 minutes*** (the speaker time of GSLs). It is necessary to ***specify a purpose*** for the group meeting when the motion is made.

A motion for a moderated caucus can be proposed when the floor is open. Passage of Motions for moderated caucuses need the majority of members to vote in favour. Moderated caucuses are voted upon according to time-based hierarchy. (The moderated caucus that has the longest total time is voted upon first. In case two of the presented motions have the equal total time, the one with shorter individual speaking time has the priority to be voted upon, with the aim of making it possible for more delegates to deliver speeches.)

Example: “We would like to give/raise a motion to have a moderated caucus in order to discuss upon the immigrants’ current situation at the Syrian borders. Total time is 15 minutes and individual speaking time is 1 minute.”

### **Semi-Moderated Caucus**

Semi-moderated Caucus is a form of debate that is mostly used in special and intermediate to advanced committees. It includes the moderation of the Chairboard while allowing certain freedoms and privileges to the delegates.

While a delegate makes a motion for a semi-moderated caucus, a total time limit for the caucus must be specified. However there is no individual speaking time in semi-moderated caucuses. The ***total time*** of a Semi-moderated Caucus cannot be longer than ***20 minutes***. It is necessary to ***specify a purpose*** for the group meeting when the motion is made.

A motion for a semi-moderated Caucus can be proposed when the floor is open. Passage of Motions for Semi-moderated Caucuses need the majority of members to vote in favour. Semi-moderated caucuses should be put into voting procedure before moderated caucuses.

Example: “We would like to give/raise a motion to have a semi-moderated caucus in order to discuss upon the immigrants’ current situation at the Syrian borders. Total time is 15 minutes.”

## **Extension**

Delegates can raise extension motions after the time allocated for a motion has lapsed however the discussion has not been concluded. Extension motions cannot change the individual speaking time or subject of a motion, the only element that must be altered is the total time. The total time of an extension motion cannot exceed the total time of the actual/former motion. Extension motions come first in the motion hierarchy during the voting procedure.

Example: “We would like to give/raise a motion to extend the previous Unmoderated/ Semi-moderated/ Moderated Caucus by 14.59 minutes.”

## **Termination**

Delegates can raise termination motions when the total time of a caucus has not yet lapsed but the discussion has been finalised. The floor must be open for a delegate to be allowed to raise a termination motion. A moderated caucus can only be terminated if there are no delegates willing to speak, otherwise the speeches have to continue.

Phrase: “Motion to terminate the current caucus.”

## **Closure of the Debate**

A delegate may at any time close the debate that is under discussion whether it is the general topic, debate on the agenda, or debate on an amendment. Passing of this motion requires a two-thirds majority (super majority) of the house voting in favor of the closure of the debate. The debate must be closed before any type of substantial voting takes place.

Phrase: “Motion to the closure of the debate on the current agenda item/amendment.”



## **Suspension and Adjournment of the Meeting**

Suspension means to break out and dissolve the committee until the next session. Adjournment means to end the meeting for the duration of the Conference. A motion to adjourn the meeting shall be overruled before two-thirds of the conference duration expires. To suspend or adjourn, a simple majority is required.

Phrase: “Motion to suspend/adjourn the meeting.”

## **Tabling and Resumption of the Debate**

A delegate may raise a motion to table the debate on an agenda item, a draft resolution, or an amendment under discussion. This motion suspends the current discussion and is debatable. Two or four speakers can be recognized to make for and against speeches by the chairboard where after the motion shall be put to an immediate vote. Motion to resume the debate can automatically terminate the postponement (tabling) of the debate since it's non-debatable and requires a Simple Majority to pass.

Phrase: “Motion to the tabling/resumption of the debate on the current agenda item/amendment/draft resolution.”

## **Reconsideration**

After a draft resolution or an amendment has been adopted or rejected, delegates can raise a motion for a reconsideration. The Committee Directors can recognize two or four speakers in order to give for and against speeches for the motion. The approval of the two-thirds majority (super majority) of the members present is required for reconsideration. If the motion passes, the committee will vote on the draft resolution or amendment again.

Phrase: “Motion to the reconsideration of the amendment/draft resolution.”



## Speeches

If ever a delegate's remarks are not relevant to the subject under discussion, or are offensive to Committee Members or the Secretariat, Committee Directors may call the speaker to order. Also, Committee Directors can interrupt the speaker if they exceed the time limit.

## Yields

If a delegate has a remaining time ***longer than 5 seconds*** after delivering a speech at the floor (usually a GSL speech), they can yield the floor by choosing one of these three options:

***1) Yielding the floor to the chair:***

If the delegate does not wish their speech to be subject to questions, they give back the remaining time to the chairs. The delegate is seated.

***2) Yielding the floor to another delegate:***

Such a yield means offering the remaining time to another delegate. If the latter delegate accepts the yield, Committee Directors shall recognize the latter delegate for the remaining time. The former delegate is seated.

***3) Opening themselves to points of information:***

If a delegate opens themselves to points of information, the willing delegates can ask questions regarding the former delegate's speech under the condition that they are chosen by the committee directors.

*\*Yield means "return" or "give back" in this context. Delegates should, thus, refrain from saying "yield back".*

## Right of Reply

If a delegate thinks that their country's sovereignty has been impugned by another delegate, the delegate can require a right of reply. The Committee Director's decision whether to grant the Right of Reply is not open to appeal. If the requirement is accepted by the director, the delegate

can give a **30-seconds-long** speech. Right of replies should be requested from the Chairboard by means of a message paper. The delegate should specify the reason why they are raising a right of reply by specifically mentioning the speech or statement of another fellow delegate.

### **Motion to Follow Up**

A motion to follow up may be given by a delegate if they want to answer the statements of a delegate who has given a right of reply. Only the country that committed the offence leading to the right of reply can raise a motion to follow up in that case. This motion can also be raised if a delegate wants to further question another delegate regarding their GSL speech or their reply for a point of information. Only the delegate who has previously directed a point of information to the GSL speaker can raise a motion to follow up.

Phrase: “Motion to follow up.”

### **Point of Personal Privilege**

A delegate may raise a Point of Personal Privilege if they want to indicate a personal or physical request or disturbance and request it to be fixed or provided. Delegates are advised to send message papers to the Committee Directors if they have a personal request rather than interrupting the proceeding of the committee. Point of Personal Privileges, except for Point of Personal Privilege due to (In)Audibility, should be spared for emergencies.

### **Point of Parliamentary Inquiry**

A delegate may raise a Point of Parliamentary Inquiry, if the delegate has a question regarding the parliamentary procedure. The Committee Director will answer it according to the present rules of procedure. Questions about issues other than parliamentary procedure should not be asked by raising a Point of Parliamentary Inquiry, rather a note paper should be sent to the Chairboard.

## **Point of Information**

If a delegate has a question regarding the agenda item or the debate proceedings rather than the parliamentary procedure, the delegate shall raise a Point of Information.

## **Point of Order**

A delegate may raise a Point of Order if there is impropriety in the implementation of the parliamentary procedure. The Point of Order will be evaluated by the Committee Directors regarding the rules of procedure.

## **Interrupting a Speech with a Point**

No point can interrupt a speech with the exception of two cases:

- 1) A “Point of personal privilege due to (in)audibility” may be raised during a speech, if the other delegate cannot hear the speaker.
- 2) A point of order may be raised when another person is speaking where there is a serious violation of the rules of procedure in the speech.

## **Working Paper**

Working papers are tools for guiding the committee in its discussion and helping it in the way to create a draft resolution. The aim of the Working Paper is to prepare a sketch for Draft Resolution. While the Working Paper is being prepared, delegates list the solutions which are mentioned in Moderated Caucuses. The solutions proposed during GSL speeches cannot be added to the Working Paper if not mentioned during moderated caucuses except for extraordinary situations. Working Paper is an informal document yet it can be written in a formal way with the permission of the chair board.

## Draft Resolution/Resolution

Draft Resolution is the formal version of the working paper. It is the latest version and the most official format of the decisions made and the solutions found in the committee. Ideas and solutions written roughly in the working paper are described using formal language and in much more detail. Every solution that is written on the draft resolution should be explained to the smallest detail. All the clauses in the resolution must answer all WH (Who, Where, When, What, Why, How) questions.

In the Harvard procedure, delegates must strictly refrain from including any detail which has not been discussed in the committee during the official sessions in moderated caucuses. A draft resolution is written during unmoderated caucuses.

Once a draft resolution is accepted by the votes of the committee through appropriate voting procedure, it turns into a “resolution paper”.

- **Main-Submitter:** The delegate (1) who will introduce the Draft Resolution and one who has actively participated in the writing of the Draft Resolution.
- **Co-Submitters/Sponsors:** Delegates who are accepted as the authors of the Draft Resolution and who stand behind all the articles are called "Sponsors" or “Co-Submitters”. A Draft resolution can have a maximum of one-seventh (1/7) of the committee as Sponsors.
- **Signatories:** All those who support the discussion on the Draft Resolution and assume no further obligations. A Draft resolution should have a minimum of one-fourth (1/4) of the committee as Signatories.

A Member State cannot be "Sponsored" and "Signed" at the same time.

## **Amendments**

Amendments serve the purpose of editing the Draft Resolution in order to make it more comprehensive and detailed. After being approved by the chair board, the presenter of the amendment may raise a motion to “introduce” their amendment. Amendments may be divided into two groups as “friendly” and “unfriendly” amendments. If an amendment author introduces it as a friendly amendment and all of the resolution’s main submitter agrees to it, the amendment will automatically be implemented to become a part of the resolution. An unfriendly amendment may be introduced when it is signed by one-seventh (1/7) of the number of delegations that are present at the Committee at the time of the submission and receives the approval of the Director. There are three main purposes of amendments:

- 1) *Striking out a clause*
- 2) *Adding a clause*
- 3) *Changing (editing) a clause*

## **Introducing Substantive Documents**

When a substantive document is approved, it has to be introduced by a motion in order to be addressed as a draft resolution or an amendment. After reading the document, the debate on an amendment or a draft resolution shall be tabled. When debate is closed, the document shall immediately be voted upon.

## **Withdrawing a Signature on Substantive Documents**

A signatory to a draft resolution or amendment may withdraw his or her signature at any time before the debate on the referred item is concluded. When the number of signatories falls below the required percentage following the withdrawal, the item in question is deemed to be automatically withdrawn. Any delegate may reintroduce a withdrawn draft resolution or amendment at any time.

## ***Voting Procedures***

On procedural motions, each member of the Committee, including observers, has one vote. On the other hand, only the Member States can vote in substantive votes, on a resolution or a portion of a resolution.

### **Procedural Voting**

Except when voting on a resolution, a substantive amendment, or motions that modify resolution content, procedural voting is required. Procedural voting regards to the matters which affect the flow of the committee such as having a moderated caucus or suspending the meeting. When asked by the chair board “Are there any seconds/objections?” delegates who are in favor of the motion are expected to say “Second!” out loud, if a delegate does not want to debate about that motion, they should shout “Objection!”. Even when only a single delegate says ‘objection’, the committee will proceed with placard voting. ***Abstention is not permitted in any kind of procedural voting.*** During Procedural Voting, note passing is automatically halted.

### **Substantive Voting**

Substantive voting commits to voting on any draft resolution or a portion of a draft resolution that has been divided by motion. Unless otherwise specified, all issues will be voted on using placards. Only Member States will have voting rights; unless otherwise stated, each member will have one vote. Each member has the option of voting in favor, voting against, or abstaining. It must be noted that a delegate who has stated themselves as “present and voting” at the beginning of the session (during roll-call) cannot abstain. A simple majority necessitates more affirmative votes than half of the members present or voting. A two-thirds majority necessitates more affirmative votes than two-thirds of the members present or voting.

## **Voting by Acclamation**

Just prior to a vote on a specific matter, such as a motion, an amendment, or a draft resolution, the Committee Directors may ask if there are any objections to passing the matter by acclamation. A member may propose that the matter be accepted by acclamation. Any objection will be interpreted as a vote request.

## **Roll Call Voting**

Any delegate may request a Roll Call Vote after debate on any topic or amendment has concluded. The decision of the Committee Directors on whether to accept the motion for a Roll Call Vote cannot be appealed. The Director will call all members in attendance one by one in alphabetical order, in a Roll Call Vote. Delegates have five options to vote in the first sequence as follows: "*Yes*", "*No*", "*Abstain*", "*Pass*", "*Yes with rights*" or "*No with rights*". A delegate may request an explanation only if his or her vote appears to deviate from his or her country's policy and if he or she votes "Yes with rights" or "No with rights" in the first sequence of voting. Delegates who have stated themselves as "present and voting" during the roll call cannot abstain during substantive voting. After all delegates have voted, delegates who stated their vote with rights will be given 30 seconds to explain their votes. The outcome of the vote will then be announced by the Board of Directors.

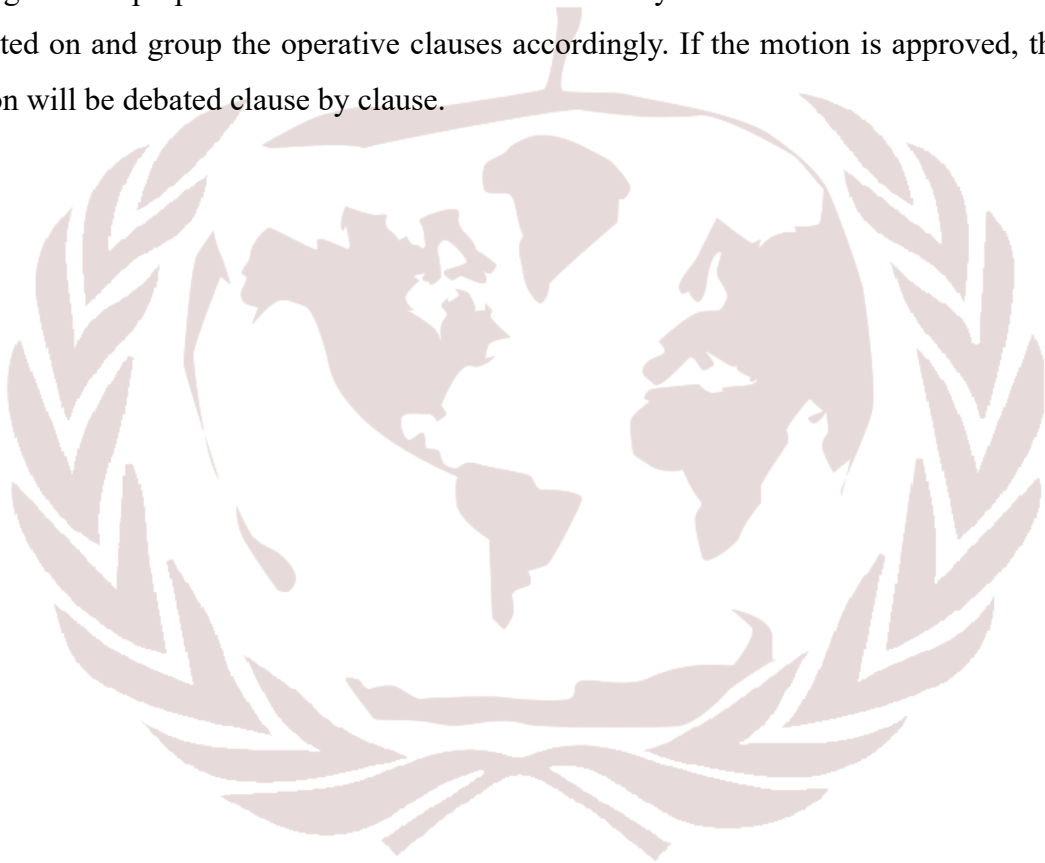
## **Dividing the House**

A motion to divide the House may be proposed immediately after the debate concludes. A two-thirds majority is required for this motion. If the motion is approved, abstentions on that draft resolution will be ruled out of order, which means that each member will only be able to vote in favor or against based on their status during the roll call. Dividing the house may be preferred if the initial votes are too close, which prevents a clear voting outcome. Dividing the House is only permissible when voting on draft resolutions; it cannot be used when voting on amendments.



## **Dividing the Question**

The division of the question is used to divide the draft resolution/ committee document into separate parts with the aim of discussing and voting on the clauses separately. Any delegate may request a motion to Divide the Question immediately following the conclusion of the debate on the agenda item. Only draft resolutions can be voted on using this type of substantive voting. A motion for the Division of the Question must be approved by a simple majority of the votes cast. The delegate who proposed the motion must state how they intend to divide the draft resolution to be voted on and group the operative clauses accordingly. If the motion is approved, the draft resolution will be debated clause by clause.



## ***Resolution Phrases***

### **Preambulatory Phrases:**

Acknowledging...

Affirming...

Alarmed...

Anxious...

Approving...

Aware ...

Bearing in mind ...

Being convinced ...

Believing ...

Concurs ...

Cognizant ...

Concerned ...

Confident ...

Conscious...

Considering...

Contemplating...

Convinced...

Declaring...

Deeply disturbed...

Desiring...

Determined...

Emphasizing...

Encouraged...

Endorsing...

Expressing...

...appreciation...

...deep appreciation..



Expecting...

Fulfilling...

Fully...

...aware...

...believing..

...bearing in mind...

Grieved ...

Guided by ...

Having ...

... adopted ...

... approved ....

...considered...

...examined further...

...received...

Reviewed...

Keeping in mind...

Mindful...

Noting...

...further...

...with approval...

...with concern...

...with deep concern...

...with grave concern...

...with regret...

...with satisfaction...

Observing...

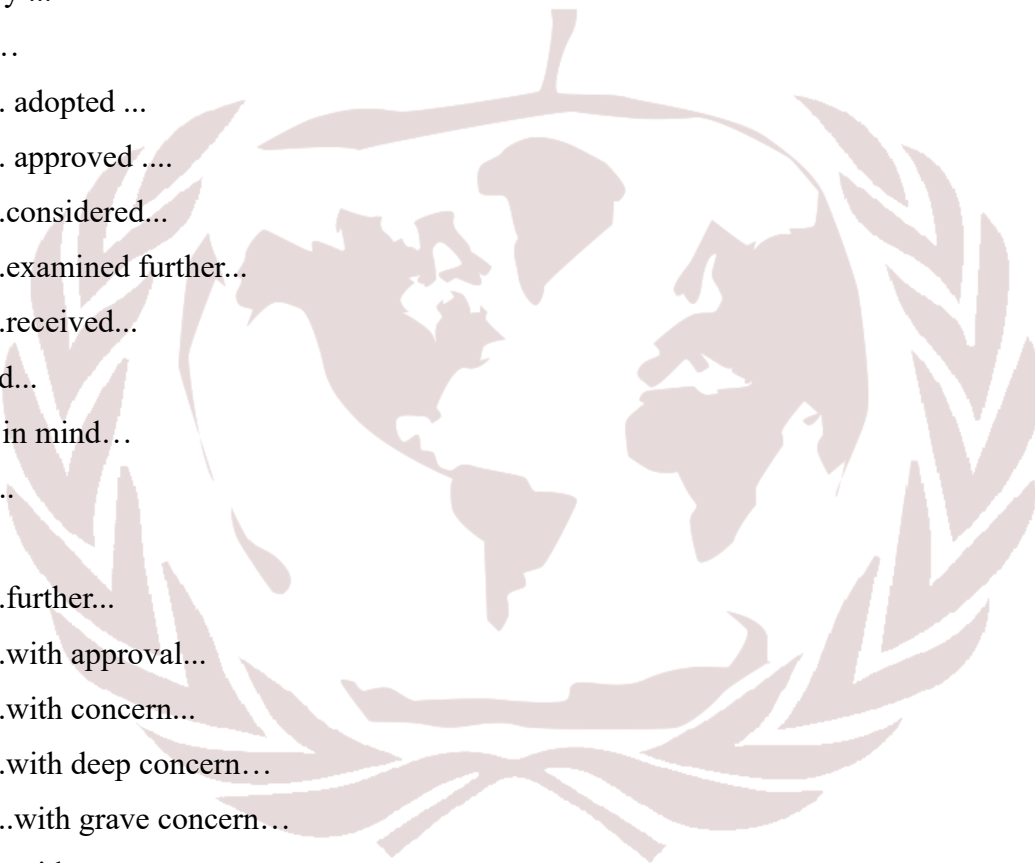
Reaffirming...

Realizing...

Recalling...

Recognizing...

Referring...



Regretting...  
Reiterating...  
Seeking...  
Stressing...  
Welcoming...

**Operative Phrases:**

Accepts...  
Adopts...  
Affirms...  
Appeals...  
Approves...  
Authorizes...  
Calls upon...  
Commends...  
Condemns...  
Confirms...  
Congratulates...  
Considers...  
Decides...  
    ...accordingly...  
Declares...  
Designates...  
Directs...  
    ...with approval...  
    ...with satisfaction...  
Deplores...  
Instructs...  
Invites...  
Emphasizes...



Encourages...

Endorses...

Expressing...

...its appreciation..

...its conviction...

...its regret...

...its sympathy...

...its thanks...

...the belief...

...the hope...

Further...

...concurs...

...invited...

...proclaims...

...reminds...

...recommends...

...requests...

...resolves...

Notes...

...with appreciation

...with interest

Reaffirms...

..its belief...

Recognizes...

Recommends...

Regrets...

Reiterates...

Renews its appeal...

Repeats...

Suggests...

Strongly...



Supports...

Takes note of...

Transmits...

Urges...

Welcomes...

