



# North American Invitational Model United Nations

# PARLIAMMENTARY PROCEDURES

# INTRODUCTORY INFORMATION

Below you will find an abridged version of the formal rules pertinent to parliamentary procedure at NAIMUN. To familiarize yourself with parliamentary procedure terms, delegates should read the [Traditional Parliamentary Procedure](#) page.

Be aware that some committees may have different rules, which will be explained in your committee background guide or at the beginning of the first session.

**FOR FURTHER INFORMATION,**  
contact the Secretary-General of  
NAIMUN at [naimunsg@modelun.org](mailto:naimunsg@modelun.org)  
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# I. AGENDA

## **RULE 3**

### Adoption of Agenda

The first order of business is the opening of the primary speaker's list on the order of the provisional agenda to be debated during the conference. The second item is the order of the agenda. Once the speaker's list is exhausted or closed, or debate is closed, the Chair will recognize delegates who wish to propose an order of the agenda. Additionally, a motion proposing the adoption of an agenda may be proposed during debate on the speaker's list. All proposals are taken at once. The order shall be determined by the first majority in favor. If all proposals fail, debate shall revert to the speaker's list.

# III. SECRETARIAT

## **RULE 7**

### Functions of a Chair

...the Chair shall declare the opening and closing of each meeting of the committee during session, direct the discussions in meeting, ensure observance of these rules, accord the right to speak, put questions to vote and announce decisions. The Chair, subject to these rules, shall rule on points of order and shall have complete control of the proceedings at any meeting over the maintenance of order therein. The Chair may, in the course of the discussion, propose to the committee the limitation on the time to be allowed to speakers, the limitation on the scope of the debate, the closure of the list of speakers, and the closure of debate. The Chair may also propose the suspension or the adjournment of a meeting or the adjournment of debate on the items under discussion. The Chair shall have complete authority to suspend these rules in the interest of expedient and effective functioning of the committee and all decisions of the Chair are final.

## **RULE 8**

### Acting Chair

The Chair shall be able to, at any time during a session, designate the Director or other committee staff as the Acting Chair. The Acting Chair shall have all the powers and duties normally retained by the Chair.

## IV. CONDUCT OF BUSINESS

### **RULE 11**

#### Quorum

The Chair of any NAIMUN committee may declare a meeting open and permit debate to proceed when at least one-third of the Delegations are present. The number of Delegations required is based upon all those nations present at the opening session. The presence of a majority of the Delegations shall be required for any body for a non-procedural vote to be taken.

### **RULE 12**

#### Speeches

No Delegation may address the body during formal debate without having previously obtained the permission of the Chair. The Chair shall call upon speakers at their discretion in order to allow for a diversity of speakers. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion. Speaking time shall be as described by Rule 17.

### **RULE 13**

#### The Yielding of Time

No Delegation may address the body during formal debate without having previously obtained the permission of the Chair. The Chair shall call upon speakers at their discretion in order to allow for a diversity of speakers. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion. Speaking time shall be as described by Rule 17.

### **RULE 14**

#### Point of Order

During the discussion of any matter, a Delegation may rise to a Point of Order, and the Point of Order shall immediately be decided by the Chair, in accordance with the rules of procedure. A Point of Order cannot be substantive and must relate to the maintenance/observance of the rules, or the way the Chair is exercising the power conferred by the Secretary-General. A Delegation rising to a Point of Order may not speak on the substance of the matter under discussion. The Chair may refuse to recognize a Point of Order if the Delegation has not shown proper restraint and decorum governing the use of such a right, or if the point is dilatory in nature. A Delegation may appeal the decision of the Chair in accordance with Rule 43.

**RULE 15**  
Point of Personal  
Privilege

During the discussion of any matter, a Delegation may rise to a Point of Personal Privilege, and the Point of Personal Privilege shall immediately be addressed by the Chair. A Point of Personal Privilege can be used to interrupt a speaker, but must refer to personal comfort and not personal insult (e.g. cannot hear, too hot, etc.). A Member may appeal the decision of the Chair in accordance with Rule 43.

**RULE 16**  
Point of Parliamentary  
Inquiry

If there is no discussion on the floor, a Delegation may rise to a Point of Parliamentary Inquiry. A Point of Parliamentary Inquiry is a request for clarification of the present procedural status of a meeting. All other requested information must be submitted in writing to the Chair.

**RULE 17**  
Limitation of Speaking  
Time

Upon the recommendation of the Chair or any Delegation, the committee shall limit the amount of time allowed to each speaker. Before a decision is made, two Delegations may speak in favor of, and two against, a proposal to set such limits. This requires a majority decision. The Chair will then set the time accorded to speakers under this rule. When the debate is limited, and a Delegation exceeds the allotted time, the Chair shall call the Delegation to order without delay. The Chair may set a limit on the speaking time until the committee does so.

**RULE 18**  
Institution of Comments

Upon the recommendation of the Chair or any Delegation, the committee shall institute two comments after Delegation speeches during substantive debate. The recommendation must include a set time for the comment(s), not to exceed one minute each. Before a decision is made, two representatives may speak in favor of, and two against, a proposal to set such limits under the discretion of the Chair. This requires a majority decision. The Chair will then set the time accorded to speakers under this rule. The Chair shall recognize the Delegations to comment if the speaking Delegation has yielded to comments or not yielded at all.

**RULE 19**  
Closure of Speaker's List

During the course of debate, the majority of the Delegations may declare the list closed upon the request of the Chair or any delegation. Closure of the speakers' list requires a simple majority in favor. Two-thirds in favor is required to reopen the speakers' list. Once the speakers' list is closed, no new speakers will be added to the list.

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**RULE 20**  
Informal Debate  
(Moderated Caucus)

Upon the recommendations of the Chair or any delegation, the committee may enter Informal Debate. The recommendation must include a time limit for Delegation remarks (not to exceed one minute) and a time limit for the committee to remain in Informal Debate (not to exceed fifteen minutes). This requires a majority decision. The Chair will then set the time accorded to speakers under this rule. During Informal Debate, the Chair shall recognize Delegations for remarks, and yields shall be out of order.

**RULE 22**  
Suspension of the  
Meeting (Unmoderated  
Caucus)

During the discussion of any matter, a Delegation may move for the suspension of the meeting (a caucus), specifying a time not to exceed fifteen minutes for reconvening. Such motions shall not be debated, but shall immediately be put to a vote. This requires a simple majority in favor to pass.

**RULE 23**  
Recess and  
Adjournment of the  
Meeting

During the discussion of any matter, a Delegation may move for a recess of the meeting. Such motions shall not be debated, but shall immediately be put to a vote. After recess, the committee shall reconvene at its next regularly scheduled meeting time. Recess of the final meeting is known as “adjournment” and will result in the final adjournment of debate in committee.

**RULE 24**  
Motion to Table

During the discussion of any matter, a Delegation may move to table the topic being discussed. In addition to the author of the motion, one representative shall speak in favor and two against the motion, after which the motion shall immediately be put to a vote. A simple majority is required for passage. If a motion to table is passed, the topic is considered dismissed and no further action will be taken on it. A debate topic may be removed from the table by a two-thirds majority vote of the committee. Once a topic has been tabled, the committee shall immediately move on to the next topic on the agenda.

**RULE 25**  
Closure of Debate

A Delegation may at any time move for the closure of debate on the item under discussion, whether or not any other Delegation has signified their desire to speak. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall immediately be put to a vote. If two-thirds of the committee votes in favor of the motion, the Chair shall declare the closure of debate and immediately move to vote on all proposals introduced under this agenda item. The Chair may limit the time allowed to speakers under this rule.

**RULE 26**  
Presentation of  
Procedural Motions

Appeals to the Chair must be submitted to the Chair in writing. A motion to divide the question will only be entertained during voting procedure and does not need to be submitted to the Chair in writing (See Rule 35).

**RULE 27**  
Passage of Motions

All procedural decisions except appeals, adjournment of debate, closure of debate, and reconsideration of proposals shall be made by a simple majority of the Delegations present and voting.

**RULE 28**  
Submission of Proposals

Resolutions and amendments shall normally be submitted to the Director in writing. The Chair may permit discussion and consideration of proposals and amendments approved by the Director, even though such substantive matters have not been circulated through the committee.

**RULE 29**  
Sponsorship of  
Proposals

In order for a proposal to be approved by the Director, it must have at least two sponsors. A resolution must have at least one-fifth of the committee as signatories (including the sponsors). An amendment must have at least one-eighth of the committee as signatories (including the sponsors). By being a signatory, a Delegation simply agrees to put the proposal on the floor. It is not a statement of support in favor of the resolution, regardless of whether the Delegation is in fact in favor. There is no limit on the number of amendments or resolutions a Delegation may sponsor.

**RULE 30**  
Withdrawal of Proposals

A Delegation may withdraw sponsorship of a proposal at any time before voting has commenced. The member must submit this withdrawal in writing to the Chair. If sponsorship falls below the required amount, the proposal shall be considered withdrawn from debate. A proposal that is withdrawn may be introduced again provided that it is sponsored by at least two Delegations and has at least one-fifth of the Delegations as signatories.

**RULE 31**  
Reconsideration of  
Proposals

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds vote, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which the motion shall immediately be put to a vote.



**RULE 32**  
Voting Rights

Each Delegation shall have one vote. Observing nations shall not be accorded the right to vote on substantive matters.

**RULE 33**  
"Present and Voting"

The phrase "present and voting" refers to those members casting affirmative or negative vote. Delegations who abstain are considered not voting. In order to abstain during a vote, a Delegation must respond "present" during roll call at the beginning of a session, or (upon late arrival), may submit their Delegation's name in writing to the Chair.

**RULE 34**  
Method of Voting

The committee shall normally vote by a show of placards, but any representative may request a roll call vote. A roll call vote may also be taken at the discretion of the Chair. The roll call vote shall be taken in English alphabetical order of the names of the Delegations. Roll call votes will not be entertained for procedural motions. No one may abstain from a procedural motion.

**RULE 35**  
Division of Proposals

A Delegation may motion to divide the question during voting procedure. This is the only procedural motion during voting procedure that the Chair will entertain. The Chair will only recognize motions for a division of a resolution once all amendments on that resolution have been voted upon. If an objection is made to the request for a division, two speakers shall speak in favor of the procedural motion and two against. The Chair will set the time accorded to speakers under this rule. The procedural motion for a division requires a simple majority in favor to pass.

If the procedural motion for a division of the resolution passes, the Chair will take all requests for divisions at that time. The Director shall rank all divisions from most to least radical. The Chair will then put the most radical division to a substantive vote. The vote is to divide out the denoted part(s). This requires a simple majority to pass. If this fails the Chair will put to a vote the next most radical division. If, however, the division passes, the resolution now stands amended. All operative clauses will be renumbered and all further requests for division will be taken again. If the vote to divide passes, those divided parts will be voted upon separately. Preambulatory clauses cannot be divided.

**RULE 36**  
Amendments

An amendment adds to, deletes, or revises part of the operative measures in a proposal. Amendments must be submitted to the Director in writing at any time while the questions are under discussion. The Chair shall introduce the amendment at any time while the questions are under discussion. The Chair shall introduce the amendment at the appropriate time. Preambulatory clauses cannot be amended.

**RULE 37**  
Approval of  
Amendments

Both friendly and unfriendly amendments require the approval of the Director. An amendment is considered friendly if all of the initial sponsors agree to the amendment. Such an amendment is adopted automatically. Only unfriendly amendments are put to the committee for a vote. The committee shall vote upon the adoption of all unfriendly amendments in voting procedure, prior to voting on the resolution as a whole.

**RULE 38**  
Voting on Unfriendly  
Amendments

Unfriendly amendments to a resolution shall be voted on before voting on the resolution as a whole. When two or more amendments are proposed to a resolution concurrently, the committee shall vote on them in the order in which the Chair received them. Two speakers for and two against the proposed amendment shall be required before voting upon the adoption of the amendment. Amendments are substantive procedures and require an adoption by simple majority consent of the members present and voting. After all unfriendly amendments have been voted on, the resolution will be voted upon as a whole.

**RULE 39**  
Conduct While in  
Voting

After the Chair has announced the beginning of voting, no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Order in connection with the actual conduct of voting. A member of the committee staff shall secure the doors during voting procedure. Members may vote in favor, in favor with rights, against, against with rights, abstain, or pass. However, voting with rights is only possible during a roll call vote. The Chair may permit delegations to explain their votes, after voting has been concluded but before the decision has been announced. The Chair may limit time to be allowed to speakers for such explanations. The Chair shall not permit the co- sponsors of a proposal or of an amendment to explain their vote on their own proposal or amendment. Explanations of vote are reserved for those Delegations who appear to be voting out of policy.

**RULE 40**  
Ordering of Resolutions

If two or more resolutions relate to the same question, the committee shall vote on the resolutions in the order in which they have been submitted unless a motion is made to reorder the resolutions. A motion to reorder must propose the new ordering, but the ordering does not need to be submitted to the Chair in writing first. The Chair will then entertain one speaker in favor and one against the proposal. This motion requires a majority vote to pass. If the motion passes, the resolutions will be voted upon in the new order.

**RULE 42**  
Passage of Resolutions

In any committee of the General Assembly, if a vote does not result in a simple majority in favor, the resolution shall be regarded as rejected.

**RULE 43**  
Appeals

Any Delegation may appeal a decision of the Chair except when pertaining to roll call votes, explanation of votes...The motion is debated in favor by the Delegation who proposed appealing the Chair, and the Chair will speak to uphold the decision. Each speaker is accorded one minute; this cannot be changed. The appeal is immediately put to a vote. Unanimous consent of all Delegations is required to overrule the decision of the Chair.



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**THIS DOCUMENT WAS  
UPDATED BY THE  
SECRETARY-GENERAL  
OF NAIMUN LX.**