

Rules of procedure

The power of the Chair

Ultimate power to oversee, direct and run each meeting will be vested in the Chair. All delegates should address their forum through the Chair, and the Chair will have the sole power to open and close sessions, recognize speakers, set time limits on speakers and debates, control discussion and debate, and maintain order. The Chair must make every effort to be fair, to avoid partisan behavior of any kind, to ensure the smooth flow of proceedings, and to make sure that all discussions are relevant and as productive as possible.

Performance

Delegates should remember at all times the importance of the three Cs: **cooperation**, **compromise**, and **consensus**. All delegates must at all times behave in accordance with the norms prevailing in a meeting among representatives of democratic governments, and should avoid any kind of hostile, aggressive, or disruptive behavior. In the event of disruptive behavior by a delegate, the Chair may issue a formal warning to that delegate. If the delegate fails to cooperate after two formal warnings, the Chair may require the delegate to be silent for a specified time, or (as a last resort) may order the delegate to be expelled from the meeting chamber for a specified time. A silenced delegate may vote, but any delegate expelled from a meeting will lose all voting rights for the duration of his/her absence. The Chair may also caution or expel observers, and – if necessary - clear the room of everyone except faculty advisors and members of the Secretariat. (In extraordinary circumstances, a faculty advisor may be expelled at the discretion of the Chair, but only if he/she is being excessively and obviously disruptive.) It is left to the Chair to define "disruptive behavior", but it may include open hostility, verbal abuse, constant interruption, raising of voices, delaying tactics, a refusal to follow the rules of procedure, a refusal to co-operate in decision-making, or consulting with another delegate in a manner that interferes with the smooth flow of the meeting.

Speakers

Delegates must remain seated while speaking. Speakers may not be interrupted by anyone but the Chair. Speakers should normally address each other through the Chair.

Voting

Where votes are taken, they should normally be open, and made by roll call in alphabetical order by member state, and recorded by the Chair. The Chair will be the last called to vote. Voting will be verbal, and expressed either as "Yes", "No", or "Abstain".

Once a vote has been declared open, no one will be allowed to speak other than to cast their vote. Once all votes have been cast, the Deputy Chair will tally the vote and immediately announce the result. The decision of the Deputy Chair on a tally will be final.

Responsibilities of delegates

All delegates must attend all scheduled meetings. Any delegate who cannot avoid missing all or a substantial part of a meeting (i.e., more than ten minutes) must register their anticipated absence with the Chair in advance. They may appoint an alternate (who will have the powers and responsibilities of the delegate), or they may give their vote to another delegate. Either way, they

should inform the Chair through a Point of Personal Privilege, otherwise they will lose all voting rights for the duration of their absence.

All delegates must always observe appropriate standards of etiquette, and refrain from disruptive behavior. Delegates are encouraged to remain seated throughout each meeting, but may leave the chamber for short periods without the permission of the Chair. Anyone leaving a meeting chamber loses all voting rights for the duration of their absence unless they have appointed an alternate or given their proxy to the delegate of another state, and so informed the Chair.

Delegates may confer with no one but their deputy.

Request to speak

Any delegate wishing to address any meeting for any reason must raise his/her hand and be recognized by the Chair. Verbal requests are not acceptable, nor is speaking out of turn.

Temporary adjournment

A Chair or a delegate may call for a temporary adjournment of a meeting for a specified time (no more than ten minutes), and (if necessary) be given a maximum of one minute to explain his/her rationale. If at least two other delegates second the motion, it will immediately be put to a vote, and requires the support of at least nine delegates to succeed. The Chair will then call a temporary adjournment if the vote is successful. No one delegate may call for an adjournment more than once in any one meeting.

Closure of debate

The Chair will normally decide on the closure of a debate, but a delegate may move for closure, and (if necessary) be given a maximum of one minute to explain his/her rationale. If at least two other delegates second the motion, it will immediately be put to a vote, and requires the support of at least eight delegates (twelve in the Commission) to be successful. The Chair will declare the debate closed if the vote is successful.

Closure of meeting

The Chair will normally decide on the closure of a meeting, but a delegate may move for closure, and (if necessary) be given a maximum of one minute to explain his/her rationale. If at least two other delegates second the motion, it will immediately be put to a vote, and requires unanimity to be successful. The Chair will then close the meeting if the vote is successful. No one delegate may call for a closure of a meeting more than once in any one meeting.

Point of Order

If, during a meeting, a delegate feels that the meeting is running in a manner contrary to these Rules, he/she may rise to a point of order. The Chair may overrule, or accept the appeal. If accepted, the Chair may make an immediate ruling, or ask the delegate to speak on the point of order for a maximum of one minute (but he/she may not speak on the subject of the debate). The Chair will then immediately rule on the point of order.

Point of Information

If a delegate wishes to obtain a clarification of procedure or of any other matter, he/she may rise to a point of information and receive clarification from the Chair or anyone else designated by the Chair.

Point of Personal Privilege

If a delegate wishes to raise a question, leave the room for an extended time, or make a request relating to personal comfort or their treatment by other delegates, he/she may rise to a point of personal privilege and receive an immediate ruling by the Chair.

Votes of no confidence in the Chair

While it is understood that all meetings will be run on the basis of mutual respect and understanding, it may be necessary in extraordinary circumstances - and solely as a last resort - to censure or remove the Chair.

If a delegate feels that the Chair is not giving fair time to all delegates, is being excessively partisan, is failing to keep order, is clearly failing to maintain the smooth progress of the meeting, or is otherwise failing to fulfill his/her duties in the best interests of the meeting, that delegate may call for a vote of no confidence. If at least two other delegates second the motion, it will immediately be put to a vote, and requires the support of at least ten delegates to be successful. The Chair may not vote, but must record the name of the delegate making the motion.

If the vote goes against the Chair, the meeting may issue a verbal caution, remove the Chair from the meeting room for a specified time, or arrange temporary or permanent replacement of the Chair by an alternate. This will be decided either by consensus, or by a verbal vote, with each delegate having one vote, and a simple majority prevailing. Again, the Chair may not vote.

No more than two votes of no confidence may be called in any one meeting, and no one delegate may make such a call.

If the Chair is removed through a vote of no confidence, his/her duties will be carried out for the duration of his/her absence by the delegate from the country seated directly to the left of the Chair. A deposed Chair will lose his/her rights to participate and vote only if removed from the meeting chamber.

Bargaining, coalition-building, and package deals. These are normal elements in Union decision-making, and can be undertaken during formal meetings or in informal sessions outside meetings.

Arbitration and the Secretariat

In the event of problems, conflicts, or questions over procedure, the Chair may call for arbitration by a member of the Secretariat, whose decision will be final. A member of the Secretariat may - having given due notice to the Chair - briefly interrupt any meeting on a Point of Order or a Point of Information.

Amendments to the rules

None of these rules may be changed except by the instructor.