

ISRMUN



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**Rules of Procedure for
Regular Committees**

Introduction

ISRMUN utilizes specific rules of procedure in order to promote a fair and orderly debate. These rules provide participants with an outlet to discuss topics in a structured manner that will also allow them to reach agreements and promote collaboration.

It should be noted that ISRMUN uses the United Nations Association of the United States of America (UNA-USA) protocol. These rules of procedure are commonly used in simulations across the Americas with some variation. Therefore, we encourage participants to familiarize themselves with the protocol that will be used during ISRMUN.

The Chair

At ISRMUN, the Chair consists of three members: the Moderator, the Director and the Sub-Director. All positions are responsible for administering the rules of procedure and are the heads of the committee. The Chair is crucial for the efficient running of committees and for guaranteeing the active involvement of the delegates.

Understanding the Rules

In the following sections, we will be taking you through the flow of a normal committee using the ISRMUN Rules of Procedure.

I. Opening the Debate

The first thing a committee must do is take attendance. At ISRMUN, this is called "Roll Call." **Roll call** is essential because it lets the Secretariat and advisors know who is present in the committee. While roll call is taken, participants need to listen until

their country is named and say “present and voting” to signify that they are ready to participate in the debate. The next step is to **open the session**. In order to do this, a delegate must click the “Raise Hand” button and say “My country makes a motion to open the session.”

Now that the session is opened, the committee must **establish the agenda**. The agenda establishes the rules that the committee will follow during the questioning period. Some motions, such as this one, require additional information from the delegate. In order to establish the agenda, a delegate must click the “Raise Hand” button and say “My country makes a motion to establish the agenda for 2 minutes with 3 questions, 2 follow-ups and 2 comments.” This means that every delegate on the speakers list (will be discussed in detail later) will only have two minutes to read their position paper and the committee will only be able to ask 3 questions and make 2 comments about their proposed solutions. The number of minutes, questions, follow-ups and comments the committee will have for the questioning period depends on the delegate who makes the motion.

II. Beginning Debate

Speakers List

Once the agenda is set, the committee is ready to begin discussing the assigned topic. The first stage of discussion is recognized as the **speakers list**. This list is the order of the delegates who will pass to the front of the committee and read their position paper. To open the list, delegates should click the “Raise Hand” button and say “My delegation makes a motion to open the speakers list.” Once the motion passes, the Chair will ask anyone who would like to be added to the speakers list to click the “Raise Hand” button.

When a delegate has finished reading their position paper, and there is time left from the agenda, they have the option to yield their remaining time. There are two types of yield:

- **Yield to the Chair:** Yielding to the Chair will proceed on a motion that requires the Chair to absorb the rest of the time that the delegate had to speak, essentially moving to the next speaker established earlier on the speakers list.
- **Accept Questions:** The delegate may use part of the remaining time part to take questions from other delegates in the committee. The Chair will select who asks the questions. The time taken to ask the question counts against the speaker's time that was left. ISRMUN discourages yields to questions unless there is a substantial amount of time left to allow questions to be asked.

Questioning Period

After each delegate has finished reading their position paper, the floor is opened to questions and comments from the committee. The **questioning period** has the purpose of resolving any doubts or concerns regarding the position paper and action plan of a delegate. The Chair selects who asks the questions, not the speaker. To ask questions to the speaker, delegates need to click the "Raise Hand" button and say "Point of information." Another question related to the topic can be asked directly after by saying "follow-up", and asking it after the chair has established the point. A comment on the solutions or proposed action plan of the presenting delegate can be made by saying "Point of commentary." The presenter cannot respond directly to a point of commentary. If the commentary is possibly a question, the delegate may answer later through a private message.

Moderated Caucus

A **moderated caucus** is a debate led by the moderator. Delegates must click the “Raise Hand” button in order to share their country’s opinions and ideas with the committee. To begin a moderated caucus, delegates must say “My delegation makes a motion to begin a moderated caucus for 20 minutes”. This means that the debate will last for 20 minutes. Once the time expires, a motion to extend the moderated caucus would be in order. If delegates are convinced that the solutions they have discussed so far are well developed, they may make the decision to move onto an unmoderated caucus.

III. Middle Debate

Unmoderated Caucus

An **unmoderated caucus** is a debate where delegates can move freely between Breakout Rooms and express their opinions related to the topic assigned without the guidance of the moderator. To initiate an unmoderated caucus, delegates must click the “Raise Hand” button and say “My delegation makes a motion to begin an unmoderated caucus for 25 minutes.” This means that the debate will last for 25 minutes. When the time runs out, a motion to extend the unmoderated caucus would be in order.

Writing the Resolution Paper

The middle of the debate is mostly focused on formulating solutions through written documents. The writing process begins during the unmoderated caucus. The **resolution paper** contains ideas that are written using a specific format and clauses. There can be more than one resolution paper per committee.

Reading the Resolution Paper

Once the unmoderated caucus has ended, the committee must make a motion to **read the resolution paper**. This can be done by clicking the “Raise Hand” button and saying “My country makes a motion to read the draft resolutions.” This process is similar to the speakers list. Two volunteers will read the resolution paper. The floor will then be opened to questions and comments from the committee, following the previously established agenda.

Voting on the Resolution Paper

Once the committee has discussed the resolution paper, **voting** can commence. In order to start the voting process, delegates need to click the “Raise Hand” button and say “My country makes a motion to vote on the resolution paper.” The Chair will guide the committee through roll call voting on the resolution paper. Delegates may only vote “in favour” or “against”. At ISRMUN, they may not abstain from voting or vote “with rights”. It is important to keep in mind that more than one draft resolution may pass per committee.

Approval of the Resolution Paper

Once the committee has adopted the resolution paper, members of the Secretariat will join the committee to grant **final approval** of its contents. This process is similar to the speakers list. Two volunteers will read the resolution paper. The floor will then be opened to questions and comments from the Secretariat members, following the previously established agenda.

IV. Closing Debate

Once voting concludes or a session has ended, the committee can make a motion to **close the session**. In order to do this, a delegate needs to click the “Raise Hand” button and say “My country makes a motion to close the session.” This ends the debate in its entirety.

Points

During the debate, there are also things called points. Delegates can use different points to obtain information from the Chair or point out errors in the protocol.

- **Point of order** is used to point out an error in protocol made by members of the Chair or other delegates.
- **Point of inquiry** enables delegates to obtain information from the Chair related to procedure, time or debate flow.
- **Point of personal privilege** allows delegates to make personal requests related to noise, room temperature, etc.