



Rules of Procedures

CCMUN 2024

CCMUN

Table of Contents

Scope	3
Delegate Conduct	3
Electronic Policy	3
Secretariat & Committee Staff	4
Structure of Debate	5
Roll Call	5
Quorum	5
Setting the Agenda	5
Yields	6
To the Chair	6
To a Delegate	6
To questions	6
Caucuses	6
Moderated caucus	6
Unmoderated Caucus	7
Roundtable Debate	7
Presenting Papers	7
Cluster of Ideas	8
Working Paper	8
Resolution Paper	9
Amendments	10
Voting Procedures	10
Methods	11
Order of Precedence	12
Points	14
Motions	14
Resolution paper	16
Preambulatory Clauses	18
Operative Clauses	18
Resolution Paper Guideline	19
Work Cited	20

1. Scope

The rules of procedure established in this document aim to encourage fruitful debate among delegates, as well as provide help to maintain the parliamentary structure of the committee.¹ In this edition of CCMUN, the rules of procedure will especially be enforced in all committees, and will be upheld at each committee session.

1.1. Delegate Conduct

CCMUN strives for respect, growth, and integrity. Therefore, all delegates and staffers are expected to uphold these values to the best of their abilities, to promote a safe environment for discussion, debate, and resolution. Delegates and staffers who do not adhere to CCMUN policies will see themselves excluded from the conference, and in the case of delegates, will no longer be qualified to receive awards.

At CCMUN, delegates are expected to be professional, polite, as well as inclusive. Respect is expected from both delegates and various staffers. Participants must wear Western business attire: blazer, pants/skirt, closed-toe shoes and refrain from wearing jeans or sneakers. Delegates must be present at sessions or will not be considered for awards. Should a delegate be absent or late, they must notify their dais.

1.2. Electronic Policy

Electronic devices will only be permitted at CCMUN throughout the conference for productive purposes only. It is expected that delegates will have done their research prior to the first committee session. The use of devices should be to collaborate and work on draft resolutions with fellow delegates exclusively during unmods (except for Crisis).

¹ Champlain Model United Nations Conference, “A Beginner’s Guide to Robert’s Rules of Order,” CCMUN 2021, Weebly, October 26, 2019, http://ccmunconference.weebly.com/uploads/1/2/7/4/127494322/roberts_rules_of_procedure-_ccmun.pdf.

1.3. Secretariat & Committee Staff

Rules of procedures can be suspended or amended at any point during the conference by the Secretariat.

2. Structure of Debate

2.1. Roll Call

Roll call will be conducted at the beginning of every committee session by the committee dais. Delegates must answer by either “Present” or “Present and Voting” (presence status). If participants are late or absent, they must notify their dais.

2.2. Quorum

For motions to pass, quorum (50% plus one) must be reached. Debate will be halted if two thirds of delegates are not present.² When voting on procedural matters, 50% plus one must be in favour. Procedural matters must indicate speakers’ time and set the agenda.³ In that case, all delegates must vote.⁴ When voting for substantive matters, which can include introducing draft resolutions, Question and Answer periods, amendments to draft resolutions, and motions to vote on completed draft resolutions delegates may vote or abstain depending on their presence status (see section 2.1).⁵

2.3. Setting the Agenda

Background guides usually consist of two or more topics. To set the agenda, delegates must vote on preferred topics, after which they open the primary speakers list. Primary speakers’ speeches must discuss the topic at hand and are 1 minute long. When introducing the agenda, delegates should address the chairs as such: “The delegation of (country) motions to set the Agenda to topic A/B”. Afterwards, votes are counted and if the motion fails, an alternative can be presented. In the case that said alternative would also fail, the first topic would automatically be selected. When the topic is chosen, motions will be accepted. To introduce a motion,

² Ibid.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

delegates must raise their placard when prompted to do so and announce to the chairs: the topic of their motion, the number of speakers followed by the amount of time per speaker. Then the Secondary Speakers list is opened. To be added onto said list, delegates must raise their placards and be chosen by a chair to speak.

2.4. Yields

A delegate's time must be yielded if the time allotted for their speech has not yet elapsed and they wish to end their speech.

2.4.1. To the Chair

Usually, time is yielded to the chair. In that case, the chair may use that time to their own discretion.

2.4.2. To a Delegate

When a delegate yields their time to another delegate, they must specify the delegate to whom they are yielding their time. The delegate can accept or decline the yield and if it is declined, the remaining time is absorbed by the chair. A delegate can only refuse a yield **twice**.

2.4.3. To questions

A delegate can also yield their time to questions. In that case, the chair can call on other delegates to ask questions that the delegate will attempt to answer in the remaining time. However, back-and-forth and rhetorical questions are not allowed.

2.5. Caucuses

2.5.1. Moderated caucus

Moderated caucuses are the most formal types of debate on a selected topic. To speak, delegates must be recognized by the chair by raising their placard. The delegate who made the motion first may decide to speak first or last. They must also specify individual speaking time

and topic debate by saying something along the lines of “The delegate of X motions for a 4:30 moderated caucus on XYZ topic”. Motions for moderated caucuses require quorum to pass. In this case 4:30 refers to 4 minutes for 30 seconds speaking time (8 speakers in total).

2.5.2. Unmoderated Caucus

Unmoderated caucuses are when delegates leave their seats to collaborate with delegates with whom they form Blocks. Over the course of unmoderated caucuses, they can write and discuss their working papers. In those parts of the committee session, there is no structure imposed by chairs and delegates may speak in “non-MUN” language (while maintaining a respectful vocabulary and tone at all times). For an unmoderated caucus to pass, quorum must be obtained.

2.5.3. Roundtable Debate or Round Robin

Roundtable debates are of special form of motion, over the course of which the Dais calls upon each delegate to make a speech on the chosen topic. The order starts with the person to the left of the delegate who proposed the motion and delegates have a default of 30 seconds unless otherwise specified.

2.6. Presenting Papers

The goal of Model United Nations is for delegates to collaborate and discuss ideas, which are concretely put on paper in a document that aims to present them. Various motions can be present in the document. For a working paper, there is usually a maximum of three to four sponsors. Nonetheless, the number of sponsors remains at the Dais’ discretion.

After presenting the working paper, a Question and Answer session takes place. The questions are answered by sponsors and amendments follow.

Sponsors are the people who worked most on the working paper, who know it the best, who usually present it to the rest of the committee and answer questions about it.⁶ This can become vital since being a sponsor looks very good for a delegate and for awards, but there are usually not many sponsors (between 2 and 5 per paper).⁷ In addition, it is preferable for the sponsors to be written in alphabetical order.⁸ Should the paper be put to a vote, a Sponsor must vote for their own working paper, even after amendments have been made.

The signatories consist of everyone who wants to see the paper debated and does not necessarily demonstrate one's support for a paper. In fact, one delegate could decide to be a signatory on more than one paper.⁹ There can generally be as many signatories as desired; if anything, it just makes the paper look better and more supported.¹⁰ Chairs will usually impose a Sponsor cap and signatory minimum depending on the size of the committee.

2.6.1. Working Paper

Working papers can become draft resolutions if they are passed.¹¹ To pass working papers, sponsors must present them to the rest of the committee. There are many different ways of presenting: silent reading, Q&A, 2 for 2 against and so on. As a committee, delegates will vote and choose a method of their choice. If the majority of the committee votes for the paper, it passes; if not, it fails.¹² Delegates should note that passing or failing of a paper does not reflect their abilities, nor does it affect their performance. On that note, delegates must stay true to their

⁶ "Document Writing & Sponsor/Signatory," Bellevue College Model United Nations Program, <https://bcnmun.wordpress.com/delegate-resources/document-writing-sponsorsignatory/>.

⁷ Ibid.

⁸ CCMUN 2021, "How TO MUN," Accessed October 9, 2021, https://drive.google.com/file/d/1tvUGFy7acI4ypcQzI_IhDAfWbpLGLseh/view?usp=sharing.

⁹ Ibid.

¹⁰ Ibid.

¹¹ "Resolutions," CMUNC, <https://www.cmunc.net/resolutions>.

¹² Ibid.

character/ country pertaining to the voting of their paper.¹³ Working papers must be drafted like an actual resolution and must be approved by the Dais. If they are not approved by the Dais, they cannot be referred to during debate.

2.6.2. Resolution Paper

Resolution papers are originally draft resolutions and usually only one per committee passes and becomes the resolution paper, unless other exceptions apply. The last paper to pass in a round of voting takes precedence over all other papers passed if conflicting clauses exist.

¹³ CCMUN 2021, “How TO MUN,” Accessed October 9, 2021, https://drive.google.com/file/d/1tvUGFy7acI4ypcQzI_IhDAfWbpLGLseh/view?usp=sharing.

2.7. Amendments

Amendments are presented to the rest of the committee.¹⁴ Delegates either make amendments to others' papers with suggestions of things to change, or receive amendments in order to make their paper more likely to pass.¹⁵ In both these cases, there are two types of amendments: friendly (sponsors agree, no need to vote, general consent) and unfriendly (not everyone agrees, disagreements, need to vote upon, can affect whether or not certain delegates vote for papers, need to proceed in different methods - silent reading, Q&A, 2 for 2 against, etc. - to pass these types of amendments).¹⁶ Delegates should always prioritize friendly amendments.¹⁷ That said, disagreements can occur. When an amendment is presented, the sponsors of a paper must unanimously agree that it is friendly. Even if only one disagrees then a vote must be taken to see whether the amendment passes.

2.7.1. Voting Procedures

For working papers to pass and close debate, two thirds of the committee must vote in favour. During the presentation and voting of papers, external communication is forbidden. The motion to enter voting procedures is : "The Delegate of X motions to vote by roll call". In the case of unfriendly amendments, the voting method is chosen beforehand and each amendment is made by numerical order. Motions can also be done to vote on papers in separate parts. To pass a draft resolution, a majority must be obtained unless in the case of voting by acclamation.

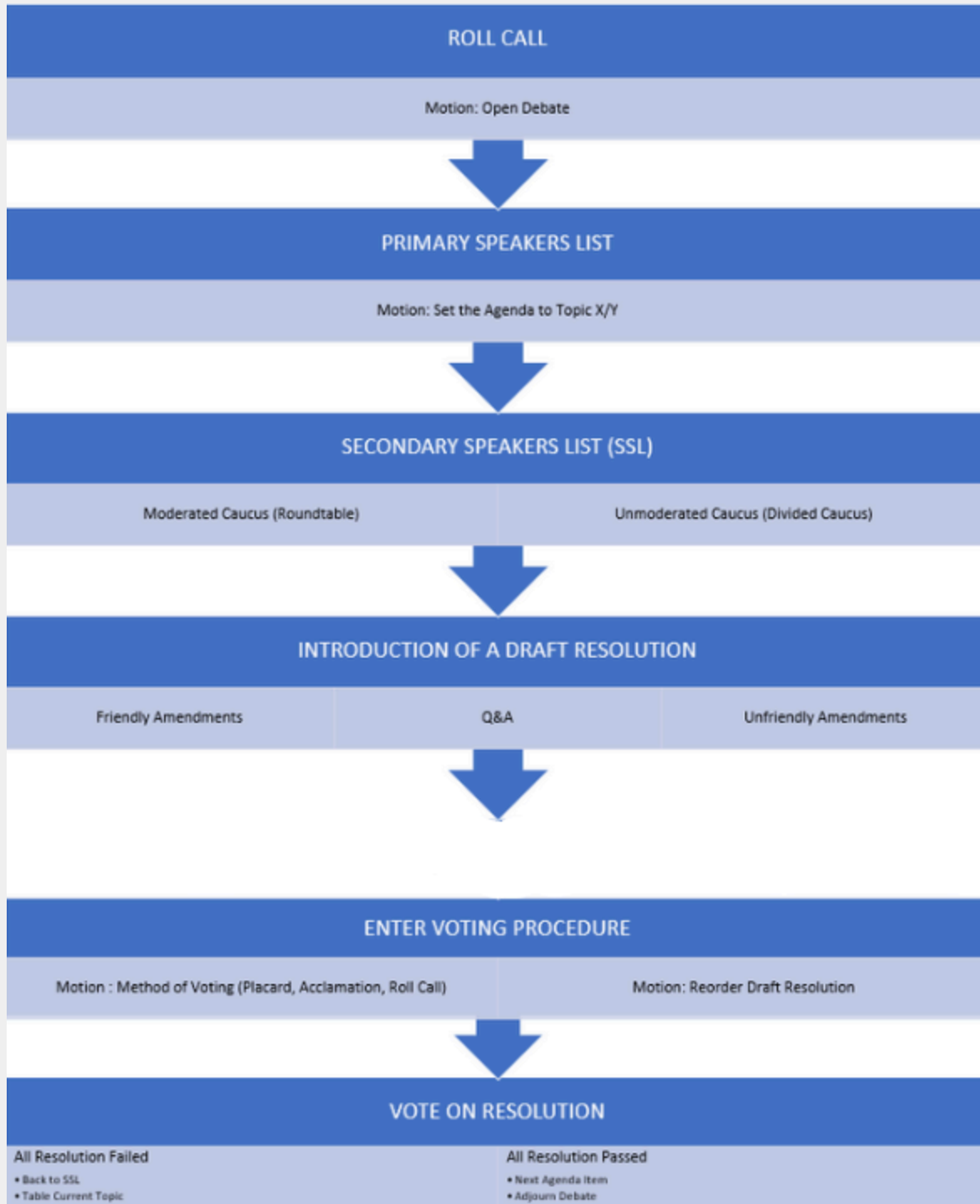
¹⁴ KFC, "Model UN Made Easy: How to Write a Resolution," Best Delegate, October 26, 2011, <https://bestdelegate.com/model-un-made-easy-how-to-write-a-resolution/>.

¹⁵ Ibid.

¹⁶ Ibid.

¹⁷ Ibid.

- 2.8. Order of Precedence
 - 2.8.1. Right of Reply
 - 2.8.2. Points
 - 2.8.3. Unmoderated Caucus
 - 2.8.4. Introduction of Draft Resolution
 - 2.8.5. Introduction of Amendments
 - 2.8.6. Closure of Debate
 - 2.8.7. Suspension of Debate
 - 2.8.8. Adjournment of Debate
- 2.9. Notes and Crisis Notes
 - 2.9.1. Delegate to Delegate



3. Points¹⁸
 - 3.1. Point of inquiry: ask a question¹⁹
 - 3.2. Point of parliamentary inquiry: technical questions (how does the $\frac{2}{3}$ majority work)²⁰
 - 3.3. Point of personal privilege: ask someone to speak louder, ask to use the bathroom, etc.²¹
 - 3.4. Point of order: point out a violation of rules²²
 - 3.5. Appeal to the chair: challenge a decision made by the chair²³
 - 3.6. Right of reply: directly reply to something another delegate said²⁴
 - 3.6.1. Note Right of reply is only granted should there be a personal attack on a delegate and not an attack on their country or character's values and beliefs.
4. Motions²⁵
 - 4.1. Motion to divide the question: each operative clause of the draft resolution is voted upon individually²⁶
 - 4.2. Motion to open the speakers list: start the opening speeches
 - 4.3. Motion to close the speakers list: end the opening speeches²⁷

¹⁸ CCMUN 2021, "How TO MUN," Accessed October 9, 2021,

https://drive.google.com/file/d/1tvUGFy7acI4ypcQzI_IhDAtWbpLGLseh/view?usp=sharing.

¹⁹ Nikita, "Model UN Made Easy: Top 20 Important Terms to Know in Committee," Best Delegate, October 24, 2021, <https://bestdelegate.com/model-un-made-easy-top-20-important-terms-to-know-in-committee/>.

²⁰ "Points and Motions," MUNKi 2013, <http://munkiconference.weebly.com/points-and-motions.html>.

²¹ "Points and Motions," <https://www.wisemee.com/mun-points-and-motions/>.

²² Ibid.

²³ "Points and Motions," <http://munkiconference.weebly.com/points-and-motions.html>.

²⁴ Ibid.

²⁵ CCMUN 2021, "How TO MUN," Accessed October 9, 2021,

https://drive.google.com/file/d/1tvUGFy7acI4ypcQzI_IhDAtWbpLGLseh/view?usp=sharing.

²⁶ Ibid.

²⁷ Ibid.

- 4.4. Motion to reopen speakers list: resume the opening speeches²⁸
- 4.5. Motion to open debate: start moderated and unmoderated caucuses
- 4.6. Motion for a moderated caucus (include total time, speaker time, subject) (usually 9.45, 5.30 or 6.1): start structured debate with the whole committee²⁹
- 4.7. Motion for an unmoderated caucus (include total time): start informal conversations in smaller groups³⁰
- 4.8. Motion to table a topic: return to primary speakers list without voting on the topic³¹
- 4.9. Motion to present working papers or draft resolution: present these papers to the whole committee³²
- 4.10. Motion to vote on working papers or draft resolutions: vote for or against these papers
- 4.11. Motion to enter voting procedure: no one enters nor leaves the room during this process³³
- 4.12. Motion to straw poll: non-official voting on draft resolution or resolution to know people's stance
- 4.13. Motion to recess: take a break
- 4.14. Motion to suspend debate: pause meeting until next committee session³⁴

²⁸ Ibid.

²⁹ Ibid.

³⁰ Ibid.

³¹ Ibid.

³² Ibid.

³³ "Procedure Guide for Model UN," UNSociety, <https://unsociety.com/wp-content/uploads/2017/09/Procedure-Guide.pdf>.

³⁴ Ibid.

- 4.15. Motion to adjourn debate: end debate and enter voting procedures or other final directives³⁵
- 4.16. Motion to close debate: end the final committee session³⁶
5. Resolution paper³⁷

As Blocs are formed within committees, delegates within the Bloc will begin to create a document filled with resolutions that the present countries have drawn to resolve the issue concerning the committee. At the start, this document will be formally known as a working paper, which states the countries' current goal: finding solutions and applying their debate discussions into the document. However, there is a very particular format required for these formal and emblematic papers. For starters, on the top left side of the document, the resolution's title will be included, along with the committee name, the topic the resolution is being written on and the sponsors as well as signatories. Sponsors are the countries that act as main writers to the paper, meanwhile signatories are just other delegates that support the paper, only some of the Bloc's ideas or have written small parts to the document. It is important to note that signatories will not always be from the same Bloc and that their country's views won't always equate with those of the country one will represent. This being said, they are still allowed to be signatories, as looking for signatories is a crucial part of a delegate's job during unmoderated debates, along with writing their resolution paper. Subsequently, the two main parts which will make up a Bloc's resolution will be the preamble and then the resolutions proposed. These can also include various amendments specific to certain articles and clauses. The preamble is a section made up of operative clauses which all start with formal but indirect key words, that will highlight the

³⁵ "Points and Motions," <http://munkiconference.weebly.com/points-and-motions.html>.

³⁶ Ibid.

³⁷ CCMUN 2021, "How TO MUN," Accessed October 9, 2021, https://drive.google.com/file/d/1tvUGFy7acI4ypcQzI_IhDAtWbpLGLseh/view?usp=sharing.

Bloc's - and so the countries' - main objectives - usually these are verbs. Following this are all the resolutions written by delegates and proposed within one's Bloc that have the intent of resolving the committee matters and bringing the committee sessions to an end. The resolutions presented, along with the entire paper, are expected to be written in a formal manner, remaining concise and purposeful throughout. At last, one's Bloc shall not forget to thoroughly review the working paper, which has now become a complete resolution paper..³⁸

The final steps within the delegates' last committee session will be for their Blocs to present their resolution papers. Here, the presentation will usually be split into two parts, however these matters are to the chair's discretion as well as can and will change depending on the time schedule. First, speakers within the Bloc will be chosen to read out the paper, displaying it to the Dais and the audience of remaining delegates. Then, a Q & A period (Questions and Answers Session) will be allowed for Blocs to ask any final questions, exchange views and possible friendly or unfriendly amendments to the paper. This will be chaired by the Dais and will be based on right of reply and division of time, but these again are matters that will be decided then and there during the session. Finally are the amendments, whether they are made during unmoderated debates (therefore working sessions) or during the presentation period and will be offered in two different ways: friendly or unfriendly. Lastly, once all resolution papers have been presented, questions have been asked, answers have been delivered and the amendments have passed, delegates will vote on which paper will be formally adopted. The voting procedure determines which resolution will pass and with how many approving votes it will do so. Notably, multiple resolutions papers may pass, other times only one will..³⁹

³⁸ Ibid.

³⁹ Ibid.

5.1. Preambulatory Clauses


Affirming, Alarmed by, Approving, Aware of, Bearing in mind, Believing, Cognizant, Confident, Contemplating, Convinced, Declaring, Deeply concerned, Deeply disturbed, Desiring, Emphasizing, Expecting, Expressing its appreciation, Fulfilling, Fully aware, Fully believing, Further deploring, Further recalling, Guided by, Having adopted, Having examined, Having received, Having studied, Keeping in mind, Noting further, Noting with regret, Noting with satisfaction, Noting with approval, Observing, Reaffirming, Recalling, Realizing, Recognizing, Referring, Regretting, Seeking, Taking into account, Taking into consideration, Take note, Welcoming.

5.2. Operative Clauses

Accepts, Affirms, Approves, Authorizes, Calls, Calls upon, Condemns. * Confirms, Congratulates, Considers, Declares accordingly, Demands, * Deplores, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its hope, Further invites, Further proclaims, Further reminds, Further recommends, Further requests, Further resolves, Has resolved, Notes, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Strongly condemns, * Supports, Takes note of, Transmits, Trusts.

5.3. Resolution Paper Guideline⁴⁰

United Nations A/Res/2689



● The Missing Peace

Sponsors (alphabetical): Afghanistan, Andorra, Argentina, Austria, China, Colombia, Croatia, Ecuador, Germany, Guatemala, Hungary, India, Jamaica, Jordan, Luxembourg, Malta, Poland, Saudi Arabia, Rwanda, Singapore, Somalia, South Korea, Syria, Türkiye, United Arab Emirates, Uruguay, Uzbekistan.

Signatories: Australia, Cyprus, New Zealand, U.S., Ukraine, U.K., Central African Republic, Bulgaria, Canada, Comoros, Côte d'Ivoire, Cyprus, DPRK, Haiti, Honduras, Iceland, Indonesia, Kenya, Liberia, Nigeria, Norway, Slovakia, South Africa, South Sudan, Sudan, Tonga.

The General Assembly,

Understanding that peacekeeping is a massively complex puzzle that needs to be solved piece by piece

Recognizing the importance of empowerment of local communities where peacekeeping missions are located,

Acknowledging the importance of culture differences in complex peacekeeping missions,

Emphasizing the detrimental impacts of conflict on regional stability and civilian populations,

Stressing the importance of addressing systemic sexism within the UN peacekeeping force,

Informed by the United Nations Action For Peacekeeping (A4P) initiative,

I. SOCIAL & WOMEN

1. **Advocates** for the creation of **Women on the Workforce (WOW)** in order to ensure the full, meaningful, and equal participation of women in peacekeeping forces,
 - a. Establishing the Centre for the Advancement of Female Equality (CAFE) to introduce increased women participation and utilizing local resources for psychological and physiological infrastructure, including:
 - i. Medical Centers
 - ii. Active listening and psychological Consultants
 - iii. Access to Menstrual products
 - iv. Advocacy against sexual harassment and abuse
 - b. Establishing educational programs for both men and women both in the local communities and in peacekeeping troops on appropriate behaviors and interactions with women,
 - i. Focused on decreasing sexism and promote inclusivity among the peacekeeping troops,
 - ii. Working with local NGOs and organizations to address community specific social norms surrounding women,
 1. Recommends connecting with at least one local NGO,

Note there were many countries present at this committee which is why there are so many sponsors

⁴⁰ Ibid.

Works Cited

- Champlain Model United Nations Conference. 2019. "A Beginner's Guide to Robert's Rules of Order." CCMUN 2021. Weebly. October 26, 2019.
http://ccmunconference.weebly.com/uploads/1/2/7/4/127494322/roberts_rules_of_procedure-_ccmun.pdf.
- CCMUN 2021. "How TO MUN". Accessed October 9, 2021.
https://drive.google.com/file/d/1tvUGFy7acI4ypcQzI_IhDAtWbpLGLseh/view?usp=sharing.
- "Document Writing & Sponsor/Signatory." Bellevue College Model United Nations Program.
<https://bcnmun.wordpress.com/delegate-resources/document-writing-sponsorsignatory/>.
- KFC. "Model UN Made Easy: How to Write a Resolution." Best Delegate. October 26, 2011.
<https://bestdelegate.com/model-un-made-easy-how-to-write-a-resolution/>.
- Nikita. "Model UN Made Easy: Top 20 Important Terms to Know in Committee." Best Delegate. October 24, 2021.
<https://bestdelegate.com/model-un-made-easy-top-20-important-termsto-know-in-committee/>.
- "Points and Motions." MUNKi 2013.
<http://munkiconference.weebly.com/points-and-motions.html>.
- "Procedure Guide for Model UN." UNSociety.
<https://unsociety.com/wp-content/uploads/2017/09/Procedure-Guide.pdf>.
- "Resolutions." CMUNC. <https://www.cmunc.net/resolutions>.