

Short Form Rules of Procedure for MUN Simulations

Rule	Content	Debate	Who initiates/action required	Description/Notes
1	Provisional Agenda	No	Drawn up by MUN SG and Secretariat staff given to the GA General Committee.	Consists of items to be discussed either by the plenary or in committee.
3	Adoption of Agenda	No	If there are no objections to the agenda when it is presented by the GA President, it is adopted by consensus; if one of more delegations request a vote, the agenda is decided by a simple majority.	Formal adoption of conference agenda by delegates during the opening plenary.
30	Conduct of business in plenary meetings	No	N/A	MUN GA should not take action on any agenda item until it has received a report from the committee that has been allocated that item.
29	Minute of Silence	No	President of GA invites delegates	Immediately following the Opening Plenary and immediately preceding the Closing Plenary the MUN GA President will invite all delegates to observe a minute of silence.
32 & 66	Quorum	No	President of GA or Chairperson declares when meetings are open.	The GA President can declare a meeting open when at least 1/3 of the members are present. However, a majority of members is required for action to be taken; The Chairperson of a GA Committee can declare a meeting open when at least 1/4 of the members are present. However, a majority of members is required for action to be taken.

33	Speeches	No	President of GA calls on speakers in the order in which they signified their desire to speak.	No delegate may address the MUN General Assembly without having previously obtained the permission of the President.
36 & 70	Point of order	No	A delegate may raise a point of order during the discussion of any matter. The President or Chairperson must rule immediately on the point of order. A delegate may appeal the ruling which must be immediately put to a vote.	A point of order may be raised by a delegate during the discussion of any matter, if he or she feels that the rules of procedure have not been followed properly.
37 & 71	Time limit on speeches	2 delegates for and 2 delegates against the proposed limit may speak (if there is no consensus) before a vote is taken	The President of the GA or Chairperson usually set the time limits for speeches. It is not UN practice to put this to a vote. However, if the limits proposed are not accepted by consensus, a vote may be requested.	MUN GA may limit the time allowed for delegates to speak and the number of times they may speak. There is an unwritten code that discourages delegates from speaking more than once. However, if this does happen, it is common practice for the delegate to apologize for doing so.
38 & 72	List of Speakers	No	Can be closed by the President or Chairperson without a vote but with the consent of delegates.	The President or Chairperson may give the right of reply to any member if a speech delivered after the list has been closed makes this desirable.
39 & 73	Motion for adjournment of debate	2 delegates for and 2 delegates against the motion may speak (if there is no consensus) before a vote is taken.	Delegates may put forth a motion for adjournment of debate during the discussion of any matter. If there is no consensus it may be put to vote. A simple majority determines whether the motion passes.	Motions for adjournment are normally adopted without deciding on a time to renew debate. This motion terminates discussion and prevents voting.

40 & 74	Motion for Closure of debate	2 delegates against the motion may speak (if there is no consensus) before a vote is taken.	Delegates may put forth a motion for closure of debate at any time during the discussion of an agenda item even when other delegates are waiting to speak. If there is no consensus, it may be put to vote. A simple majority determines whether the motion passes.	Motions for closure of debate terminate discussion and authorize the meeting to proceed immediately to a vote.
41	Motion for suspension or adjournment of a meeting	A motion for suspension proceeds immediately to a vote if there is no consensus	Delegates may put forth a motion for suspension or adjournment at any time.	Motions for suspension or adjournment are normally adopted along with an indication of when the meeting will resume. This is a useful tool for incorporating informal consultations.
43 & 77	Submission of Proposals and amendments	N/A	As a general rule delegates must submit proposals and amendments in advance so that they can be distributed to all delegations at least 1 hour before they are discussed or put to a vote. However, the Chairperson can decide to allow discussion of amendments that have not been circulated.	This rule is meant to give delegations adequate time to review proposals and amendments and to engage in informal discussions before they are discussed. However, given the short time period in which resolutions must be adopted, the Chairperson has at his or her discretion the authority to be flexible on this rule.
49	Members “present and voting”	N/A	Only those delegates that are casting a vote for or against a motion, amendment, resolution, etc. are considered “present and voting.” A delegation that abstains from voting is not	Determining whether a resolution has been adopted by a simple majority or not is based on the number of delegations that are considered “present and voting.”

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50	Voting methods	N/A	When a delegation requests a vote, it is normally done by a show of hands. However, any delegate can request a roll-call vote which enters the name of each delegation voting for and against a proposal.	The majority of decisions in the GA today are made by consensus. However, when an unrecorded vote takes place, the number of delegations voting for and against an item is still counted but without indicating which country voted for and which voted against it. In a recorded vote, the vote of each delegation is entered into the official record.
51 & 83	Conduct during voting	N/A	The Chairman may permit members to explain their votes, either before or after a vote in a Plenary or Committee meeting. The Chairman may limit the time to be allowed for such explanations. The Chairman shall not permit the sponsor of a resolution or an amendment to explain his vote on his own resolution or amendment.	Member States may explain their position before and after a resolution or amendment is adopted by consensus in a Plenary or Committee meeting as well. Sponsors of resolutions or amendments, however, are not permitted to explain their positions before and after they are adopted by consensus.
52	Division of Proposals and amendments	2 delegates for and 2 delegates against the motion may speak (if there is no consensus) before a vote is taken.	A delegate may make a motion to vote separately on parts of a proposal or an amendment. If there is no consensus on this motion, it must be put to vote. A simple majority determines whether the motion passes.	The division of proposals and amendments is useful when it is difficult for delegations to reach agreement on a comprehensive resolution that has multiple components.

57 & 87	Equally divided votes	N/A	President of the GA can decide to hold a second vote if there are an equal number of votes for and against a proposal.	When this occurs in a Committee, a proposal is considered rejected the first time this occurs. In the GA, however, a proposal is considered rejected only after this occurs after a second vote is held.
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