



## TORREY & TRITON MUN RULES OF PROCEDURE

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*Adopted Sunday, January 8th, 2023 (Version 3.0)*

### A. General Rules

1. Exceptions: Rules of Procedure may change at the discretion of the Committee Chairs and the Upper Secretariat.
2. Staff Powers: The Secretary-General will open and close the conference during formal ceremonies. Members of the Upper Secretariat will also supervise members of the Secretariat and conference staff throughout the conference. Chairs will declare the opening and closing of all committee sessions, rule on points and motions, moderate debate, and choose committee award recipients. Chairs will have the power to rule a motion “dilatory” based on its level of disruptiveness.
3. Language: English is the official working language of the conference.
4. Attendance: Registered delegates are required to attend all committee sessions.
5. Courtesy: Exemplifying courteous and diplomatic behavior to the Secretariat, advisors, and delegates is an absolute expectation of participants. Failure to comply may result in the Chairs or Upper Secretariat members invoking a call to order. In extreme cases, the Secretariat reserves the right to expel delegates.
6. Attire: Delegates are highly encouraged to wear Western Business Attire. Any exceptions must be brought to the attention of the Secretary-General or an authorized member of the Upper Secretariat by an advisor. Exceptions will not be considered for a country’s national dress, or any other large deviation from Western Business Attire.
7. Credentials: Delegates are required to wear credentials at all times. Credentials will be issued to the advisor of each delegation upon arrival at the conference.
8. Quorum: At least 50% of the Secretariat-assigned voting members within a committee must be present for debate to be declared open.
9. Position Papers: Delegates are required to submit a position paper per committee topic in order to qualify to win most committee awards. Position papers should explain the topic background, past international actions, national policy, and possible solutions. Position papers must be submitted by or before the deadline.
10. Awards: Committee awards will be decided upon by the dais. Awards will be given on the basis of topic knowledge and understanding (including position paper work), diplomatic skill, and committee insight.
11. Decorum: Delegates are required to always remain appropriate and inclusive.

## B. *Debate Procedure*

1. Roll Call: The Rapporteur will conduct roll calls at the beginning of each committee session. They may, at their discretion, conduct a roll call at any point during formal debate. Delegates may announce themselves as “present” or “present and voting”.
  - i. Present: Delegates declaring themselves “present” announce their intention to participate in committee and indicate their nation’s concern for the issues at hand.
  - ii. Present and Voting: Delegates declaring themselves “present and voting” indicate that the issues at hand are ones of grave concern to their state. Delegates who announce themselves as “present and voting” deliberately forfeit their right to abstain on any substantive measures put to a vote.
2. Speakers List: After setting the agenda, the Chair will open the floor to a Motion to Set the Speakers List. After the motion passes, delegates will be able to add their countries to the Speakers List. The Speakers List will be active when the committee is in formal debate without a moderated caucus, unmoderated caucus, or other procedural motion.
  - i. Speaking time will be set at a standard one minute unless otherwise amended by delegates. Chair discretion will be honored if any of the speaking times are ruled dilatory. These time limitations shall not undercut a minimum of thirty seconds nor exceed a maximum of two minutes for General Assembly Committees or three minutes for Specialized Committees.
3. Speeches: Following the order prescribed by the Speakers List, delegates will be recognized by the Chair and will be permitted to speak on the issue at hand within the time prescribed (see B 3 i).
  - i. Comments: Delegates may wish to comment on speeches after a speaker has yielded their time to the floor. Commenting delegates are chosen at the Chair’s discretion. Commenting delegates should refer specifically to the previous delegate’s speech and should not offer their own speech.
    1. Change Number: The number of comments permitted after a speaker yields to the floor may be changed at any time by moving to do so and successfully attaining a simple majority of the committee. If comments are allowed, the default number of comments is two for General Assembly Committees and three for Specialized Committees. A motion to change the number of comments to zero will be considered a Motion to Disallow Comments (C 10).
    2. Change Time: The duration permitted for each comment may be modified at any time by motion, contingent upon its reception by a simple majority. Default comment time is thirty seconds for General Assembly Committees and forty-five seconds for Specialized Committees. The Chair will use the default times unless amended by the committee.

- ii. Questions: Delegates may wish to question the speaker after yielding their time to points of information or questions. Delegates with questions are chosen at the Chair's discretion.
  - 1. The response time for a question will be counted against the speaking time. Questions may be asked until the speaker has exhausted their time. Questions must not be of excessive length (determined at Chair's discretion).
- iii. Yields: If a speaker does not use the time allocated for their speech, they may yield their remaining time to one of the following.
  - 1. The Chair: This ends the Speakers speaking time and the Chair will automatically continue on to the next delegate on the Speakers List after asking for points or motions.
  - 2. Another Delegate: This allows a specified delegate to whom the time has been yielded to speak for the remainder of the speaking time. At the conclusion of their speech, this delegate may yield their time to the Chair or to another delegate. All delegates wishing to speak after a yield must have consented prior to the primary Speakers yield.
  - 3. Questions: This will allow other delegates the opportunity to question the speaker and will give the speaker their unallocated speaking time as additional time in which to answer question(s).
- 4. Moderated Caucus: A moderated caucus may be used to address a specific topic and direct the focus of the content of debate. Moderated caucuses must be for a specific topic, with a specific duration, and with a specific individual speaking time.
  - i. Extension: A delegate can motion for an extension of a moderated caucus after the caucus expires and the Chair opens the floor to any points or motions. By a simple majority, a moderated caucus may be extended, after which no additional extensions will be considered. The extension may not be for longer than half of the initial time. Extensions may not alter individual speaking times or the specific topic.
  - ii. Consultation of the Whole: When delegates wish to gauge opinions of the entire committee, they may call for a Consultation of the Whole. Should the motion pass by a simple majority, the entire committee will be afforded time to speak on the designated issue.
    - 1. The motioning delegate must specify both the topic and the speaking time.
    - 2. Delegates desiring to do so may forfeit their time by saying "pass" when called upon.
    - 3. The motioning delegate must specify which manner shall be used for choosing speakers: alphabetical order, seating order, or alternating caucus order.
  - iii. Delegates must address the topic of the moderated caucus during their speeches. Any speech not on the topic will be ruled Out of Order by the Chair.

5. Informal or Unmoderated Caucus: Unmoderated caucuses are an opportunity for delegates to discuss events in committee without the structure of formal debate. When motioning to enter an unmoderated caucus, delegates must offer the duration. This duration is subject to approval by the dais before it may be voted upon by the committee. During unmoderated caucus, delegates may move and speak freely throughout the room. However, when unmoderated caucuses end delegates will be expected to move quickly and quietly to their seats.
  - i. Extension: A delegate can motion for an extension of an unmoderated caucus after the caucus expires and the Chair opens the floor to any points or motions. By a simple majority, an unmoderated caucus may be extended by a set time, after which no additional extensions will be considered.
6. Presentation of Draft Resolutions (Formal Caucus): After working papers have been submitted to the dais for its review, they are reclassified as draft resolutions. These draft resolutions are then presented to the committee in the Formal Caucus. During formal caucus, the draft resolutions will be displayed and presented to the committee by representatives from the draft resolution's sponsors. The Motion to Present Draft Resolutions must include the times for presentations and for a question and answer period. Delegates with questions are chosen at the Chair's discretion.

### *C. Points and Motions*

1. Quorum: Quorum will be considered met when at least 50% of the assigned voting members are present. Specialized Committees will meet quorum if at least one representative from 50% of the assigned voting delegations are present.
2. Motion to Open Formal Debate: When quorum is met and the committee believes that formal debate on the matter at hand should begin, a Motion to Open Formal Debate will be in order. The motion passes with a simple majority.
3. Motion to Close Formal Debate: When the committee believes that formal debate over the matter at hand has culminated (or when the committee runs out of time), a Motion to Close Formal Debate will be in order. After two speakers for the motion and two speakers against the motion have spoken, the committee may pass the motion with a simple majority.
4. Point of Personal Privilege: In the event that a delegate faces a condition in which they feel uncomfortable in the committee room or are unable to hear a speaker, they will be able to interrupt the speaker to express a Point of Personal Privilege.
5. Point of Order: If a delegate observes an incorrect use of these Rules of Procedure, they may call a Point of Order to correct the error. Points of Order should not be used to interrupt a speaker unless the speech directly violates the Rules of Procedure.
6. Point of Inquiry: Delegates that have a question for the Chair regarding procedural matters should raise a Point of Inquiry. The Chair will answer the question to the best of their ability.
7. Open Substantive Debate: When the committee believes that substantive debate over a selected agenda topic should begin, a Motion to Open Substantive Debate will be in order. The motion passes with a simple majority.

8. Motion to Open/Close/Reopen the Speakers List: After opening substantive debate, delegates will be invited to move to open the Speakers List. Subsequently, the Chair will request that any delegates that would like to be added to the Speakers List raise their placards. The Chair will add the delegates to the Speakers List in an unbiased procedure. The Speakers List will activate in descending order once the committee enters substantive debate without an interrupting motion. If the Speakers List is exhausted, substantive debate is automatically closed, and the committee will enter the voting bloc. Closing the Speakers List simply means that no more delegates may be added to the Speakers List, and this motion may be reversed by a Motion to Reopen the Speakers List. After resuming debate from a different motion, it will automatically restart if there are no other points or motions on the floor.
  - i. The content of speeches should be relevant to the regarded topic at all times.
  - ii. Speaking time will be set to the rules stated in B 3 i.
9. Motion to Allow/Disallow Comments/Questions: When the Speakers List is first opened, delegates will vote on whether to allow or disallow comments/questions on speeches. At any time during which the Speakers List is active and comments/questions are allowed, delegates may Motion to Disallow Comments/Questions. However, if comments/questions are disallowed, they cannot be allowed again for the duration of that Speakers List.
10. Motion to be Added to/Removed from the Speakers List: Delegates may send a note to the dais requesting to be added to or removed from the Speakers List. Delegates may not be added if the Speakers List is closed.
11. Suspend Debate: Delegates who wish to halt all committee functions until the next session of the same day may Motion to Suspend Debate.
12. Adjourn Debate: At the end of a day's final session, delegates may Motion to Adjourn Debate within their committee.
13. Close Substantive Debate: When the committee believes the agenda topic has reached its conclusion, a Motion to Close Substantive Debate will be in order. After hearing from two speakers for the motion and two speakers against the motion and a simple majority passes the motion, the committee will move into voting procedure on the matter, as closing substantive debate includes terminating the Speakers List and thus moving into the voting bloc.
14. Right of Reply: In the event that a delegate receives an excessively abusive remark in the form of a public announcement, a delegate can appeal for a Right of Reply. This must be submitted to the dais as a written note and will be processed solely at the Chair's discretion.
15. Points and Motions Precedence:

Points and Motions	Rule	Debatable
Quorum	C 1	No
Open Formal Debate	C 2	No
Point of Personal Privilege	C 4	No
Point of Order	C 5	No
Point of Inquiry	C 6	No
Close Formal Debate	C 3	No
Open Substantive Debate	C 7	No
Open/Close/Reopen the Speakers List	C 8	No
Allow/Disallow Comments/Questions	C 9	No
Added/Removed on the Speakers List	C 10	No
Right of Reply	C 14	No
Close Substantive Debate	C 13	2 for 2 against
Adjourn Debate	C 12	No
Suspend Debate	C 11	No
Extend Previous Caucus	B 4/5 i	No
Informal/Unmoderated Caucus	B 5	No
Moderated Caucus	B 4	No
Consultation of the Whole	B 4 ii	No
Present Draft Resolutions (Formal Caucus)	B 6	No
Change Speaking Time	B 2 i	No
Change the Number of Comments	B 3 i 1	No
Change Comment Time	B 3 i 2	No
Introduction of a Working Paper	D 2 ii	No
Introduction of an Unfriendly Amendment	D 3 ii 2	No
Enter Voting Bloc	E 2 i	2 for 2 against
Exit Voting Bloc	E 2 vi	No
Reorder Draft Resolutions	E 1	No
Divide the Question	E 2 v	No
Roll Call Vote	E 2 iii	No
Adopt by Acclamation	E 2 iv	By Objection

#### D. *Working Papers, Draft Resolutions, and Amendments*

1. Working Papers: Serve as a description of possible solutions to the current topic.
  - i. Working papers are in no capacity official papers.
  - ii. Working papers have no formalized formatting requirements.
  - iii. Signatories are not required for working papers.
  - iv. The dais will specify the minimum number of signatories required for working papers to become draft resolutions.
2. Draft Resolutions: Draft resolutions constitute a description of a course of action that a committee as a whole may wish to take.
  - i. Draft resolutions are required to follow the conference resolution format.

- ii. Draft resolutions must have a sponsor and the proper number of signatories.
- iii. Draft resolutions become resolutions only after they are passed in the voting bloc.
- 3. Amendments: Delegates may submit amendments to alter draft resolutions on the floor.
  - i. Friendly Amendments:
    - 1. All sponsors of the draft resolution must be a sponsor or signatory to the friendly amendment.
    - 2. Once submitted to the dais, friendly amendments are immediately incorporated into the draft resolution.
  - ii. Unfriendly Amendments:
    - 1. Unfriendly amendments must have  $\frac{1}{3}$  of the committee as signatories to it.
    - 2. Unfriendly amendments must first be introduced on the floor of the committee which will immediately move into voting procedure on it. To send an unfriendly amendment into the voting bloc, a simple majority is required. After the voting procedure on the unfriendly amendment, debate will return to the Speakers List.

## E. *Voting*

- 1. Reordering Draft Resolutions: Draft resolutions may be reordered prior to a vote on any draft resolution by simple majority vote. The delegate making the motion must propose the new order, although the Chair will accept suggestions on alternative orders of draft resolutions from other delegates if the motion is in order.
- 2. Voting Procedures:
  - i. Enter Voting Bloc: Delegates wishing to vote on draft resolutions must move into the voting bloc. A Motion to Enter Voting Bloc requires two speakers for and two speakers against, and if such a motion passes, debate is suspended in favor of moving into the voting bloc. This motion is automatically passed, without speakers for or against, if the committee closes substantive debate.
  - ii. Standard Voting Procedure: Voting for substantive matters requires a simple majority and will be conducted by the dais while delegates use placards to vote. Delegates will be permitted to vote “Yes”, “No”, or “Abstain”.
  - iii. Roll Call: A delegate may Motion for a Roll Call Vote, which will bring about Roll Call Voting Procedure. During a Roll Call Vote, the member states in committee will be called in alphabetical order for their delegates to vote “Yes”, “Yes with Rights”, “Abstain”, “No”, or “No with Rights”. If a delegate passes in the first round of roll call, they will not be allowed to abstain.
    - 1. Delegates who vote with rights will be afforded 30 seconds of speaking time after the committee has exited the voting bloc to speak.

- iv. Motion to Adopt by Acclamation: If a Motion to Adopt by Acclamation is called for, then the Chair will accept any objections to the motion from delegates. If there are no objections from delegates, then the resolution automatically is passed. If there are objections, then the motion fails, and the committee returns to voting procedure.
- v. Division of the Question: If a Motion to Divide the Question is passed, then the prescribed operative clause(s) will be voted on separately as if they were unfriendly amendments.
  - 1. All suggestions to separate the operative clauses will be voted on in the order they were received.
  - 2. Divisions that receive majority support from the committee will be included in the adopted resolution, while divisions that do not receive majority support will be excluded from the resolution.
- vi. Exit Voting Bloc: At any time during the voting procedure, delegates may Motion to Exit Voting Bloc. This motion will pass with a simple majority.

## F. *Specialized Committees*

- 1. Crisis Committees: Crisis Committees run in West Coast Crisis style. Adjustments to West Coast MUN Procedure are outlined below.
  - i. Delegates: Delegates in a Crisis Committee will be either voting members or observer members.
  - ii. Unmoderated Caucus: The unmoderated caucus will be a point of focus in committee. The Chair will honor a motion for an unmoderated caucus, except in situations when the Chair deems it either disruptive or redundant. The Chair will not accept any motions for unmoderated caucuses longer than 20 minutes.
  - iii. Directive Types: Resolutions shall not be used in a Crisis Committee. Delegates will act using directives and personal notes only. All directives are subject to the Chair's approval and the approval of the Crisis Staff.
    - 1. Communiqués: These are used to communicate with foreign governments, individuals, or other entities outside of the committee.
    - 2. Press Releases: Used to present information to the public from a delegation, caucus, or the committee. The use of press releases is encouraged in order to influence the situation at hand.
    - 3. Personal Directives: The portfolio powers of a delegate are directed through the use of personal directives.
      - a. Directives will be sent to the Crisis Staff who will respond accordingly. Private actions will only be considered within a delegate's portfolio powers. Any questions can be directed to the Crisis Staff.
    - 4. Committee Directives:
      - a. Committee directives must be presented to the committee using a "Motion to Introduce".
      - b. Committee directives must have the minimum number of signatories to be introduced.



- c. A committee directive will only be implemented when passed by the committee.
- 5. Group Directives:
  - a. Group directives must have the signatures of all delegates associated.
  - b. Group directives operate on behalf of all signatories and their collective portfolio powers.
- 2. United Nations Security Council: The Security Council runs in traditional style, but with P5 members yielding veto power. Adjustments to West Coast MUN Procedure are outlined below.
  - i. The People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America will all have the special and exclusive ability to veto draft resolutions by voting against them when in a voting bloc. These nations will not have the ability to use their veto power on procedural votes, merely substantive ones.
  - ii. Delegates will have the ability to invite observers into committee, with the Chair's approval.
- 3. Regional Bodies: Regional Bodies allow delegates to assume the role of an individual within a national body or a nation within a regional international body. Adjustments to West Coast MUN Procedure will be outlined in the Background Guide.