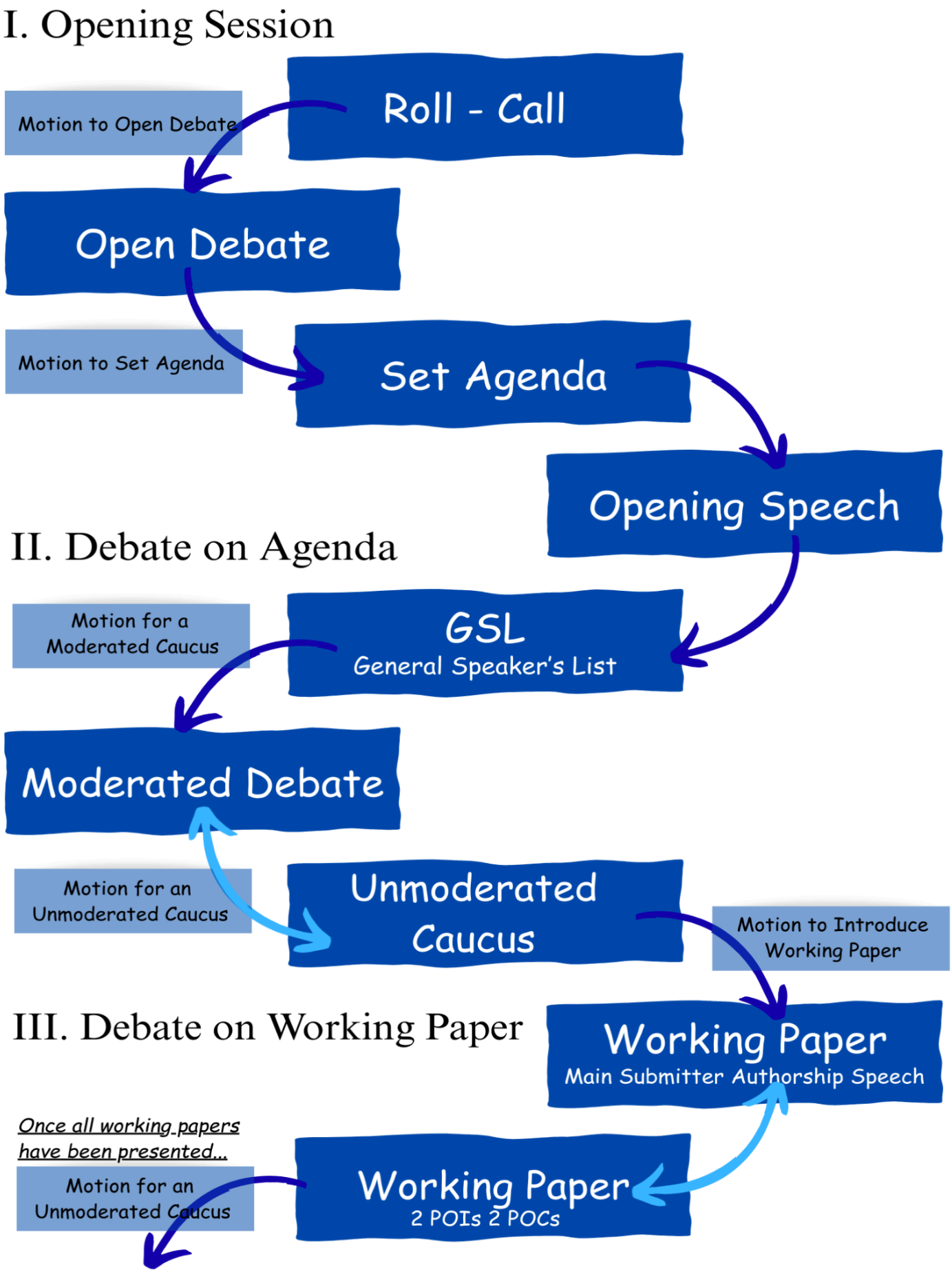


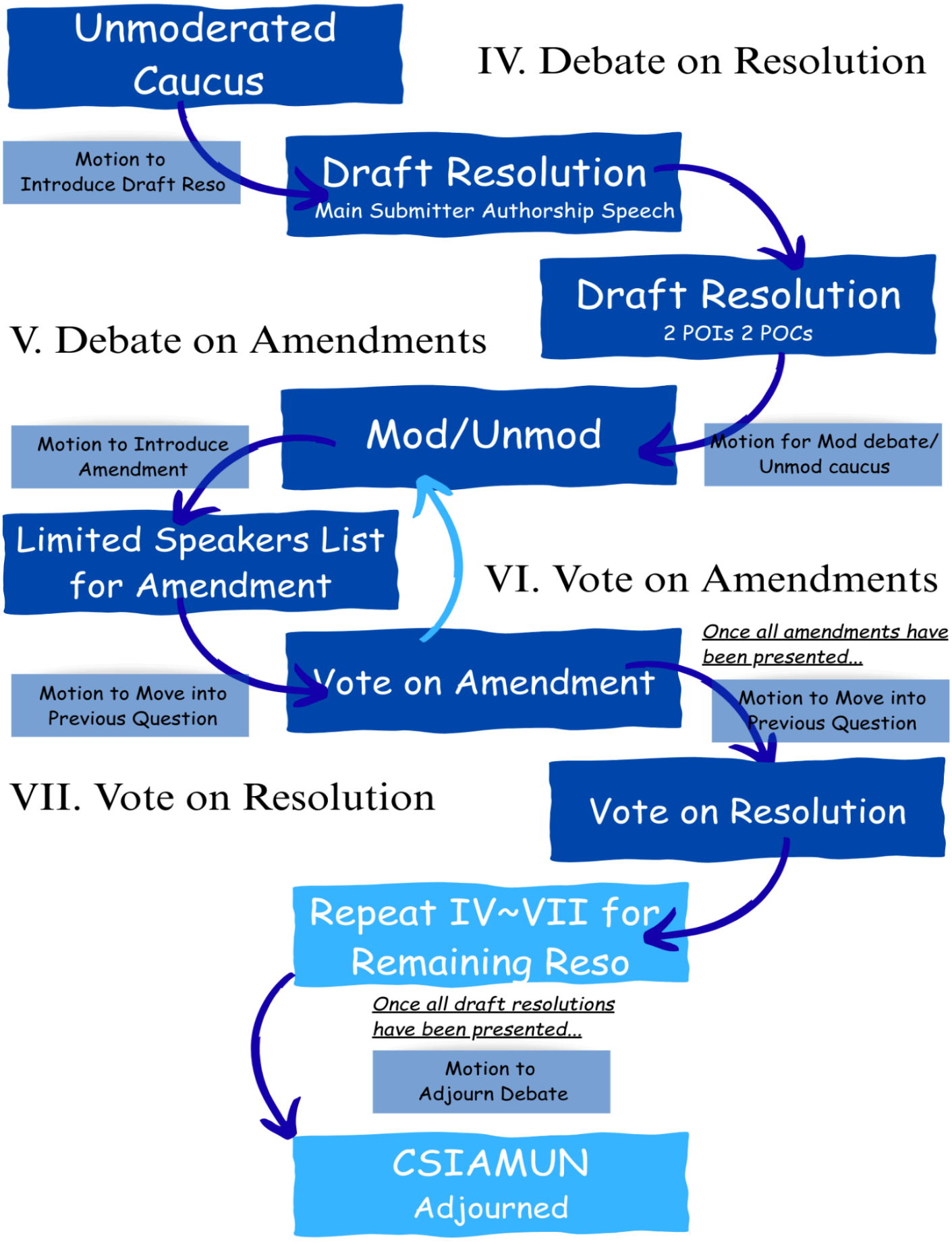
CSIAMUN

Rules of Procedure

CHEONGSHIM INTERNATIONAL ACADEMY

CSIAMUN Rules of Procedure - Flow of Debate




Unmoderated Caucus
IV. Debate on Resolution
Motion to Introduce Draft Reso
Draft Resolution
Main Submitter Authorship Speech
Draft Resolution
2 POIs 2 POCs
V. Debate on Amendments
Mod/Unmod
Motion to Introduce Amendment
Motion for Mod debate/ Unmod caucus
Limited Speakers List for Amendment
VI. Vote on Amendments
Once all amendments have been presented...
Vote on Amendment
Motion to Move into Previous Question
Motion to Move into Previous Question
VII. Vote on Resolution
Vote on Resolution
Repeat IV~VII for Remaining Reso
Once all draft resolutions have been presented...
Motion to Adjourn Debate
CSIAMUN
Adjourned

CSIAMUN Rules of Procedure

I. Flow of Parliamentary Procedures

Opening of the Session

1. At the opening of a committee session, the Chair shall declare the session open. ("The committee is now in session.")
2. The Chair may, at their discretion, provide basic information regarding the session—such as the agenda item currently under discussion or the status of resolution-drafting.

Roll-Call

1. Roll-call can take place under the following circumstances:
    a. At the beginning of each session;
    b. Upon a Motion for a Roll-Call;
    c. When the Chair observes a lack of quorum in the committee.
2. The Chair will take attendance by calling out the delegations in English alphabetical order.
    a. Delegates shall respond with either "Present" or "Present and voting" when they are called;
    b. If a delegate chooses to say "Present and voting", they will not be able to abstain from any substantive voting.

Motion to Open Debate

1. The Motion to Open Debate officially starts committee proceedings.
2. It requires a simple majority.

Motion to Set the Agenda

1. If there is no agenda item on the floor, the committee must set the agenda.
2. Delegates can raise a Motion to Set the Agenda by saying "Motion to set the agenda to Topic A/B."
3. Two speakers will be recognized to speak in favor of the Motion, followed by two speakers against.
4. The Chair shall call for a procedural vote on the Motion, which requires a simple majority. If the motion passes, the committee shall commence debate on the proposed Topic; if it fails, the other topic shall automatically be set as the first topic of debate.
5. Under the chair's discretion, voting procedures may be forgone under reasonable conditions such as time constraints and debate facilitation.
6. For committees with only one topic, once a motion is made to set the agenda, a vote will immediately be taken without debate.

General Speaker's List

1. After an agenda is established, a General Speaker's List will be continuously opened for the purpose of General Debate on substantive and relevant issues.
2. The default speaking time is 90 seconds.
3. A single delegation cannot be added to the Speaker's List multiple times when the Chair calls for new speakers.
3. Delegates can add their name to the Speaker's List at any time by sending a note to the Chair, as long as they are not already on the list.

4. A delegate speaking from the Speaker's List may yield the remainder of their time to:
    a. The Chair;
    b. Another delegate;
    c. Points of Information;
    d. Comments.
5. If the time is yielded to a delegate already on the speaker's list, they are automatically removed from the speaker's list. However, they can decline the yield.

Limited Speaker's List

1. The Chair limits the number of delegates on the Limited speakers' list as deemed necessary.
2. A delegation may add its name to the Limited Speakers' List by raising the placards only when the speakers list is opened. Adding names to the list by sending a note to the Chair is not allowed.
3. The default speaking time is 90 seconds.

Moderated Debate

1. A Moderated Debate is a structured form of discussion in which the Chair recognizes delegates to speak for a specified time and on a specific topic. Moderated debate allows for organized discourse and is typically used to focus discussion on particular aspects of the agenda.
2. A delegate may raise a Motion to Move into a Moderated Debate by specifying:
    a. The total duration of the debate;
    b. The individual speaking time per delegate;
    c. The topic or subtopic to be discussed.
3. If the motion passes, the Chair shall moderate the debate, calling upon delegates who raise their placards.
4. In CSIAMUN, the maximum duration of a Moderated Debate is 15 minutes.

Unmoderated Caucus

1. An Unmoderated Caucus is a temporary suspension of formal debate that allows delegates to move freely, speak informally, and collaborate without recognition from the Chair. During unmoderated caucuses, delegates may draft working papers, negotiate clauses, form blocs, or consolidate ideas.
2. A delegate may raise a Motion to Move into an Unmoderated Caucus by specifying
    a. The total duration of the caucus;
    b. A stated purpose or topic, such as drafting resolutions.
3. In CSIAMUN, the maximum duration of an Unmoderated Caucus is 20 minutes.

Working Papers

1. Delegates can use unmoderated caucuses to create working papers: informal documents comprising solutions for discussion purposes. It does not need to pertain to a single agenda item.
2. Delegates can create working papers at any time.
3. A working paper can be, but is not obligated to be, in proper resolution format.
4. A working paper is not officially recognized; hence, it cannot be tabled, amended, or voted on by the committee.

5. Working papers must have 20% of the committee as either sponsors or signatories. The number of sponsors per paper is capped, however, there is no limit to the number of signatories.
6. Working papers, once approved by the Chairs and Approval Panel, must be formally introduced one-by-one via a Motion to Introduce a Working Paper.
7. The main submitter will deliver an authorship speech for a maximum of 3 minutes to introduce the draft resolution and urge other delegates to actively participate in the debate.
8. Once the main submitter has finished their speech, the chair will entertain 2 POIs and 2 POCs each.
9. Working papers will not be voted on. Once the reading, presentation, and Q&A session have elapsed, the Chair will look for a motion to introduce the next working paper.

Draft Resolutions

1. After debate on all working papers has officially elapsed, the chair will look favorably upon an unmoderated caucus where delegates can move around and merge blocs with:
    a. A minimum of two blocs per committee;
    b. A minimum of five delegates per bloc.
2. A resolution refers to the set of solutions that delegates have devised to solve the agenda. It should not contain unrealistic or reuse existing solutions.
3. Draft resolutions require one main submitter and a minimum of four co-submitters, not including the main submitter. All submitters of a draft resolution may not submit any other draft resolution.
4. Before being accepted for debate, draft resolutions have to be approved by the Chairs concerned and by the Approval Panel.
5. Draft resolutions, once approved by the Chairs and Approval Panel must be formally introduced to the committee one-by-one via a Motion to Introduce Draft Resolution.
6. Resolutions cannot be discussed in any substantive speeches in the committee until they have been formally introduced.
7. For each draft resolution, there will be a silent reading period of 5 minutes.
8. The main submitter will deliver an authorship speech for a maximum of 3 minutes to introduce the draft resolution and urge other delegates to actively participate in the debate.
9. Once the main submitter has finished their speech, the chair will entertain 2 POIs and 2 POCs each. After the Q&A time has elapsed, delegates may raise motions for either a moderated debate or an unmoderated caucus to start writing amendments.
10. A resolution requires a simple majority to pass.

Amendments

1. Amendments are delegate-made suggestions to make changes to the draft resolution. The purpose of amendments is to improve the resolution with the object of achieving a wider consensus.
2. During debate on the draft resolution, every delegate in the conference may raise amendments, including those who are not co-submitters of the resolution. The amendment is:
    a. A friendly amendment if all sponsors support the amendment;

   b. An unfriendly amendment, if not all sponsors of the resolution support the amendment, but 20% of delegates in the committee act as signatories.
3. There are three types of amendments:
   a. Adding will add details to the clause;
   b. Changing will alter the content of the clause;
   c. Striking serves to delete the whole clause. No points of clarification are to be entertained.
4. The preambulatory clauses cannot be amended.
5. Before moving to raise a Motion to Introduce an Amendment, Delegates should send their amendment sheet to the chair via note-passing for approval.
6. Friendly amendments are automatically applied to the draft resolution without a formal vote.
7. A new Limited Speaker's List will be drawn up concerning the amendment, and all speeches must remain relevant to the amendment itself.
   a. Speeches on amendments are substantive; thus, comments and yields are in order.
8. For amendments, submitters will be offered the chance to be the first speaker "for" the amendment.
9. If a second-degree amendment (amendment to the amendment) is moved, it will be voted on before the vote is taken on the first amendment. If the adoption of the second-degree amendment necessarily implies the acceptance or rejection of the first, the first amendment is not put to the vote.
10. Debate on the amendment will continue until a Motion to Move into Previous Question is made. This motion is in order when the committee has heard at least two speakers on the floor.
11. The amendment requires a simple majority to pass.

Voting

1. After substantial debate on the resolutions and amendments has been made, delegates can raise a Motion to Move into Previous Question, which calls for a vote to be taken on the resolution or amendment being debated.
2. Once the debate is closed, the committee moves to an immediate vote on the amendment or resolution on the floor.
3. The Motion to Move into Previous Question requires a two-thirds majority.
4. The actual draft resolution and amendment both need a simple majority to pass.

Session Adjourned

1. When debate on both topics has been fruitfully completed, delegates can raise a Motion to Adjourn the Session, upon which the session will end.

II. Points and Motions

Point of Order

1. A Point of Order is used when delegates believe the chairperson has made an error in the running of the committee. Delegates who raise this motion must specify the errors they believe were made in the formal committee procedure.

2. A Point of Order may relate to procedural matters only, and a representative rising to a point of order may not speak on the substance of the matter under discussion.

Point of Parliamentary Enquiry

1. A Point of Parliamentary Enquiry is a point of information to request clarification on all procedural matters in general from the chairperson.

Point of Personal Privilege

1. A Point of Personal Privilege is used to inform the chairperson of a physical discomfort a delegate is experiencing, such as the inability to hear another delegate's speech. Point of Personal Privilege must refer to the comfort and well-being of the delegate.
2. It may not refer to the content of any speech and may only interrupt a speaker if the speech is inaudible.

Point of Information

1. A Point of Information may be directed to the speaker who has the floor if he has indicated that he is willing to yield to points of information. A Point of Information allows other delegations to ask questions in relation to speeches, amendments, and draft resolutions.
2. A Point of Information must be formulated as a question, although a short introductory statement or reference may precede the question.
3. Delegates should remain standing until the Point of Information has been answered.
4. A follow-up question or series of questions from the same questioner is not in order.

Point of Clarification

1. A Point of Clarification is a question related to technicalities and the constitution of the draft resolutions and amendments.
2. A Point of Clarification must be formulated as a question, although a short introductory statement or reference may precede the question
3. Questions are limited to the definitions of terminologies or the roles of specific organizations proposed.

Motion to Set the Agenda

1. A Motion to Set the Agenda is used to set the topic of the debate to either of the two agendas.
2. Delegates may raise this motion when there is no agenda set for discussion within the committee.
3. If an objection is made to the motion, the motion to set the agenda shall be debated upon. Permission to speak on the motion for division shall be given only to two speakers in favour of and two speakers against.
4. A one-half majority is required.

Motion to Move into a Moderated Debate

1. Delegates must specify the total duration, individual speaking time, and purpose of the moderated debate when proposing the motion.
2. Under the Chair's discretion, the time limit may be changed, and the motion may be ruled dilatory.

3. The motion requires a simple majority to pass.
4. In a Moderated Debate, the Speaker's List is suspended, and the Chair will give the floor to delegates who wish to speak on the particular topic designated. Unlike a Speaker's List, delegates may speak multiple times in a Moderated Debate.
5. No yields will be allowed.
6. There is no motion to end the Moderated Debate before its prescribed time; the time originally allotted to a Moderated Debate must fully elapse for the committee to return to the Speaker's List.
7. The maximum time allotted for a Moderated Debate in CSIAMUN is 15 minutes.

Motion to Move into an Unmoderated Caucus

1. Delegates must specify the total duration and purpose of the moderated debate when proposing the motion.
2. Under the Chair's discretion, the time limit may be changed, and the motion may be ruled dilatory.
3. The motion requires a simple majority to pass.
4. Once the Unmoderated Caucus commences, delegates can freely move around the room and discuss amongst themselves.
5. The maximum time allotted for an Unmoderated Caucus in CSIAMUN is 20 minutes.

Motion to Limit/Extend Debate Time

1. A Motion to Limit/Extend Debate Time calls for modification of the set debate time.
2. Delegates must propose a specific time.
3. A one-half majority is required.

Motion to Introduce a Draft Resolution

1. A Motion to Introduce a Draft Resolution is for the introduction and debate on a newly submitted resolution.
2. The main submitter must gather the requisite number of signatures on the draft:
    a. Draft resolutions require the signatures of five or ⅓ of the number of delegates present in the most recent roll call, whichever is greater;
    b. Being a signatory does not mean the delegate supports the resolution; it merely means that the delegate would like to see the resolution discussed.
3. Before the Draft Resolution is introduced, it must be approved by the Chair.
4. The main submitter must:
    a. Read out the operative clauses;
    b. Deliver an authorship speech not lasting more than three minutes. No yields or questions will be permitted at this point;
    c. After their authorship speech, the speaker may entertain up to two Points of Clarification and two Points of Information.

Motion to Introduce an Amendment

1. A Motion to Introduce an Amendment is for the introduction and debate on a newly submitted amendment.

2. Amendments must be signed by five or ⅓ of the number of delegates present in the most recent roll call, whichever is greater.
3. The speaker must deliver an authorship speech under three minutes, except regarding amendments that strike out clauses.
    a. After giving the authorship speech, the speaker may entertain up to two Points of Clarification and two Points of Information, except for striking amendments.
4. The amendment needs to have been approved by the chairperson.

Motion to Approach the Chairperson

1. A Motion to Approach the Chairperson is used to seek permission from the presiding officer in a meeting to approach them privately to discuss a matter that requires attention.
2. A vote is not needed.

Motion to Table the Topic

1. A Motion to Table the Topic ends the debate on the topic until it is reopened with a Motion to Reconsider. Tabling, or laying a resolution on the table, temporarily disposes of it. This motion can be used if you feel that enough has been said for now and more could be said at a later time.
2. The Motion is not debatable.
3. A one-half majority is required.

Motion to Reconsider

1. A Motion to Reconsider is used to bring a resolution or topic that has been previously tabled back to the floor.
2. It requires a previous topic to have been put aside.
3. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion.
4. A two-thirds majority is required.

Motion for P5 Caucus (Security Council Only)

1. A Motion for P5 Caucus shall be applied only in the SC in case a permanent member intends to vote against (veto) an Operative Clause or Draft Resolution as a whole.
2. With the contribution of the presidency, the P5 members should gather in a separate area and discuss the controversial point.
3. The entertainment of this motion is subject to the discretion of the presidency.

Motion to Move into Previous Question

1. A Motion to move into Previous Question calls for the closure of debate and for a vote to be taken on the resolution/amendment being debated. It may be moved by the chairperson or a speaker who has the floor. Once the debate is closed, the committee moves to an immediate vote on the amendment or resolution on the floor.
2. A two-thirds majority is required.

Motion to Vote by Roll Call

1. A Motion to Vote by Roll Call calls for an individual verbal vote to be taken in alphabetical order of the English names of the member states present. During a roll call vote, delegations may answer with an affirmative vote, a negative vote, or an abstention.
2. This motion is automatically approved and does not require a vote unless the Chair decides not to entertain it.

Motion to Divide the House

1. A Motion to Divide the House forces all of those who have not voted (or "abstained") to vote either for or against in the likely event of a vote being particularly close or even a tie.
2. This motion is automatically approved and does not require a vote unless the Chair decides not to entertain it.

Motion to Divide the Issue

1. A Motion to Divide the Issue calls for separate votes on sections of the resolution (as defined by the delegate) by a delegate that may approve of one particular part of a resolution and strongly disagree with another part.
2. If an objection is made to the request for division, the motion for division shall be debated upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against.
3. A simple majority is required.

Motion to Close Debate on the Agenda

1. A Motion to Close Debate on the Agenda signals the end of discussion on the agenda as a whole.
2. This motion requires a two-thirds majority to pass.
3. Once the debate is closed, the committee must either move on to a new agenda or raise a Motion to Adjourn the Session.

Motion to Adjourn the Session

1. A Motion to Adjourn the Session is raised to bring the session to recess.
2. The motion must specify when the meeting will resume, except on the last day of the conference.
3. In addition to the proposer, two delegates each may speak in favor of or against the motion.
4. A simple majority is required.

Precedence

1. Points always precede motions.
2. When multiple Motions to Move into Moderated Debate are raised, the total duration must be considered before individual speaking time.
3. In a Motion to Move into Moderated Debate and a Motion to Move into Unmoderated Caucus, the motion with a longer total duration takes precedence. If the motions have the same duration, a Motion to Move into Unmoderated Caucus takes precedence.

III. Debate and Voting

CSIAMUN Rules of Procedure

Procedural Votes

1. Procedural Votes are committee votes on a question of procedure, such as Motions.
2. Delegates must vote either "for" or "against". No abstentions are allowed.

Substantive Votes

1. Substantive Votes are votes of the committee on substantive matters, such as agendas, resolutions, amendments, or any other matter specified as such.
2. Delegates must vote "for", "against", or abstain altogether. Abstentions are not allowed for delegates who answered "present and voting" during the latest roll call.

Voting

1. A Motion requiring a "one-half majority" or a "simple majority" passes if the votes in favor exceed the votes against; it fails if the votes against equal or exceed the votes in favor
2. A Motion requiring a "two-thirds majority" or a "supermajority" passes if the votes in favor equal or exceed twice the votes against.

Yielding

1. A delegate speaking from the Speaker's List may yield the remainder of their time to:
    a. The Chair;
    b. Another delegate;
    c. Points of Information;
    d. Comments.
2. The floor may only be yielded once.
3. Yielding to the Chair ends the speech, and the floor is automatically returned back to the Chair.
4. Yielding to another delegate requires mutual consent and can only be done if more than 20 seconds are remaining.
5. Yielding to Points of Information allows delegates to receive questions from other delegates. Only one follow-up is entertained, and a follow-up to the second degree is not allowed.
6. Yielding to comments allows two delegates to give a short speech commenting on the speaker's speech. Each speech may not last longer than 30 seconds.



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