

# ACGMUN

## Conference

## Student Officer Manual

## Chapter 1: ACGMUN Rules of Procedure

### Quorum

The Chair requires a Quorum in the beginning of session. A session may be declared open once 2/3 of the members are present.

Therefore, the Student Officers should keep a close track of the Roll-Call list. A Roll Call must take place every time the Committee adjourns. Delegates who are often late should be reminded to come on time and if the tardiness continues, please inform the Secretariat. Please remember to ask for delegations that have not been called on after roll call.

### Debate Mode

ACGMUN's debate mode is the Open Debate, when debating resolutions. In that way, a member of the Committee can deliver a speech and take the stance of his delegation's preference on the resolution. On the other hand, Closed Debate is the debate mode followed when debating amendments and thus there is separate time for speakers in favour of the amendment and speakers against.

### Points

#### Point of Personal Privilege

- Refers to the comfort and well-being of the delegate
- May only interrupt a speaker if it refers to audibility
- May not refer to the content of a speech
- Is not debatable
- Does not require a second

#### Point of Parliamentary Inquiry

- Point of information to the chair concerning Rules of Procedures
- May NOT interrupt a speaker

#### Point of Information to the Speaker

- A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information
- Speaker asking the Point of Information may only speak if recognized by Chair
- Always remain standing when the speaker is replying to your Point of Information
- Must be formulated in the form of a question, i.e. "Is the speaker aware of the fact that..." A short introductory statement may precede the question
- Only ONE question by the same questioner. There will be no dialogue between speaker and questioner on the floor.

**Point of Order**

- Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/ observing of debate time
- May NOT interrupt a speaker
- Is not debatable
- Can only refer to something that just happened, direct reference; otherwise call it “out of order”

**Point of Information to the Chair**

- A question to the chair
- May NOT interrupt a speaker
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege
- Question asking for a statement by the Chair or clarification on an issue

**Right of reply**

- A short statement to a Speech by a delegate whose personal or national integrity has been impugned by another delegate’s comments
- May NOT interrupt a speaker
- Disagreement with the content of a delegate’s speech is not on grounds for a Right of Reply

**Motions****Motion to approach the Chairs**

When a delegate wants to speak to the Chair

**Motion to move to the previous question**

- Calls for the closure of debate and a vote to be taken on the motion (resolution/amendment) pending
- When discussing an amendment, in time in favor, this motion means to move to time against the amendment
- May be moved by the Chair or a delegate, may not interrupt a speaker
- Requires a “second” by the house, and is quickly voted upon if an objection is voiced (2/3 majority needed)
- May be overruled by Chair if time needs to be filled
- Chair needs to ask for objections

**Motion to extend debate time**

- At the chairs’ discretion/ not debatable
- Needs a second, if proposed by the house
- Needs a simple majority (2/3) or a ruling by the chair to be adopted (e.g. due to lack of time or a guest speaker)

**Motion to divide the House**

It is used when the majority of the final vote on a much-disputed issue comes to a tie to be considered conclusive. The house is then asked to vote again, but this time, with no abstentions allowed.

**Motion to reconsider a resolution**

- Calls for a re-debate and a re-vote of a resolution that has already been discussed
- May only be entertained at the end of all debating
- Only necessary if no other draft resolutions on the issue are present
- Needs 2/3 majority (abstentions are not in order)
- Not debatable

**Amendments****Amendment of the first degree**

- It should be written on an Official Amendment Sheet that can be found at the Chairs' desk
- The handwriting must be clear and legible and the delegate is responsible for moving the amendment
- The amendment has to be read out loud by the Chair, if recognized, in order for the delegates to note it down
- If there is a grammatical or spelling mistake the Chair has to step in and correct it, in order to speed up the process
- The amendment has to be debated upon, in the form of a Closed Debate, with the same amount of speakers in favour and against of it
- Delegations must vote either in favour, against or abstain an amendment
- The Chairs have to prioritize them and constructive amendments should be debated prior to others, so that the quality of the debate is served
- When an amendment passes, the Chairs and the delegates have to make the necessary changes to the initial resolution

**Amendment of the second degree**

- It can only be entertained in time against of the amendment of first degree
- Debate on this amendment does not count as time against the amendment of first degree
- The same procedure followed in the debate of amendments of first degree is also followed here
- The debate on the amendment of first degree should be continued, regardless of the result of the amendment of second degree
- Chairs are discouraged from entertaining such amendments, as they cause confusion to the delegates and are really time consuming

## Voting

- Prior to voting, the Chair should remind all guests to exit the room and instruct the members of the Admin Staff to take their voting positions and the Security Staff to seal the doors. Only the members of the Secretariat are allowed to be present during the voting Procedure.
- Only member-states of the UN are allowed to vote
- Delegations voting for resolutions or amendments can vote in favour, against or abstain
- When voting on procedural matters there are no abstentions from voting
- All points are out of order during voting procedure, except for points of order related to the actual conduct of voting
- A resolution passes when the number for exceeds the number against, regardless of the number of abstentions
- A Chair should take note of the number of votes in favour, against and abstentions
- A resolution with tied votes fails and in this case, it is possible that there will be a motion in order to recount the votes and change the result
- Chairs should try to avoid this time consuming process of entertaining motions in the voting procedure, but if it is deemed necessary and can actually alter the results, the Chairs should take the motion into consideration
- The Chair should not state his/her opinion on the resolution, but he/she should always remain objective
- Clapping is in order only when a resolution passes

## Note-Passing

Note-Passing is allowed between delegates, but all of the notes should be read by the members of the Admin Staff prior to being passed (personal messages with irrelevant content are out of order). The Chair of each committee reserve the right to suspend note-passing, if the commotion in the House cannot come to an end. The Chairs can always send notes to the delegates.

## Duties of each Delegate

- Speakers need to address each other in the Third Person at all times. The chair has o remind the delegates not to use the first person “I”.
- Delegates should stand when speaking and remain standing until the speaker has finished answering the delegate’s question
- Delegates must not insult any member of the house, guest, member of the Admin/Security Staff or Student Officer physically or verbally. The chair should remind the delegates to always be diplomatic.
- Delegates must yield the floor when required to do so by the Chair.

## The question of Funding

Funding is not an issue in the committees of ACGMUN (with the exception of the Economic and Social Council where it may need to be covered). So, you can assume that the UN or other payers will find the money to fund the proposal.

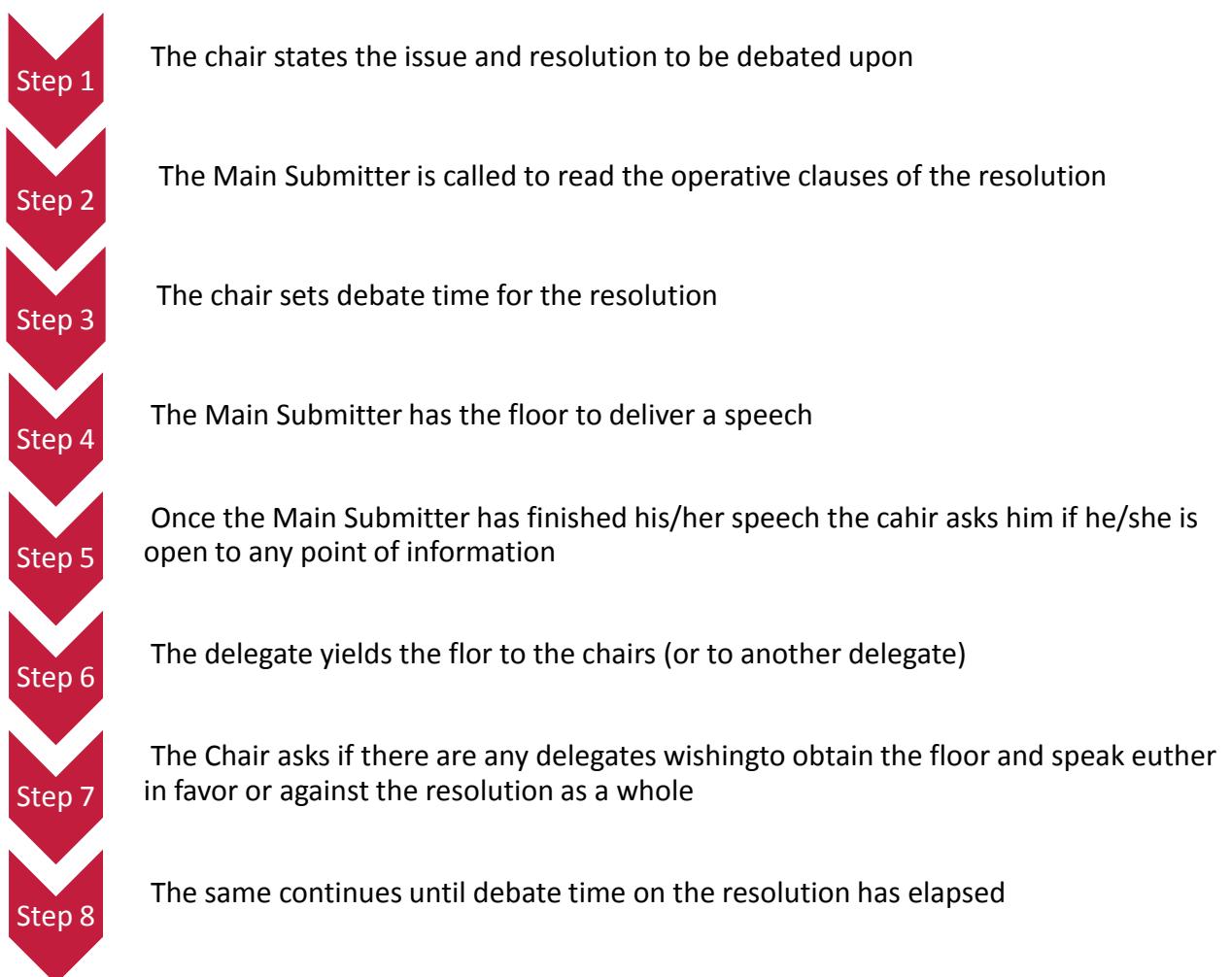
In any case though, funding may be discussed and included in resolutions, but bear in mind that no resolution can contain financial amounts, it can only refer to possible financial resources without specifications of exact amounts.

The chair should stop endless debates about funding immediately.

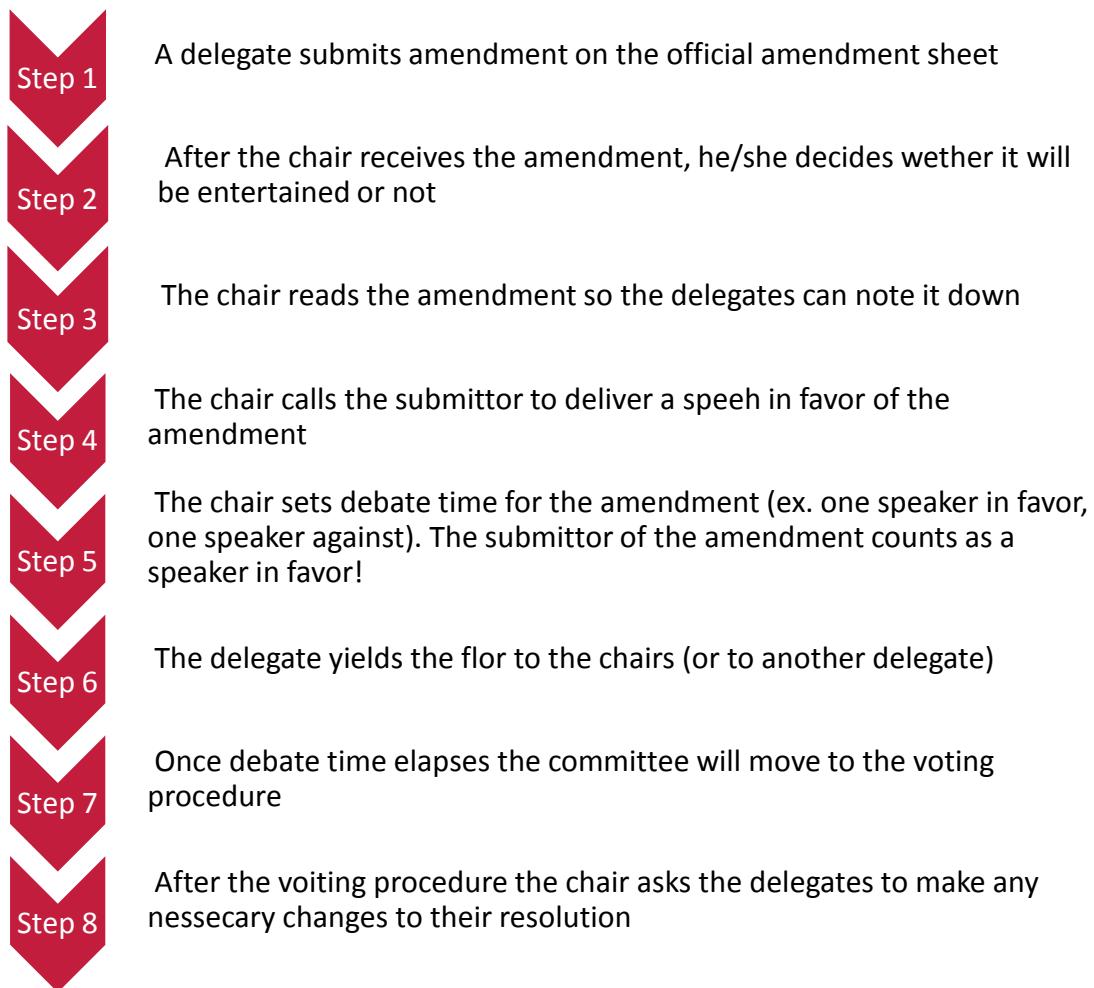
## Miscellaneous

- Mobile phones must be switched off at all times
- Laptops may be used only during Lobbying procedure
- Smoking inside the premises is prohibited
- Refer as Less Economically Developed countries (LEDCs), not “Third World” or “Developing Countries”
- Refer as More Economically Developed countries (MEDCs), not “Strong Economically Countries”
- Eating and drinking during debate is not in order; water is an exception
- Delegates should not raise their placards before the Chair has asked them to do so

## Overview of the Debate Procedure



## Overview of the Amendment Procedure



## Chapter 2: Chairing Guidelines

### Lobbying & Resolution Drafting

During the lobbying procedure the chairs should:

- Remind the delegates of the minimum signatories an alliance must have and provide each alliance with a Co-Submitter Sheet,
- Always keep an eye on the alliances that delegates form,
- Have a clear picture of the actions and stances of every circulating resolution,
- Be able to answer any possible questions about the procedure, the policies of the participating countries or the topic that is being discussed,
- Mediate between parties who cannot agree on mergers and the main submitter,
- Remind the remaining time for each topic,
- Check the drafted resolutions in terms of content, compliance with the UN Charter, Security Council wording and format,
- Remove all clauses not in accordance with the UN Charter,
- Make sure all abbreviations are written out in full the first time they are used in the resolution,
- Sign the draft resolution,
- Send the Main Submitter of the resolution to the Approval Panel

### First Day Student Officers Meeting

Duties of the Chairs at the start of the first day:

- Roll Call
- Brief introduction by all Student Officers in the Committee
- Explain briefly the Rules of Procedure, the Points & Motions and the dress code
- Absent Delegates: when delegates need to be absent they should write the Chairs a note explaining the reason for their absence. The Chairpersons of each Committee must inform the Secretariat for any delegates that abstain
- Explain lobbying and debate procedures
- Remind the NGOs that they are not allowed to vote during voting procedures (resolutions, amendments). However, they must vote in procedural matters
- Answer any questions

### Chairing Phrases

- Could the House please come to order and show the speaker the necessary respect?
- The next resolution to be debated will be on the question of...
- Would the main-submitter please take the floor and read out the operative clauses of the resolution?
- The Chair sets debate time at X minutes of open debate.
- Are there any delegates wishing to take the floor?
- Delegate of... you have been recognized/ you have the floor.
- There has been a point of... Delegate of... please rise and state your point.
- Are you open to any points of information?
- Was the point well taken?

- Could the delegate please repeat/rephrase his question?
- Please refrain from asking several questions in one point.
- Delegate you should state your point in the form of a question.
- There will be no direct dialogue between the delegates.
- Could the speaker please come to his/her concluding remarks?
- Since debate time has elapsed we will now move on with the voting procedure.
- All the delegates wishing to vote in favour/ against/ abstain please raise your placards high now.
- Could the delegate please yield the floor to the Chairs?
- The Chair stands corrected.
- Due to time constraints this motion/point has been overruled.
- Due to time constraints we will not entertain any more points of information.
- Delegate please yield the floor to the Chairs.
- Delegates the Chairs encourage you to participate.
- The delegates should refrain from using the first person/ unparliamentarily language.
- By a vote of... in favour, ... against and ... abstentions, this resolution/ amendment passes/fails.