

## **Rules of Procedure for MUNA**

- 1) Delegates must address the Secretary General at all times when speaking to the Assembly. They may not address the representatives of other nations directly.
- 2) Each resolution will be read by the Secretary General or his or her assistant before debate begins. Then, any nation may move or second the resolution (this will almost certainly be done by a nation supporting the resolution).
- 3) A resolution must have a mover and a seconder before debate can begin, otherwise it will be discarded. The mover may speak first to the resolution, followed by the seconder, then a delegate against the resolution before the discussion is open to other delegates.
- 4) Except for the mover and seconder, each nation may only speak once to each motion or amendment.
- 5) The mover and seconder both have the right of reply at the end of discussion on a resolution or amendment. They may choose to decline this right if they wish.
- 6) After the mover and seconder have exercised or declined their right of reply, the resolution will be put to the Assembly. All resolutions require a simple majority (51%) to be passed unless otherwise directed. An even vote will result in the resolution being lost. A nation may choose to abstain from voting if they do not wish their vote to be counted.
- 7) In all voting situations, each nation receives one vote only.
- 8) The Secretary General may choose to set a time limit on all speakers during debate on a resolution.
- 9) Speakers will be taken in whichever order the Secretary-General sees fit. This is not necessarily in order of requests to speak, but may be according to another pattern.
- 10) Any nation may move an amendment to the resolution currently under discussion. They may do so by calling out "motion to amend the resolution", in between speakers. The amendment must be provided in writing to the Secretary-General immediately.
- 11) Upon movement of an amendment, debate moves from the resolution itself to whether or not to adopt the amendment. The amendment must be moved by its proposer and seconded by another nation in order to begin discussion.

- 12) After a short period of discussion, a motion to amend the resolution will be put. Only the mover has a right of reply before the vote on an amendment. Amendments can be passed by a simple majority (51%).
- 13) If an amendment is passed, it becomes the resolution and the old one is discarded. Debate begins anew on the resolution and requires a mover and seconder for debate to commence. If the amendment is not passed, debate returns to the original resolution at the point it was left.
- 14) A motion to close debate may be moved by any nation at any point between speakers during debate on a resolution by calling out "motion to close debate". At this point, if the President feels there has not been enough discussion by any one side of the debate, he or she may call for extra speakers. If the President chooses not to do this, the motion to close debate will be put immediately to a vote, without any discussion. It will require a 2/3-majority vote (67%) to be passed.
- 15) If a motion to close debate is passed, no other debate will be permitted on the resolution. The mover and seconder of the resolution under discussion will be given the right to reply immediately and then the resolution will be put to a final vote.
- 16) A point of inquiry can be made by any delegate at any point when no other delegate is speaking. It can be used only to ask the Secretary General for clarification regarding the rules of procedure. It may be done by calling out "point of inquiry".
- 17) A point of order can be used only when a delegate believes the Secretary General has made an error in the running of the Assembly. The delegate may only specify the errors they believe were made in the Assembly procedure and may NOT address the topic being discussed. It may be done by calling out "point of order". The result of such a point is entirely at the discretion of the Secretary-General.
- 18) A point of information can be used to pose a question to a speaker during debate. A delegate may call out "point of information" during or immediately after a speaker's speech. The posing delegate must first wait for recognition from the Secretary-General. The speaker may then choose whether or not to accept the question. If they choose not to accept the question, the posing delegate must immediately resume their seat. If the speaker chooses to accept the question, the delegate may pose one question for information to the speaker. They may NOT use this opportunity to further their own position in the debate, or to make any other statement.
- 19) At all times, the decision of the Secretary General is final.