



1 Kennesaw State University High School Model United Nations Rules of Procedure

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3 I. Introduction

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5 a. These rules shall be considered adopted by the KSUHSMUN Secretariat prior to its first
6 meeting.
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8 b. Interpretation of the rules is exclusively reserved to the Secretary General and
9 KSUHSMUN Faculty Advisor.

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11 II. Sessions

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13 Rule 1: Dates of Commencement and Closing

14 The conference shall be held once every Spring Semester convening and adjourning on the
15 dates designated by the Secretary General and approved by the KSUHSMUN Faculty
16 Advisor.

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18 Rule 2: Conference Location

19 The conference shall be held on the Kennesaw State University campus in a location
20 designated by the Secretary General and approved by the KSUHSMUN Faculty Advisor,
21 during the Summer Semester previous to the conference.

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23 III. Agenda

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25 Rule 3: Provisional Committee Agendas

26 The provisional agendas for each Committee shall be created by the Secretary General,
27 agreed upon by the Secretariat, and communicated to Committee daises by the Secretary
28 General at least one hundred and twenty days prior to conference commencement.

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30 Rule 4: Agenda Adoption

31 The agenda provided by the Secretary General is considered adopted at the beginning of a
32 Committee's first session. Discussion order of the agenda items shall be determined by a
33 simple majority vote of those recorded as present or present and voting.

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35 Rule 5: Agenda Revision

36 A motion for adjournment of debate (Rule 22), may be used by the Committee to dismiss
37 items on the agenda. The agenda item may be discussed again should a motion for
38 reconsideration of a topic (Rule 26) be made.

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40 Rule 6: New Agenda Item Introduction

41 Should voting procedures or adjournment of debate exhaust both established agenda items,
42 a new topic may be introduced to the Committee. A written suggestion for a new topic
43 along with a brief synopsis of the topic and its importance must be submitted to the dais by
44 a delegate wishing to introduce the topic to the Committee. A vote will then be taken,
45 requiring a two-thirds majority in order for the topic to be accepted. If multiple topics are
46 presented before the Committee, the topics will be voted on in order of submission and the



47 first to reach a two-thirds majority will pass.

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49 IV. The Dais

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51 Rule 7: Committee Dais Composition

52 Each Committee dais shall be composed of a Committee Director and Assistant Director
53 with a Chair and Rapporteur, if pertinent.

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55 V. Language

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57 Rule 8: Official and Working Language

58 English shall be the official and only working language of the conference and its
59 Committees at all times.

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61 VI. Conduct of Committee

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63 Rule 9: Roll Call

64 At the beginning of every session, the dais shall preform a roll call of Committee delegates.
65 Delegates may be either present or present and voting.

66

67 Rule 10: Motion for Minute of Silent Meditation and Prayer

68 The Director shall allow for any delegate to motion for the body to observe a minute of
69 silent meditation or prayer, only immediately following the opening of the Committee's first
70 session.

71

72 Rule 11: Quorum

73 The Director may only declare a meeting open and allow debate to proceed if at least one-
74 third of Committee delegates are present. The quorum shall be calculated immediately
75 following roll call of the first Committee session.

76

77 Rule 12: Speeches

78 No delegate may address the Committee without the permission of the dais. The Director or
79 Chair will call upon speakers in the order they requested to speak, by raising their placard or
80 placing their placard horizontally on their desk to be added to the speakers list (Rule 14).
81 The Director or Chair may call speakers to order if their comments are not relevant to the
82 topic being discussed. There is no yielding of time.

83

84 Rule 13: Setting the Speaker's Time

85 By a majority vote, the Committee may set the speaker's time. The speaker's time is
86 automatically set to one minute at the beginning of the Committee's first session. Any
87 delegate may motion to set the speaker's time. Before voting on the motion, two delegates
88 will speak in favor of the new time proposed and two delegates will speak against. If a
89 delegate exceeds the set speaker's time, the Director or Chair will immediately call the
90 delegate into order. If multiple motions are made to set the speaker's time, the Director or
91 Chair will rank the motions in the descending order of length. The Director or Chair may
92 rule a motion to set the speaker's time dilatory and this decision cannot be overruled. Once



93 a speaker's time is approved by a simple majority of the Committee, all other motions on
94 the floor to set the speaker's time will be removed.

95
96 Rule 14: Speakers List

97 Any delegate may motion to open, close, or re-open the speakers list once the Director or
98 Chair calls for motions. The motion does not require debate and a simple majority vote of
99 present members is all that is required for it to pass. Once the speakers list has been open,
100 the Director or Chair will ask for delegates wishing to be added to the list and delegates may
101 raise their placards to be added. After a speaker has spoken, they may be added to the
102 speakers list again by placing their placard horizontally on their desk or sending a note up to
103 the dais. If the speakers list is opened before the agenda is set, the list of speakers will be
104 cleared and a new one will be created once the agenda is set. If the speakers list is
105 exhausted, debate automatically closes and the Committee will move immediately into
106 voting procedure.

107
108 Rule 15: Order of Precedence

109 The Director or Chair of the Committee is responsible for placing motions received in order
110 of precedence in order to explain the Dais conclusions to the Committee body.

111
112 Rule 16: Point of Order

113 In order to correct an error in procedure, any delegate may rise at any time to make a point
114 of order. The Director or Chair will recognize the delegate and decide on the point of order
115 immediately. If a delegate does not agree with the ruling of the Dais, they may appeal and
116 the appeal will be put to a vote immediately. The Dais's ruling will stand, unless overruled
117 by a two-thirds majority vote of the present Member States. A point of order cannot be used
118 to speak on the substance of a topic under debate.

119
120 Rule 17: Point of Parliamentary Inquiry

121 If at any time a delegate is confused or has a question regarding procedure or the meaning
122 of a motion made, they may raise their placard horizontally and make a point of
123 parliamentary inquiry. The Dais will recognize the delegate and answer the question posed.
124 A point of parliamentary inquiry cannot be used to question any delegate's speech or speak
125 on the substance of a topic.

126
127 Rule 18: Point of Personal Privilege

128 If a delegate wishes to call something to the Dais's attention, they may raise their placard
129 horizontally and make a point of personal privilege. Examples of when this point might be
130 made would be: when a delegate cannot read the screen, wishes to see the speakers list, or
131 would like the door to be closed during formal session.

132
133 Rule 19: Right of Reply

134 If a Member State makes a remark which impugns the integrity of another Member State,
135 the Dais may permit the mentioned Member State a right of reply following the speech in
136 question's conclusion. No Dais ruling concerning a right of reply may be appealed. The
137 Dais will decide on the time limit for the reply, though it may not exceed two minutes.
138 Requests for a right of reply must be submitted in writing to the Dais prior to the beginning



139 of the next Committee session and are subject to the Dais's discretion in regards to approval
140 and when the reply will be granted. No right of reply may be requested in response to
141 another right of reply.
142

143 Rule 20: Suspension of the Meeting

144 a. Unmoderated Caucus

145 During debate, a delegate may motion for the suspension of the meeting for the purpose
146 of an unmoderated caucus, specifying a time—not exceeding thirty minutes—for the
147 Committee to reconvene. There is no debate for such a motion; it will be immediately
148 put to a vote and requires the support of a simple majority of the delegates present to
149 pass. If multiple unmoderated caucuses are motioned for, the Dais will rank them in
150 descending order of length, and the Committee will vote accordingly. Once an
151 unmoderated caucus passes, all other motions for an unmoderated caucus will be
152 removed. If a delegate wishes to extend the unmoderated caucus, they must submit the
153 request to the Dais before the expiration of current caucus and the request time addition
154 may not exceed fifteen minutes. An unmoderated caucus may not be extended more than
155 once. The Dais reserves the right to rule a motion for an unmoderated caucus or
156 extension of the caucus dilatory and this decision is not subject to appeal.
157

158 b. Moderated Caucus

159 A moderated caucus is meant to facilitate debate on a specific topic of narrowed
160 substance within the topic of the agenda being discussed. During a moderated caucus,
161 the speakers list is temporarily suspended and delegates are called to speak at the
162 Director or Chair's discretion. Any representative may motion for a suspension of the
163 meeting for the purpose of a moderated caucus, specifying a time limit—not exceeding
164 fifteen minutes—for the caucus, a speaker's time, and a narrow topic for discussion.
165 This motion is only in order if the floor is open for motions. The motion requires no
166 debate and will be voted on immediately, requiring a simple majority vote of present
167 delegates to pass. If multiple moderated caucuses are motioned for, the Dais will rank
168 them in descending order of length, and the Committee will vote accordingly. The
169 delegate which makes the motion may reserve the right to speak first or last in the
170 caucus. Other delegates may raise their placards horizontally, only when the Dais asks
171 for speakers, in order to be called on. There is no yielding of time. No motions may be
172 put forward during the moderated caucus. A delegate will be ruled out of order if his or
173 her speech strays from the topic of the moderated topic. If no delegate wishes to speak,
174 the moderated caucus will immediately expire and may not be extended. If a delegate
175 wishes to extend the moderated caucus, they must submit the request to the Dais at the
176 expiration of current caucus and the request time addition may not exceed the previous
177 time limit of the caucus. A moderated caucus may not be extended more than twice. The
178 Dais may rule a motion dilatory and this decision cannot be appealed.
179

180 c. Breaks Between Committee Sessions

181 When a Committee session ends, any delegate may motion to suspend the meeting until
182 the next scheduled session. This motion requires no debate and requires a simple
183 majority vote of present delegates for passage.
184



185 Rule 21: Adjournment of the Meeting
186 During the closing ceremony of the conference, the Secretary General will open the floor to
187 motions and any representative may motion for an adjournment of the meeting.
188 Adjournment of the meeting requires no debate and will be immediately put to vote, a
189 simple majority vote of all delegates present is required for passage. After adjournment, the
190 conference will be deemed closed and will reconvene at a future date and time determined
191 by the next Secretary General.

192
193 Rule 22: Adjournment of Debate
194 During the discussion of any topic, a delegate may motion for adjournment of debate on the
195 topic being discussed. Two delegates in favor and two delegates against the motion shall be
196 granted permission to speak on the motion by the Dais. Afterwards, the motion will
197 immediately be put to a vote. If two-thirds of the present delegates vote in favor of the
198 motion, the topic will be dismissed and no action taken. If there are any Draft Resolutions
199 on the floor, they will not be voted on.

200
201 Rule 23: Closure of Debate
202 At any time, a delegate may motion for the closure of debate on the topic being discussed.
203 Two delegates, opposing the motion, will be granted by the Dais permission to speak on the
204 motion. Afterwards, the motion will immediately be put to vote, requiring a two-thirds
205 majority of the present delegates vote in order to pass. If the Committee votes in favor of the
206 motion, the Committee will immediately move into voting procedure. All Draft Resolutions
207 introduced under the agenda topic, will be voted on. If there are no Draft Resolutions on the
208 floor, the Committee will instead immediately move onto the next agenda topic.

209
210 Rule 24: Order of Precedence for Motions
211 All motions indicated below will be ranked in precedence in the following order above
212 voting on other motions or Draft Resolutions before the Committee:
213 a. Suspension of the meeting for the purpose of an unmoderated caucus
214 b. Suspension of the meeting for the purpose of a moderated caucus
215 c. Adjournment of the meeting
216 d. Adjournment of debate
217 e. Closure of debate

218
219 Rule 25: Withdrawal of Motions
220 Any delegate may a motion withdraw from consideration at any point before voting and any
221 delegate may reintroduce a motion previously withdrawn.

222
223 Rule 26: Reconsideration of a Topic
224 A topic may not be considered at the same session once it has been adjourned, unless a two-
225 thirds majority of the Committee delegates present vote in favor of a motion for
226 reconsideration of a topic. A motion for reconsideration can only be made by a delegate
227 who previously voted in favor of adjourning debate. Two speakers may be granted
228 permission to speak against the motion by the Dais immediately prior to the vote.

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230 VII. Evolution of a Resolution



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Rule 27: Working Papers

Before a document can be voted on, it is referred to as a Working Paper and must be accepted by the Dais before it can be discussed in Committee. The Dais will assign the Working Paper a title based on the agenda topic being discussed and the order in which they are received. A Working Paper must have at least one sponsor and the total combined signatories and sponsors must equal twenty-five percent of the Committee members present following the first roll call. Sponsors are delegates which have contributed language to the Working Paper and will be called to the Dais when edits are given. All sponsors must vote in favor of their Working Paper once it is voted on as a Draft Resolution, regardless of whether they are present or present and voting. Signatories are Member States who merely want to see the Working Paper debated and discussed in Committee.

Rule 28: Draft Resolutions

Once a Working Paper has been accepted by the Dais and deemed eligible to be voted on, it is referred to as a Draft Resolution. Once a Working Paper is accepted as a Draft Resolution, perambulatory clauses can no longer be altered and operative clauses may only be changed through amendments. As with Working Papers, the Dais will assign Draft Resolutions a title based on the agenda topic being discussed and the order in which they are received. Once a Draft Resolution is accepted, it is considered a document of the body and sponsors and signatories are removed from the document. No Draft Resolution may be put to a vote without the Dais having first provided copies of it to delegates, either hardcopy, electronically, or via a screen projector. However, the Director or Chair may allow the discussion of a Draft Resolution after the Dais officially announces its acceptance, but before circulating copies to the Committee.

Rule 29: Draft Resolution Modifications and Amendments

a. Modifications

A modification is when all sponsors of a Draft Resolution agree upon and propose a change of language within the document. Due to the agreement of all sponsors, a modification requires no vote in order to be accepted and is considered part of Draft Resolution automatically. Preambulatory clauses may not be modified. All modifications must be submitted to the Dais before the Committee enters into voting procedure.

b. Amendments

An amendment is a change to a Draft Resolution which deletes from, adds to, or revises part of the Draft Resolution and does not have the full support of all sponsors. An amendment can be used to remove or reword an operative clause or change the scope or intention of a clause and must be accepted by twenty-five percent of the Committee in order to be accepted by the Dais. Amendments are voted on during voting procedure prior to voting on the Draft Resolution itself. The Dais will allow two delegates to speak in favor and two delegates to speak against each amendment before voting.

Amendments require a simple majority vote from the delegates present for passage. Preambulatory clauses may not be amended. All amendments must be submitted to the Dais before the Committee enters into voting procedure. No amendment may be voted



277 on without having been made available to the delegates of the Committee. However, an
278 amendment may be discussed, with the permission of the Director or Chair, without
279 having been circulated previously if it has been announced as officially accepted by the
280 Dais.

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282 Rule 30: Withdrawal of a Draft Resolution

283 The sponsors of a Draft Resolution may withdraw it from consideration at any point before
284 voting procedure and any delegate may reintroduce a Draft Resolution previously
285 withdrawn.

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287 Rule 31: Reconsideration of a Draft Resolution

288 A Draft Resolution may not be reconsidered after it has been adopted or rejected, unless a
289 two-thirds majority of the Committee delegates present vote in favor of a motion for
290 reconsideration of the Draft Resolution. Two delegates will be grant permission to speak
291 against the motion by the Dais before voting.

292
293 VIII. Voting

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295 Rule 32: Voting Rights

296 Each Member State within the Committee has one vote and must vote on ever procedural
297 matter. During voting procedure, Observer Member States may not vote on amendments
298 and Draft Resolutions.

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300 Rule 33: Voting Request

301 A Draft Resolution before the Committee will be voted on if any delegate requests a vote. If
302 no delegate requests a vote, the Director or Chair will ask for objections and, if seeing none,
303 the Draft Resolution will unanimously pass. If there is an objection, the Committee will
304 immediately move into a placard vote.

305
306 Rule 34: Required Majority

307 Decisions made by the Committee require the support of a simple majority of the present
308 delegates, unless specified elsewhere.

309
310 Rule 35: Difference between Present and Present and Voting

311 If a Member State announces during roll at the beginning of a session that they are “present
312 and voting” then they are required to cast either an affirmative or negative vote on
313 substantive motions, they may not abstain. Member States that declared themselves only
314 “present” may abstain from voting on substantive measures. However, all Member States,
315 regardless of their membership status and declaration during roll call, must cast either an
316 affirmative or negative vote on procedural matters.

317
318 Rule 36: Voting Method

319 The Committee will normally vote using a placard vote. However, any Member State may
320 motion to vote by roll call vote or to adopt by acclamation for substantive matters.

321 a. Roll Call Vote

322 A roll call vote requires no debate and the Director or Chair will moved down the roll in



323 alphabetical order. Once a Member State is called, a delegate will stand up and reply
324 “Yes”, “No”, or “Abstain” depending on if they were marked as “present” or “present
325 and voting” during the session’s initial roll call. The results of voting shall always be
326 announced to the Committee.

327

328 b. Adopt by Acclamation

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A motion to adopt by acclamation is always in order, unless a motion for a roll call vote
330 was made prior to the motion being accepted. The Director or Chair will hit the gavel
331 three times asking for any opposition. If there is no opposition, the matter passes
332 unanimously. If there is any opposition, the Committee will move into a placard vote.

333

334 Rule 37: Committee Conduct during Voting

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Once voting procedure has begun, no representative may enter the room, re-enter the room
336 if they leave during voting procedure, talk to another member of the Committee, or pass
337 notes. Furthermore, no representative may interrupt the Dais unless to motion for a point of
338 order, point of parliamentary inquiry, or point of personal privilege concerning the actual
339 process of voting. Delegates may only speak when acknowledged by the Director or Chair.

340

341 Rule 38: Division of the Question

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Immediately before a Draft Resolution comes to a vote, a Member State may motion for a
343 division of the question in order to vote on sections of a Draft Resolution separately. Two
344 delegates will be given permission for the motion and two delegates will speak against. The
345 Committee shall then move immediately to a procedural vote on the matter. If a majority of
346 the Committee does not vote in favor of the procedural motion, the sections will remain in
347 the Draft Resolution.

348

If a simple majority of representatives vote in favor of the motion, then each section that has
349 been divided out will be voted on separately. If a majority of delegates vote in favor of a
350 section, it will be returned to its original Draft Resolution as an annex, having thus been
351 highlighted. If a majority of delegates vote against a section, it will have been rejected by
352 the Committee and be discarded.

353

354 Rule 39: Modifications and Voting on Amendments

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All modifications for the Draft Resolution being considered shall be announced to the
356 Committee before voting begins on amendments to the Draft Resolution. If more than one
357 amendment has been submitted to the Dais, the Committee shall vote on the amendment
358 that is the most destructive in nature from the original Draft Resolution, until each
359 amendment has been put to a vote. At the discretion of the Dais, two delegates may be
360 allowed to speak in favor and two against an amendment.

361