



SEMMUNA Committee Rules

Adapted from GLICA Rules with permission

C-5 Powers of the Chair

The Chair must:

1. Declare the opening and the closing of sessions;
2. Direct the body's discussion;
3. Insure the decorum and observance of these rules;
4. Accord the right to address the committee;
5. Put questions to a vote and announce decisions;
6. Rule on points of order.

To assure the completion of the committee's work, the Chair may:

1. Limit the time allowed to speakers;
2. Limit the number of times each representative may speak;
3. Close the list of speakers;
4. Set a time limit for consideration of an agenda item or resolution;
5. Propose to the committee adjournment, recess, committee of the whole, the closure of debate, and/or the dosing of the speakers list.

C-6 Powers of the Secretary-General

The Secretary-General, or his/her representative, may, at any time, make oral or written statements to any committee concerning any questions it is considering' or any action being taken within the conference.

C-9 Quorum

At the first formal session of the committee, the Chair shall call the roll of delegations accredited to the conference. This call of the roll will establish the number of delegations needed to conduct business for all further committee meetings. One third of the number of delegation answering the initial roll call shall constitute a quorum for discussion. The number of delegations equal to a majority of those answering the initial roll call shall constitute a quorum for voting. A quorum shall be assumed unless specifically challenged. If a quorum call is requested, the Chair will immediately determine if a sufficient number of delegations are present to conduct business.

C-11 Order of Consideration of the Agenda (Committee only)

Each committee shall adopt its own priorities for considering its business. Unless the committee decides otherwise, agenda topics will be considered in the order in which they appear in this handbook or an agenda given out. A majority vote shall be required to change that order of consideration. This motion is not debatable.

C-12 Order of Consideration of Resolutions (Committee only)

There will be equal access to all the resolutions on a particular agenda topic under discussion. Any delegate may move consideration of any resolution on the topic, provided there is no resolution on the floor. A majority vote is required to consider any resolution. If no resolution receives a majority vote for consideration, they will be considered in the order which they are submitted to the chair. At the chairperson's discretion, a caucus or informal session may be declared for the purpose of determining order of consideration. This motion is not debatable.

C-14 Amendments to Resolutions (Committee only)

A motion is considered an amendment to a proposal if it adds to, deletes from, or revises any part of that proposal. All amendments shall be submitted in writing to the committee chair before they are considered by the body. The amendment must include the number of the resolution to which it is proposed and the sponsor's signature. An amendment containing changes to the preamble must also contain changes to an operative clause. Amendments may be moved from the floor once the chair has reviewed a copy of the amendment. Once an amendment is moved from the floor, the speaker immediately yields his or her remaining time to the chair. After a second, if there are no points or motions on the floor, the chairperson will generate a speaker's list on the amendment.

C-15 Friendly Amendments (Committee only)

A friendly amendment must be labeled as such when submitted to the committee chairperson, and must contain the consent of the following parties to the amendment (1) the primary author of the proposal being amended; (2) the primary mover of the proposal being amended; and (3) the secondary mover of the proposal being amended. When the friendly amendment is moved, the chair will ask each of the parties if they accept it. If accepted, the friendly amendment is part of the resolution. If it is rejected by any of the parties above, it shall not be considered a friendly amendment. When a delegate has moved the friendly amendment, he/she immediately yields his/her remaining time to the chair. The Chair shall then verify the three signatures; if any of the 3 signatures is denied, the friendly amendment is automatically considered a regular amendment unless withdrawn by the mover.

C-16 Dilatory Amendments

The Chair may rule out of order any amendment which closely approximates an amendment (i.e., an amendment to a resolution or other amendment) upon which the body has already decided; or strikes out or inserts words which would leave no rational proposition before the assembly; or is frivolous or absurd; or changes the intent of a proposal. This declaration is subject to appeal. Secondary amendments must relate to the primary amendment as well as the resolution. Tertiary amendments will not be accepted.

C-17 Competence

Competence of a body to discuss topics accepted by the office of the Secretary-General and printed prior to the conference will be assumed. Any member nation who wishes to question the competence of the body to discuss resolutions on any of those topics will be in order. The Chair may rule on the competence or may request a vote of the body. A majority vote shall be required to declare the body incompetent to discuss a proposal. This motion shall be debatable to the extent of two speaker in favor and two speakers opposed.

C-18 Speeches

No representative shall address the body without the permission of the Chair. The Chair shall call upon the member nation in the order in which he/she signifies his/her desire to speak. The Chair shall call the representative to order if his/her remarks are not relevant to the subject under consideration, or if he/she has exceeded his/her allotted time. If a representative completes his/her speech on a substantive proposal within the time limitation, he/she may yield his/her remaining time to one other member. A representative may yield to a question only if he/she has enough time remaining. Yielding within a delegation shall not be considered as yielding to another member nation. If one nation yields time to a second nation, only the second nation may answer questions if time permits. Once a nation has finished speaking, and has yielded to questions, or made a motion, he/she may not then yield remaining speaking time to another nation.

C-19 Right of Reply

The Chair, at its discretion, may accord the right of reply to any member if a speech delivered by another member contains extraordinary comments bearing directly on the national or personal dignity of that member. Requests for the right of reply must be submitted to the Chair in writing and must contain the objectionable statement. Decisions to grant, or not to grant, the right of reply shall not be subject to debate, vote or appeal.

C-20 Limit or Extend Time of Debate

Any representative may move to limit debate or to extend a limit to debate. The motion may limit the number of speakers, the number of times representatives may speak on a question, length of speeches, length of debate on a particular resolution and/or topic, or any combination of the above. This motion requires a majority vote, and is debatable to the extent of one in favor, one opposed.

C-22 Tabling

Any representative may move to table a substantive proposal. The purpose of the motion is to set aside the proposal currently under discussion and allow the body to move on to the discussion of other matters. A motion to table

requires a majority vote and is debatable to the extent of one in favor and one opposed.

C-23 Take from the Table

Any representative may move to resume discussion of a proposal previously tabled by moving to take it from the table. This motion is in order unless substantive business has not been transacted since the proposal was tabled. It is in order only when there is no unfinished business on the floor. Taking from the table requires a majority vote and is debatable to the extent of one speaker in favor and one opposed.

C-24 Postponement

During the discussion of any substantive proposal, a delegate may move to postpone debate. The motion must state a time at which debate on the proposal will resume. When that time is reached, debate will be resumed as soon as the floor is not occupied by a delegate or a voting procedure. The motion only applies to agenda topics, resolutions and amendments and is debatable to the extent of one speaker in favor, and one opposed. When debate is resumed at said time, whatever is on the floor is postponed indefinitely until the body has taken action on the postponed topic.

C-25 Reconsideration

A motion to reconsider a substantive proposal which has been accepted or rejected will be in order only when made by a representative who voted with the prevailing side when the proposal was accepted or rejected. Reconsideration requires a two-thirds vote of the body. This motion is only in order when there is not another substantive proposal on the floor, and is debatable to the extent of two speakers opposed to the motion.

C-26 Withdrawal of Motions (Committee only)

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

C-28 Division of the Question

After a debate is closed, and before the voting procedure begins, a representative may move that parts of any substantive proposal be voted

on separately. The motion must specify the method of division, and is not amendable. The Chair will rule dilatory any motion to divide that would leave no rational proposal before the body. This motion must be in writing and before the Chair prior to being moved from the floor. If the motion for division is approved, those parts of the proposal which are subsequently approved by a majority vote will then be put to a vote as a whole. If the motion for division fails, then the resolution will not be divided and the resolution will be put to a vote in its entirety. Should all parts of a divided resolution fail, the resolution fails. The preamble must stand as a whole, and only the operative clauses maybe divided. Division of the question requires a majority vote.

C-29 Voting Rights

Each member nation shall have one vote. No delegate may cast a vote on behalf of another nation.

C-30 Members Present and Voting

The phrase "present and voting" means member nations casting an affirmative or negative vote. Members who abstain are considered present but not voting.

C-31 Methods of Voting

Voting shall normally be conducted by a show of raised placards. Any representative may request a roll call vote on any substantive matter. Unless it is ordered, there will be no roll call vote on procedural questions. If a roll call is ordered, it shall be taken in English, and in alphabetical order of the names of the member nation, beginning with the member nation chosen by the Chair. Member nations shall respond "yes" or "no," "abstain" or "pass" when their name is called by the Chair. If a nation passes twice in succession on any vote, it shall be considered and recorded as an abstention. During a roll call vote, after all members have cast their vote, the Chair will ask for any changes in vote. After the Chair has announced that the voting is closed, no more changes in the vote will be accepted. Only two changes of vote are allowed. Adding the right of explanation is not a change of vote. The results of the vote shall be announced by the Chair, and inserted into the official record.

C-32 Vote Required

Decisions in committee shall be made by a majority vote of those members present and voting, unless otherwise specifically provided for in these rules. If a vote is equally divided on matters of substance, a second vote shall be taken within 8 hours of the first vote, at a time designated by the Chair. If this vote also results in equality, the proposal shall be regarded as rejected.

C-33 Conduct During Voting Procedure

After the Chair has announced the beginning of the voting procedure, no representative may interrupt the proceedings, except with a point of order in connection with the actual voting process. During a roll call vote, the Chair may permit members to explain their vote. The right of explanation shall be given after voting but before the results are announced. The Chair may limit the time allowed for these explanations. Explanations of vote must be requested when voting and will only be granted to those who have not spoken substantively on the proposal. Rights of explanation will not be granted for procedural votes. Voting procedure is not complete until the vote has been announced.

C-34 Points of Order

During any discussion, a representative may rise to a point of order. The purpose of this point is to call the attention of the Chair to an infraction or misapplication of these rules of procedure. The point shall immediately be decided upon by the Chair in accordance with these rules. A representative rising to a point of order shall not speak on the substance of the matter under consideration.

C-35 Point of Inquiry

This point is used to make inquiries concerning parliamentary procedure, the status of business, asking a delegate a question, or any other relevant question pertaining to the business of the body. The point of inquiry will be directed to the Chairperson.

G-36 Point of Personal Privilege

This point relates to the rights and comforts of the members of the body. If the Chair judges that the representative's point is a valid question, it shall immediately attempt to rectify the situation.

G-37 Recess

Any motion to recess the meeting must include the time when the body shall reconvene. When the body reconvenes, business shall continue as it would have had the body not recessed. The Chair reserves the right to recess. This motion is not debatable.

C-38 Adjournment

Adjournment of a meeting implies that all business of the body has been completed. The motion to adjourn is however, in order at any time subject to C-40. It shall not be debated, and must be put to an immediate vote.

C-39 Parliamentary Short Form

Appended to the rules is a parliamentary short form, with additional information concerning motions and points explained herein. This form shall be considered part of the Rules of Procedure and the established order of precedence for motions.

C-40 Informal Session

In order to facilitate the writing of resolutions, the body may move into informal session at anytime when there is no resolution on the floor. In informal sessions, the rules of procedure are suspended. However, the chair shall continue to maintain decorum and shall direct the workings of the body using such methods as seem productive to the chair and the group. No motions are in order during informal session except motions to recess or move back into formal session. The body may enter or leave informal session at the discretion of the chair or by a motion. This motion requires a second and calls or one speaker in favor and one opposed. A simple majority is required for the motion to pass.