



# **SJAMUN III**

2025.09.27 - 2025.09.28

## **Rules of Procedure**

UNA-USA & SC

Last updated on July 20, 2025

## Premise

- Chairs hold the right to interpret these rules of procedure unless overridden by the Secretariat.
- Chairs may reduce or increase the total duration of the caucus submitted by the delegates if needed.
- Outside of unmoderated caucuses, only the delegates who are recognized by the Chair may speak.
- Direct conversation between delegates is prohibited outside of Unmoderated caucuses and must take place through the Chairs or note-passing.
- Delegates are highly encouraged to refrain from using personal pronouns unless the delegate is representing a specific person or a character.
- Only the resolutions from the Security Council are legally binding and it has the authority to authorize sanctions, deploy peacekeeping operations, and approve the use of force. Resolutions from other UNA-USA committees are not compulsory.

## Roll Call

1. Each time a session begins, the Chair shall conduct a roll call in alphabetical order, which delegates may respond to with either “present” or “present and voting.”
  - a. **Present:** the delegate is present in the Committee and has the right to abstain during substantive voting procedures.
  - b. **Present and Voting:** the delegate is present in the Committee and does not have the right to abstain during substantive voting procedures.
2. The quorum is set to half of the Committee. If the Committee has not met the quorum, the Chairs should report back to the Secretariat for further instructions.
3. Any delegates arriving late to the Committee room should send a note to the Chairs with 1) the reason why they were late and 2) whether they are present or present and voting.

## Opening Speech

1. On the first session of the first day, after the Chair conducts a roll call, the Chair will call all delegates in alphabetical order for their opening speeches, a maximum of 90 seconds, and any time remaining is automatically yielded back to the Chair.
2. During their opening speeches, delegates are encouraged to talk about their nation’s perspective on the agenda and their possible solution.

## General Speakers' List (GSL)

1. If there are no points or motions on the floor, the Committee automatically proceeds to the General Speaker's List.
2. When the Chair opens the General Speakers' List, the Chair will ask whether any delegates on the floor would like to be added to the list.
  - a. A single delegate may not be listed more than once.
3. The default speaking time for the General Speakers' List is 90 seconds. After the speech, the delegate may yield the remaining time to:
  - a. the Chair;
  - b. (If 30+ seconds are remaining) Points of Information (POIs):
    - i. The Chair will ask how many Points of Information they would accept, and the time it takes the delegate to answer the point of information will be deducted from the remaining time.
    - ii. One follow-ups are allowed, but not to the second degree.
  - c. (If 30+ seconds are remaining) Yield to another delegate, and delegates are not allowed to yield time by a second-degree.
4. During GSL, delegates may be added to the speakers' list at any time outside of another delegate's speech by raising their placards.
5. During GSL, any delegate may raise a point or motion unless it interrupts a speech. If any motion passes, the list of general speakers will no longer be in effect.

## Resolution

1. After sufficient debate, delegates should begin drafting resolutions by creating blocs of delegates with similar ideas, stances, or solutions.
2. Draft resolutions require signatories, sponsors, and one main submitter.
  - a. A Draft Resolution requires at least one-third of the quorum as sponsors/signatories to be approved by the Secretariat and introduced into the Committee.
    - i. Being a signatory does not necessarily mean supporting that resolution. Rather, it is signing to debate further on that resolution.
  - b. Sponsors are the list of nations or delegations that were involved in the drafting process.
  - c. The main submitter is a delegate who represents the bloc and gives the authorship speech.
  - d. Co-submitters are not allowed.
3. When the Draft Resolution is complete, sponsors of the resolution are to share the original document with the Chairs, after which the Chairs shall provide feedback and suggestions. After the editing process and after the draft resolution is confirmed by the Secretariat, the main submitter of the resolution may raise a motion to introduce the resolution.

# Amendment

1. Once a draft resolution is formally introduced, delegates may raise a Motion to Introduce a Draft Amendment to modify the content of the resolution. There are three types of amendments that delegates may submit:
  - a) **Add:** This type of amendment usually builds up the resolution with more details by adding a new operative clause or sub-clause, or sub-sub clause.
  - b) **Amend** (modify): This type of amendment replaces a certain section of a clause, sub-clause, or sub-sub-clause with other contents.
  - c) **Strike:** This type of amendment is used to strike or delete operative clauses, sub-clauses, or sub-sub clauses.
    - i) If an operative clause or sub-clause is stricken, then the sub-clause or sub-sub-clause under the stricken clause will automatically be stricken by the Chairs.
2. To raise an amendment, delegates should go through the following steps:
  - a) Delegates may submit draft amendments through Google Forms. During this procedure, delegates should clarify which type of draft amendment they are submitting, specify the target clause of the draft amendment, and write the desired version of the clause after the amendment.
    - i) After submitting the draft amendment, the delegate must notify the chairs through notes.
  - b) The draft amendment is friendly if all of the sponsors support its content.
  - c) The draft amendment is unfriendly if not all of the sponsors support its content.
  - d) If the draft amendment is approved by the Chair, the delegate may raise a motion to introduce a draft amendment when the floor is open.
  - e) Once a friendly amendment is introduced, and the authorship speech is given, the debate is closed by the Chair immediately, and the Chair shall amend the content right after its introduction. However, once an unfriendly amendment is introduced, the Committee shall discuss that amendment until its debate is closed. Please refer to the motion section for more information.

# Voting

1. For SJAMUN III, there will be two types of voting procedures:
  - a. Procedural vote
  - b. Substantive vote
2. For SJAMUN III, different motions and substantive documents require a different number of votes:
  - a. A simple majority requires half or more of the total delegates present.

- b. A supermajority requires two-thirds or more of the total delegates present.
  - c. These numbers must be rounded up to the nearest whole number.
- 3. The following are the motions that require a simple majority as a procedural vote:
  - a. Motion for an Unmoderated Caucus.
  - b. Motion for a Moderated Caucus.
  - c. Motion to Introduce a Draft Resolution.
  - d. Motion to Introduce a Draft Amendment.
  - e. Motion to Adjourn the Session/Meeting.
- 4. The following are the motions that require a supermajority as a procedural vote:
  - a. Motion to Extend the Speaking Time.
  - b. Motion to Table Debate on Resolution /Amendment.
  - c. Motion to Resume Debate on Resolution/Amendment.
  - d. Motion to Close Debate on Resolution/Amendment.
- 5. The following are the documents that require a simple majority to pass as a substantial vote:
  - a. Draft Resolution
  - b. Draft Amendment
- 6. In a procedural voting process:
  - a. Delegates must raise their placard to show whether they are voting for or against the motion.
- 7. In a substantive voting process:
  - a. The chairs call on delegates alphabetically.
  - b. Delegates must either respond with:
    - i. For
    - ii. Against
    - iii. Abstaining (Only if the delegate responded with a present during roll call)

# Points

## Point of Personal Privilege

1. A delegate may raise this point when a delegate experiences personal discomforts (i.e., audibility/volume, temperature of the room, exiting the committee room for minor reasons).
2. This point may interrupt a speech only when the delegate is experiencing audibility issues.

## Point of Order (Point of Parliamentary Procedure)

1. Delegates may raise this point when a delegate feels that the debate is not following the proper parliamentary procedure.
2. It may interrupt a speech only when the speech itself is not following the proper parliamentary procedure.

## Point of Grievance

1. When the delegate feels that their national/personal integrity has been violated or threatened by another delegate, they may raise a Point of Grievance. Once granted, the delegate may speak for 30 seconds.
2. Under the Chair's discretion, the accused delegate may respond to the Point of Grievance.

## Point of Inquiry

1. Delegates may raise this point and ask the student officer when they are confused or not aware of the Rules of Procedure.
2. This point may not interrupt a speaker.

## Point of Verification

1. This point is used when a delegate would like to request an official fact-check on the content of a preceding speech, draft resolution, or draft amendment.
2. Once granted, the chairs will conduct an official fact-check on the content, and no Point of Verification to the second degree shall be raised on the same content.

## **Point of Clarification**

1. This point is used when a delegate wants clarification regarding the content of the speech to the speaker, usually after operative clauses of a resolution and amendment are read out.
2. Delegates may use this point when they are not able to understand the resolution due to unclear terminology, unspecified/unfamiliar acronyms, or audibility issues.

## **Point of Information**

1. This point is used when a delegate has a question in regard to the content of a preceding speech.
2. The point must be in a question form and may occur during a Speakers' List when a delegate opens the floor to Points of Information or when Chairs call upon Points of Information after authorship speeches.
3. Points of information to the second degree are allowed, but no further degrees are allowed.

## **Motions**

### **Motion to Extend the Speaking Time**

1. The default speaking time for speeches is 90 seconds.
2. Delegates may raise this motion to extend the speaking time.
3. This motion requires a Supermajority to pass.
4. If the motion passes, the General Debate of the Committee must be carried out abiding by the speaking time.
5. The Committee must be carried out abiding by the speaking time.

### **Motion for a Moderated Caucus**

1. Delegates must specify the purpose, total duration, and individual speaking time. The individual speaking time must be a divisible factor of the total duration.
2. This motion requires a Simple Majority to pass.
3. The Chairs may use discretion to modify the total duration or rule the motion out of order.
4. Yielding is not in order in Moderated Caucuses.
5. A Moderated Caucus may not be suspended.
6. The maximum total duration for a Moderated Caucus is 20 minutes.

## **Motion for an Unmoderated Caucus**

1. Delegates must specify the purpose and total duration.
2. This motion requires a Simple Majority to pass.
3. The Chairs use discretion to modify the total duration or rule the motion out of order.
4. An unmoderated Caucus is a time for delegates to freely move around, have informal debates with fellow delegates, or write Draft Resolutions.
5. The maximum total duration for the Unmoderated Caucus is 30 minutes.

## **Motion for a Consultation of the Whole (Raised by the Chairs)**

1. This motion is raised only at the Chair's discretion when deemed necessary.
2. During a Consultation of the Whole, the Rules of Parliamentary Procedures are temporarily suspended, and the Committee members moderate the discussion.
3. During the execution of this motion, delegates will be expected to remain in their seats and be respectful of speakers at all times.
4. During the execution of this motion, the moderation of the committee is carried out by the Committee's delegates.
5. The maximum duration for this motion is 10 minutes, which may be altered under the Chair's discretion.

## **Motion to Introduce a Draft Resolution**

1. A Draft Resolution must have one-third of the quorum as sponsors/signatories to be approved.
2. The Chairs approve the Draft Resolution and then share the original document with the Secretariat for final confirmation.
3. Only the main submitter of a Draft Resolution may raise this motion.
4. This motion requires a Simple Majority to pass.
5. If the motion passes, the main submitter must read out only the operative clauses of the Draft Resolution, and the Chair will entertain two mandatory Points of Clarification.
6. The main submitter then delivers an authorship speech of 3 minutes. The remaining time will be yielded back to the Chair automatically.
7. After giving the authorship speech, the main submitter must respond to 2 mandatory Points of Information.
8. After this process is completed, the Draft Resolution is formally introduced and may be debated.
9. Only one resolution may be debated at a time. In order for other resolutions to be debated, the committee must close or table debate on the previous resolution.



10. The Draft Resolution remains on the floor until a Motion to Close Debate on the Resolution passes.

## **Motion to Introduce a Draft Amendment**

1. A delegate may introduce a draft amendment to modify the content of the resolution being debated.
2. A draft amendment must “Add,” “Modify,” or “Strike.”
3. Draft amendments must be approved by the Chairs. This motion requires a Simple Majority to pass.
4. If the motion passes, the delegate who raised the motion must read out the amendment, and two mandatory Points of Clarification will be entertained (except when the draft amendment is to strike, which in this case will skip points of clarification).
5. The main submitter then delivers an authorship speech for 3 minutes.
6. If the draft amendment was submitted as a friendly amendment, meaning it got signed by all of the sponsors of the draft resolution, the draft amendment passes without any debate.
7. If the draft amendment was submitted as an unfriendly amendment, meaning it did not get signed by all sponsors of the draft resolution, then the main submitter entertains two mandatory POIs and returns to their seats.
8. Debate on the draft amendment continues until a Motion to Close Debate on the Amendment has been raised.
9. Amendments to the second degree are not in order. In other words, delegates may not amend an amendment.
10. Only one amendment may be debated at a time.

## **Motion to Table Debate**

1. Delegates may raise a Motion to Table Debate on a draft resolution or a draft amendment if they deem the document in need of revision or not appropriate for the Committee’s current flow and topic of debate.
2. After this motion is entertained, the Chair will entertain two speeches for and two speeches against the motion. After all speeches have been entertained, the Committee will proceed to a procedural vote on the motion requiring a Supermajority to pass.
3. If the motion passes, the Committee will suspend debate on the current draft resolution/amendment and move on to debate on a new substantive document.

## **Motion to Resume Debate**

1. Delegates may move back to debate on the previous substantive document through the Motion to Resume Debate.

2. After this motion is entertained, the Chair will entertain two speeches for and two speeches against the motion. When the speeches are done, the Committee will proceed to a procedural vote on the motion.
3. This motion requires a supermajority to pass.
4. If the motion passes, the Committee will resume its debate on the previous resolution/amendment that was being discussed.

## **Motion to Close Debate**

1. When a delegate believes that there has been enough debate on a substantive document, a delegate may raise a Motion to Close Debate to end the debate and move into the voting procedure.
2. After this motion is entertained, the Chair will entertain two 90-second speeches against the motion. When the speeches are done, the Committee will proceed to a procedural vote on the motion itself, requiring a supermajority to pass.
3. If the motion passes, the Committee will immediately move into a substantive vote on the draft resolution/amendment at hand.

## **Motion to Adjourn the Session/Meeting**

1. When less than 10 minutes are remaining in the session, a delegate may raise a Motion to Adjourn the Session.
2. When less than 10 minutes are remaining in the very last session of the conference, a delegate may raise a Motion to Adjourn the Meeting.
3. A Motion to Adjourn the Session must specify at which point in time the meeting will be resumed.
4. This motion shall be put to an immediate procedural vote and requires a Simple Majority to pass.

## **Motion to Suspend the Rules**

1. This motion may be raised when a delegate would like to modify the rules specified in the Rules of Procedure.
2. A delegate may make a Motion to Suspend the Rules, specifying the rule he wants to suspend, the purpose, and the total duration.
3. This motion shall be put to an immediate procedural vote and requires a Supermajority to pass.
4. Once passed, the request for the modification must be approved by the Secretariat before it is implemented.

# Order of Precedence of Points/Motions

1. Point of Personal Privilege
2. Point of Order
3. Point of Grievance
4. Point of Inquiry
5. Point of Verification
6. Motion to Suspend the Rules
7. Motion to Adjourn the Session/Meeting
8. Motion to Modify the Speaking Time
- 9. Motion for a Consultation of the Whole**
- 10. Motion for an Unmoderated Caucus**
- 11. Motion for a Moderated Caucus**
- 12. Motion to Introduce a Draft Resolution**
- 13. Motion to Introduce a Draft Amendment**
14. Motion to Table Debate on Draft Resolution/Amendment
15. Motion to Resume Debate on the Draft Resolution/Amendment
16. Motion to Close Debate on the Draft Resolution/Amendment

## \*Security Council

1. The Security Council consists of 5 Permanent Members (P5): China, France, the Russian Federation, the United Kingdom, and the United States, and each has veto power only on substantive matters.
2. Substantive votes require a minimum of 9 votes out of 15. The number does not follow a simple majority nor a super majority. The number must be 9 at all times regardless of any circumstances..
3. A single “no” vote by any P5 member is considered a veto, and it results in automatic failure of the motion.
4. A P5 member voting “abstain” does not count as a veto.