

*October 18th - October 20th, 2025*

Caucasus Model United Nations

Second Edition

# Rules of Procedure



Motions marked with an asterisk (\*) do not require a second and are subject solely to the discretion of the Chair, unless otherwise stated. Points and yields never require a second.

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# 1. General Rules

## 1.1 Courtesy

Delegates are expected to show common courtesy to all throughout the duration of the conference. Abuse of any kind will not be tolerated and will be brought to the attention of the Chairs.

## 1.2 Dress Code

Delegates are expected to wear appropriate formal clothing, including shoes, whilst in session throughout the duration of the conference.

While delegates are encouraged to immerse themselves in the culture of their country, excessive clothing is prohibited. **Please save the native clothing for after-session activities.**

## 1.3 Language

English is the working language of the conference, and participants should keep all in-session interactions in English to allow for open communication. This also includes all interactions with the CAUMUN organizational team.

During the session, delegates should always refer to themselves in third person and are reminded to use formal language.

## **1.4 Possible Disciplinary action**

### **1.4.1 Alcohol, Drugs and Smoking**

The consumption of alcohol and other drugs is strictly prohibited. Showing up to be intoxicated will result in being refused entrance to the conference site and a permanent ban.

### **1.4.2 Venue Rules**

Smoking, drinking alcohol and consuming any drugs is not permitted inside the Academic Building.

Delegates and Chairs are asked to keep the building clean during their visit.

### **1.4.3 Use of AI**

Using any AI during the Conference proceedings will result in strict disciplinary action, and repeated use will result in a single-conference ban.

Delegates are required to disable AI-assisted features on their devices prior to the start of the conference. Therefore, any argument regarding its use will not be accepted.

## **1.5 Use of Technology**

### **1.5.1 Individual Devices**

In all committees the use of AI programs such as ChatGPT, DeepSeek, Google AI and Claude and the non-conference-related use of social media is strictly prohibited.

### **1.5.2 Expert-level Committees**

The use of all electronic devices is strictly prohibited during conference proceedings.

Only in emergencies may delegates be able to access their device after formally asking to be excused from the committee room

### **1.5.3 Intermediate & Beginner-level committees**

The use of cellphones and laptops is permitted during sessions for research and writing purposes, at the discretion of the Chair.

Please refrain from excessive typing when another delegate is speaking.

#### **1.5.4 Using the Internet**

Delegates will be provided with free internet access whilst at GZAAT. Using it is Mandatory to control AI usage.

#### **1.6 Attendance of Sessions**

Delegates are expected to show up for **all** sessions, and a Rollcall will be taken at the opening of each session.

Should you not be able to come to a session, please notify your Chair as early as possible. Absences may affect a delegate's eligibility for awards at the discretion of the Secretariat

## **2. Rules of Debate**

### **2.1 Speaking Procedure**

#### **2.1.1 Use of Placards**

Delegates shall raise their placards, should they wish to be given the floor to raise a motion, point or to speak whilst in a moderated caucus, and wait upon the Chair to recognize you before speaking.

#### **2.1.2 Standing**

When a delegate is given the floor by the Chair, they shall stand up before speaking and addressing the Committee. Sit down once you have made your statement

and it has been noted by the Chair.

### **2.1.3 Addressing the Committee**

Make sure to properly address the entire Committee when being given the floor. For example: "Honorable Chairs and fellow delegates..."

## **2.2 Communication**

Should delegates wish to directly communicate with each other, they can do so via notes, which are to be passed along by the admin team. In case no admin can be present the Chair can decide to suspend note passing or allow delegates to do it themselves. Please respect the privacy of fellow delegates and do not read the notes or if they are not addressed to you.

## **2.3 Decorum**

One shall not interrupt the Chair or fellow delegates when they are speaking and wait until they are finished and seated before raising your placard to speak. Should you or other delegates speak out of turn, the Chair will ask for decorum, meaning that all delegates should return to their seats and cease communication. Once order is restored, the Committee will proceed as per usual.

Should the Chair raise a decorum towards a single delegate repeatedly, this may result in the delegate being asked to leave the session. A second decorum should be considered as a warning and stated as such, and upon the third decorum the Chair has the

right to ask the delegate to leave.

### **2. 3 The General Speakers' List**

To be placed on the General Speaker's List (GSL), please wait for the Chair to ask whether delegates wish

to be added or send a note up to the Dais. Should there be no points or motions on the floor, the Chair will proceed with the GSL in order of addition, unless they deem it an exception to this to be in order.

Delegates are also reminded it is inappropriate to directly address other delegates during their time on the GSL. Should a delegate's time on the GSL not be fully used, they may yield their time to the Chair, points of information or another delegate.

### **2.5.1 Yielding**

If a delegate is done speaking before their speaker's time is finished, they may yield their time to another purpose. The possibilities open to the delegate are detailed below.

#### *2.5.1.1 Yielding Time to the Chair*

By yielding time to the Chair, a delegate allows the Chair to decide what is to be done with it. This may be points of information or simply reopening the floor.

If a delegate sits immediately after finishing speaking, the time is considered to have been automatically yielded to the Chair. Repeated failure to yield the time may be punished by the Chair.

#### *2.5.1.2 Yielding Time to Points of Information*

By yielding one's time to questions, a delegate allows other delegates to ask them a series of questions on the contents of their statements.

Delegates are reminded that they must ask for a brief preamble should they require a short explanation before stating the question, and that they are allowed one

question. Should they want a second, they must ask for a follow-up by raising an appropriate motion. Follow-ups may be granted at the discretion of the Chair.

When a delegate yields their time to points of information, it is at the Chair's discretion to decide the total points of information will fit in the time left, and which delegate(s) may raise these points.

#### *2.5.1.3 Yielding Time to Another Delegate*

By yielding one's time to another delegate, a delegate allows another delegate of their choosing to take the floor and present a statement. This statement will not be open to points of inquiry.

#### **2.5.2 Opening Speeches**

At the start of debate on a topic, all country delegations will be added to the GSL in an alphabetical order. Delegates should present opening speeches briefly describing the policy of their country. The Chairs may choose to limit time allowed per speaker.

Following their opening speech, the delegate shall state whether they are open or closed to points of information. Shall the delegate be open, they may still refuse to answer a given point of information. However, answering other delegates' inquiries is strongly recommended.

### **2.4 Opening Debate**

#### **2.4.1 Roll Call**

At the opening of every session, a roll call will be taken by the Chair by way of an alphabetized list of the countries present at the Committee.

Countries will state their presence as "present" or "present and voting"; if a country states itself to be "present and voting", they may not abstain during

substantive voting procedure for the duration of that session. Delegates are expected to know if they have voting rights in the voting procedures, i.e. if they are an observer state.

If a delegate is late and misses the roll call, then they need to notify the Dais of their status as "present" or "present and voting" some other way, usually through a note.

#### **2.4.2 Quorum**

Quorum stands for the percentage needed for a session to be opened. The minimum quorum for debate stands at 50% of the delegates present at the first roll call of the Committee during the conference.

## 3. Points

### **3.1 Introducing a Point**

Points may be raised at any time in the debate by raising one's placards and stating the delegate's objective. They do not require the floor to be open, nor a voting procedure. However, refrain from interrupting a speaker, rather wait for a pause in their speech or them to be finished before raising the point. Due to their disruptive nature, Point of Order and Point of Personal Privilege asking a delegate to speak up may interrupt the speaker.

### **3.2 Point of Order**

If a delegate or Chair makes an error in following these Rules of Procedure, a point of order may be raised to highlight the error and give the delegate or Chair a chance to restate and correct it. Delegates are reminded to remain respectful when raising this point.

### **3.3 Point of Personal Privilege**

Raise this point to correct personal discomfort, or to ask for a change so that the debate can better be followed (e.g. ask for the speaker to speak louder). This point is also granted a brief preamble.

### **3.4 Point of Parliamentary Inquiry**

If a delegate is unsure of the Rules of Procedure in each area, they may raise a point of parliamentary inquiry to the Chair asking for clarification on the matter.

Due to the disruptive nature of a point and the purpose

On this specific point, delegates do not need to speak in the third person or be as formal as per usual when asking their question.

### **3.5 Point of Information**

If a delegate is unsure of the information being given out during the session, they may raise a point of information asking e.g. for clarification on the statement or a delegate's sources.

### **3.6 Right of Reply**

Should an offensive statement be made directly targeting a delegate, the receiving delegate has the right to reply to the statement. This is done by raising one's placard immediately following the offensive statement and then stating one's right to reply and reason for offense to the Chair. Please do not interrupt the speech of the offending delegate but rather wait and raise this right as soon as said speech is done.

A delegate's right to reply will be taken into consideration of the Chair, and should they deem it appropriate, the offended delegate has 30 seconds to make their statement. The offending delegate will then be given the chance to apologize, also with a time extension of 30 seconds. Should the Chair consider invoking the right to reply inappropriate, the debate will continue as before.

## 4. Motions

### **4.1 Introducing a Motion**

Motions are the main way in which delegates can push for things to be discussed, and different motions are available to achieve certain aims (see 3.4). Delegates are reminded that to present a motion to the committee; they must first wait until the floor is open and then they may raise their placard such that it can be read by the Chair. They may rise and present their point or motion once they have been recognized by the Chair and have been given the floor.

### **4.2 Seconding Motions**

For a motion to be passed, it must first be seconded by one or more other delegates. Delegates are asked to wait until the Chair asks for seconds and to raise their placard should they wish to second the motion.

### **4.3 Order of Preference of Motions**

Motions will be voted upon in order of disrupt the debate. Based upon the type of motion being raised, and then the time extension given to the motion. Should two motions be equally

disruptive, the first to have been noted by the Chair will be the one voted upon first. Should other factors need to be taken into consideration, they may be done so at the discretion of the Chair.

#### **4.4 Stating the Question**

It is the duty of the Chair to state the question after a motion is being brought to the floor for a vote, unless they deem the motion immediately out of order. That is to say, the Chair should present and restate the motion in its entirety to the Committee, before having it be brought to a vote.

#### **4.5 Motions Specific to Debate**

##### **4.5.1 Motion to Open the Debate on Topic [X]**

The first motion following the opening of the session, this motion allows for the debate to begin. Should there not be unanimous agreement to open a certain topic, then a maximum of two speakers will be asked to speak in favor and against the topic.

##### **4.5.2 Motion to Reconsider the Question\***

When the committee has voted on a topic of debate X, delegates may still raise a motion to reconsider the question and suggest another topic. This is only appropriate if the floor has not yet been opened, i.e. immediately after the vote. This motion will require two speakers to step forth and present their arguments against and in favor of the other topic, and a 2/3 majority to pass.

#### **4.5.3 Motion to Set the Speaker's Time**

This motion allows for the committee to vote at the appropriate time for speakers on the Speaker's List and must always be voted upon (45 seconds to 1 min is recommended).

Should there be contention, then the contenders must each choose one representative to argue in favor of a given time for 30 seconds.

#### **4.5.4 Motion to Open the General Speaker's List**

Following the opening of debate, this motion is required. Should the committee pass this motion, the GSL will be opened.

#### **4.5.5 Motion for an Extraordinary Session of Questions\***

This motion gives the opportunity to ask questions about a resolution to its sponsors, or a particular nation's stance or statements. Delegates may raise this at any time when the floor is opened.

With an extraordinary session of questions, the motion must first be deemed appropriate by the Chair, then it must be accepted by the delegate the session is directed at to proceed. The number of questions or comments should be established whilst raising the motion; it should be noted that only one question may be granted per delegate. However, one follow-up can be granted per question. Delegates may be allowed a brief preamble should they raise a point of personal privilege before beginning their question.

#### **4.5.6 Motion to Open a Caucus\***

Delegates must raise a motion to open a caucus with a

determined time limit and topic which will be discussed during the caucus.

It is recommended to limit the time extension of a caucus to a maximum of 25 minutes, but this is ultimately at the Chair's discretion.

#### ***4.5.6.1 Motion to Open a Moderated Caucus***

To raise a moderated caucus, delegates must also add a speaker's time to the aforementioned details.

Within the caucus, the Chair will give the floor to delegates who raise their placard. Delegates can speak standing from their places, giving a statement within the previously set time limit (e.g. Motion to open a moderated caucus of 15 minutes with 1 minute speaker's time).

#### ***4.5.6.2 Motion to Open an Unmoderated Caucus***

During an unmoderated caucus, delegates can move freely, debate and discuss. During this time, delegates usually write the resolutions, form blocs and alliances, and compromises.

#### ***4.5.7 Motion to Extend a Previous Motion***

Should a delegate wish to continue a motion, they should place this on the floor as soon as it is open following the closing of a motion.

Delegates are reminded that a motion can only be extended once and cannot be given an extension longer than the original motion. This includes extraordinary sessions of questions, where the limit is the number of questions.

#### ***4.5.8 Motion to Withdraw a Previous Motion\****

Should a delegate wish to remove a motion they have already put on the floor, they may raise this to remove said motion. This motion passes automatically without voting procedure.

#### **4.5.9 Motion to Appeal to the Decision of the Chair**

Should a delegate strongly disagree with the decision of the Chair, they may raise this motion, which must be directly supported by a three-fourths majority of delegates present. Should it pass, the Chair's decision on the matter will be overruled. To raise this motion delegates need only stand up and speak (i.e. they do not need to raise their placards), as it is automatically the most disruptive.

#### **4.5.10 Motion to Suspend/Adjourn Session**

This motion allows for the committee to close the session for the time being. The suspension of the meeting is less formal and is intended for breaks during the day. Adjourning the session is more formal and reserved for the end of the day or longer breaks (i.e. lunch).

#### **4.5.11 Motion to Move to the Voting Procedure**

This motion can be introduced if the Committee is ready to move to a vote on a possible working paper or a draft resolution. This motion requires a two-thirds majority to pass; should it fail, debate continues normally. Should it pass, the committee moves to presenting the paper and voting procedure.

#### **4.5.12 Motion to Make the Delegate Open to Points of Information**

Should the delegate state they are close to points of

information, this motion may be raised to make them open to *PoIs*.

#### **4.5.13 Motion For a follow up**

If the delegate wishes to second a *PoI*, they should raise this motion. The motion passes under discretion of the Chair and does not need to be voted on.

#### **4.5.14 Motion for a Minute of Silence\***

In the event of a tragedy during or just before the conference, a delegate may motion for a minute of silence. This motion does not require a second or a vote and stands only with the approval of the Chair. It must, however, be raised at the beginning of a session, or directly after a tragedy has been announced.

#### **4.5.15 Motion for a Minute of Silent Prayer or Meditation\***

This motion, like the one above, may be raised by a delegate for state reasons, and is only subject to the Chair's approval. This motion may only be raised before the opening of debate during a session; should a delegate need to pray or meditate for personal reasons they are asked to discuss this matter directly with the Chair or raise a point of personal privilege.

### **4.6 Motions Specific to Written Works**

#### **4.6.1 Motion to Introduce a Friendly Amendment\***

A friendly amendment is a change to the resolution that all sponsors agree on. After the amendment is approved by the committee, as well as the Chairs, it may be automatically incorporated into the resolution, otherwise it is noted as an unfriendly amendment.

#### **4.6.2 Motion to Introduce an Unfriendly Amendment\***

An unfriendly amendment is a change that some or all the resolution sponsors do not support and must be voted upon by the committee. Prior to voting on the resolution, the committee must vote on all unfriendly amendments individually.

#### **4.6.3 Motion to Introduce a Working Paper**

Once a working paper has been finalized, the sponsors can motion to present the draft resolution to the committee. This motion does not require a vote and stands at the Chair's discretion.

#### **4.6.4 Motion to Introduce a Resolution\***

Once a draft resolution has been finalized, the sponsors can motion to present the draft resolution to the committee. This motion does not require a vote and stands at the Chair's discretion. Delegates are asked to wait for the Chair to have read the draft resolution before raising this motion. When presenting the draft resolution, sponsors will be asked to read the resolution out loud. This can be circumvented by discussion with the Chair and a two-thirds majority approval vote by the committee for alternative means of presentation.

#### **4.6.5 Motion to Divide the Question**

During the voting procedure, delegates may raise this motion to vote on certain clauses of a resolution separately. Only the clauses that are passed become part of the final resolution. This motion passes by a two-thirds majority.

## **4.7 Motions Specific to Voting Procedure**

### **4.7.1 Procedure**

After a motion to move into substantive voting procedure has passed (By 2/3-rds or simple majority), all observers will be asked to leave the room until voting procedure has been suspended. The status of the members of the press is subject to the Chair's discretion.

### **4.7.2 Majorities**

Most motions must be passed by a vote, winning by either a simple majority ( $> \frac{1}{2}$  of quorum) or a  $\frac{2}{3}$  majority. Take this to be a simple majority, unless otherwise stated in the description.

### **4.7.3 Motion to Vote by Acclamation (Used only in expert committees)**

If there are no votes against the closure of debate, the Chair may ask the delegates if there are any objections to voting by acclamation. Support for this motion must be unanimous; if it passes, the committee

circumvents the longer voting procedure and the resolution will automatically be adopted without full voting procedure. Should there be any objections to this motion, then a roll call vote immediately follows

#### **4.7.3 Motion to Vote by Roll Call**

All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted, in which case delegates vote individually.

#### **4.7.4 Motion to Vote Clause by Clause**

Usually, the Security Council is the only UN body in which the resolution is voted clause by clause. However, if a two-thirds majority of delegates in a committee are in favor of voting clause by clause, this is permitted at the Chair's discretion.

#### **4.7.5 Motion to Divide the House**

Should a substantive vote not provide a simple majority, then delegates may raise this motion. Should it pass, during the next voting round, no delegate is allowed to abstain from voting, regardless of whether they are "present" or "present and voting".

## **5. Voting Procedure**

### **5.1 Procedural Voting**

When voting on procedural matters, which includes motions, caucuses, setting an agenda, suspending the

meeting, changing the speaker's time, etc. delegates may not abstain from voting. Procedural voting only requires a simple majority to pass.

## **5.2 Substantive Voting**

This is voting on written works that were created during the conference.

### **5.2.1 Present vs. Present and Voting**

At the opening of every session, when the roll call is taken by the Chair, delegates may lift their placards and announce themselves as "Present" or "Present and Voting". If a delegate is acting as an observer state, they have no voting rights in the committee; delegates are expected to know their status regarding voting rights.

## **5.3 General Assembly**

The General Assembly shall hear of all resolutions finalized by the committees. Due to time constraints, the assembly will not vote upon the resolutions.

Delegates pre-designated by the Chair shall prepare a speech summarizing the contents of committee debates and the content of its passed resolutions. Delegates are reminded to remain professional both in their clothing and use of language.

## **5.4 Voting on a Draft Resolution**

When voting on substantive matters, delegates need to vote in voting blocs. Delegates may choose '**in favor**', '**against**', or '**abstention**' (the latter only if they said 'Present' during Roll Call).

The doors should be closed, observers must leave, and speeches and caucuses will not be entertained. Anyone who is not in the room at the time of voting procedure cannot vote, and once a delegate leaves, they may not return.

## **5.5 Majorities**

Only a simple majority is needed to pass a resolution.

# 6. Format of Written Works

## **6.1 Position Papers**

Position papers are required for all delegates attending the conference. Inability to turn in a position paper before its specific deadline will make a delegate ineligible for awards.

### **6.1.2 Structure**

All position papers should include the following parts: (1) Topic Background, (2) Past UN Actions, (3) National Policy, (4) Proposed Solutions.

### **6.1.3 Formatting**

All Position Papers should not take up more than three

A4 pages (works cited not included). All position papers should have 1.5 spacing, default margins and should be written in the Times New Roman font with a font size of 12.

## **6.2 Working Papers and Resolutions**

### **6.2.1 Working Papers**

The working paper is the draft of a possible resolution and follows a similar format and structure. Once a working paper is approved by the Chairs, it becomes a draft resolution.

### **6.2.2 Structure**

Working papers and resolutions ultimately follow the same final format.

#### *6.2.2.1 Spacing*

All working papers and resolutions should have 1.5 spacing.

#### *6.2.2.2 Sponsors*

The sponsors are the main authors of the resolution. The Chair sets a specific maximum number of sponsors, with the absolute maximum being 5.

#### *6.2.2.3 Signatories*

Signatories are other countries in the committee that support points introduced in the resolution.

CAUMUN Committees require a minimum number or percentage of sponsors and signatories (25%) before a resolution can be presented.

#### *6.2.2.4 Preambulatory Clauses*

In the preambulatory clauses, delegates state all the issues that the committee wants to resolve on this issue. It may state reasons for which the committee is addressing this issue and indicate previous international actions on the topic.

Preambulatory clauses can include:

- (1) Past UN resolutions, treaties, or conventions related to the topic, (2) Past regional, non-governmental, or national efforts in resolving this topic,
- (3) References to the UN Charter, international law, or other international frameworks and laws,
- (4) Statements made by the Secretary-General or a relevant UN body or agency,
- (5) General background information, facts and statistics about the topic, its significance, and its impact.

#### *6.2.2.5 Operative Clauses*

Operative clauses state the solutions that the sponsors of the resolution propose to resolve the issues. The operative clauses should address the issues specifically mentioned in the preambulatory clauses above them.

### **6.2.3 Amendments**

Approved working papers are modified through amendments

to reach a greater consensus amongst delegates in the Committee.

An amendment is a written statement that *adds, removes* or *changes* any clause in a draft resolution.

Amendments can be either **friendly** or **unfriendly**. Friendly amendments are those which have the support of all the sponsors of the resolution. They do not require voting but pass automatically. An unfriendly amendment is challenged by one or more sponsors of the resolution. For it to pass, the committee shall vote upon it.

Amendments will be numbered in order of when they are received and accepted by the chairs. Delegates should wait for confirmation from the chairs that the amendment has been approved before raising a motion to introduce it. Amendments should be submitted to the dais containing the following information: the sponsors, the signatories, the change in phrasing, and where in the document the text is.

A suggested format:

Amendment 1

Author(s): [X], ([Y], [Z])

Adds an operative clause that reads [...]/Deletes

Operative Clause [X]/Changes Operative Clause X to read [...]

Chairs may introduce an alternative way to submit amendments.

## 7. Committee-specific Rules of Procedure

### 7.1 UNSC

#### 7.1.1 Veto Right

Five permanent members of the Security Council (P5), that is **People's Republic of China, French Republic, Russian Federation, United Kingdom of Great Britain and Northern Ireland**, and the **United States of America** are granted veto rights.

Shall a P5 country vote against a resolution, it is considered to veto it. In such a case, the resolution does not pass. Veto rights do not take effect in the General Assembly.

#### 7.1.2 P5 Caucus

A motion for a P5 caucus may be introduced. The P5 Caucus follows the Moderated Caucus rules of debate. During the P5 caucus, only the permanent members of the SC may speak.

### 7.2 Historical Committee

#### 7.2.1 Representation

In the historical committee, delegates represent countries as existent at the date the debate is set in,

e.g. representing the Soviet Union instead of the Russian Federation. Delegates must adhere to the country's historical policy.

#### **7.2.2 Use of information**

The delegates are only allowed to use information existing at the date the debate is set in. Usage of information, outcomes and knowledge outside the historical scope of the debate is not allowed and may be punished by the Chair.

### **7.3 ICJ & ICC**

#### **7.3.1 Committee session procedure**

Both the ICJ and the ICC operate on rules of procedure separate from that of regular committees. All members of such committees will receive an individual document describing the specific rules of procedure.

## **8. Final Provisions**

### **8.1 Applicability**

By participating in the conference, the parties declare to adhere to the Rules of Procedure and understand the consequences of potential violations.

### **8.2 Scope**

In all circumstances not described in this document,  
Rules of Procedure of the United Nations and its  
committees shall apply.